

AIDT Leadership Skills 2 Outline
2022

- I. Personality Style Inventory
 - A. Extroverts/Introverts
 - 1. Traits
 - 2. How to lead
 - B. Sensors/Intuitives
 - 1. Traits
 - 2. How to lead
 - C. Thinkers/Feelers
 - 1. Traits
 - 2. How to lead
 - D. Judgers/Perceivers
 - 1. Traits
 - 2. How to lead

- II. Diversity/Inclusion
 - A. Introductions
 - B. Definitions
 - C. Virtually Imperceptible Inequities
 - 1. Examples of Micro-Affirmations
 - 2. The Antidote: Micro-Affirmations
 - D. Individual Approach to Inclusion
 - E. Showing Respect
 - 1. Different Ways of Conveying Respect
 - F. Lead by Example
 - 1. Be Part of the Solution
 - 2. Respond with Grace While Setting the Record Straight
 - 3. Speak Up if You Experience or Notice Offensive Behavior
 - 4. Treat Others with Respect
 - G. The “FAIR” Way to Manage Diversity
 - 1. Feedback
 - 2. Assistance
 - 3. Inclusion
 - 4. Respect

- III. Conflict Management
 - A. An Introduction to Conflict Resolution
 - 1. What is Conflict?
 - 2. What Causes Conflict?
 - 3. What is Conflict Resolution?
 - 4. Understanding the Conflict Resolution Process
 - B. Assertive, Aggressive and Passive Leadership
 - 1. Assertive Leaders
 - 2. Aggressive Leaders
 - 3. Passive Leaders

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- C. Conflict Resolution Styles
 - 1. Negotiation
 - 2. Competition
 - 3. Avoidance
 - 4. Compliance
 - D. Dealing with Problem Employees
 - E. Behaviors to Avoid
- IV. Employee Motivation
- A. What is Motivation?
 - B. Extrinsic vs Intrinsic Motivation
 - 1. Community
 - 2. Influence
 - 3. Openness
 - C. Theories of Motivation
 - 1. Maslow's Hierarchy of Needs
 - 2. McGregor's Theory X, Theory Y Model
 - D. Creating A Motivating Environment
 - 1. Provide Interesting and Stimulating Work
 - 2. Set Challenging but Achievable Goals
 - 3. Provide the Right Rewards
 - E. Motivation Myths