



Leading When Not in Charge

Overview

Some people are leaders because they are tasked to be leaders. But others don't have to be in a position of leadership to be a leader. Leadership is a learned technique. In Elevate's Leading When Not in Charge training participants will learn their purpose and their personal power. They will learn to motivate, persuade, inspire, and influence others to realize their potential. Participants will learn to make a difference no matter what the position they hold by putting the skills of the great leaders into practice.

Learning Objectives

- Learn to understand the benefits of goal setting
- Improve their personal power
- Learn to live up to their potential
- Learn to influence and motivate peers
- Learn to influence people through involvement
- Learn to manage stress

Course Materials

- Participant workbook
- Presenter slides and outlines
- Case Studies and Media as appropriate
- Role play scenarios
- Post training assessment

Room Requirements

- Internet access for presenter
- Screen
- Projector (if not ceiling mounted then a table or cart will need to be provided)
- Training room must be able to comfortably accommodate the number of participants plus room to move around for various activities)
- Rounds or pods, small table for presenter's materials, chairs for all participants
- One Flip chart and easel for each round table (for small group work) and markers

Additional Requirements

- Elevate will choose training facilitators whose background and expertise will support the subject matter and goals of SSA
- Instructors will use a variety of instructional methods including lecture, group projects, discussion, and role play
- Participants are expected to be actively engaged in the learning process

Course Agenda (1/2 day)

Know your purpose

Goal setting

- SMART Goals
- Manage your goals
- Break through and reach your goals

You personal power

- How to use it
- How to be persuasive
- Effective decision making
- Living up to your potential as a person
- Improve personal efficiency

Cooperation

- Skills we need to improve: for ourselves and for others
- How to bring about genuine, effective progress

Lateral Leadership

- How to influence our peers
- Training for when you become positional leader
- Influence people through involvement

Implementation

- Find better solutions
- Help those you work with make successful collaborations: Many vs. the few
- Always provide a solution
- Best ways to give advice
- Constructive criticism: 5 step program