

AIDT Leadership Skills 3 Outline  
2022

- I. Emotional Intelligence
  - A. What is emotional intelligence?
  - B. Personal competencies
  - C. Skills in emotional intelligence
  - D. Apply EQ/EI Skills
  - E. Benefits of emotional intelligence
  
- II. Critical Thinking
  - A. What is critical thinking?
    - 1. Why is it important?
    - 2. Curiosity
    - 3. Flexibility
    - 4. Common Sense
  - B. Critical thinking mistakes
    - 1. Rationalization
    - 2. Emotional thinking
    - 3. Biases
  - C. Critical thinking with EEE
    - 1. Examine
    - 2. Explore
    - 3. Evaluate
  
- III. Time Management
  - A. Setting goals
  - B. The Three P's
    - 1. Positive
    - 2. Personal
    - 3. Possible
  - C. Prioritizing your Time
  - D. Tackling Procrastination
  - E. Delegating Made Easy
    - 1. When to Delegate
    - 2. To Whom Should you Delegate?
    - 3. Keeping Control
  
- IV. Leading Others Through Change
  - A. Introduction to Change
  - B. What Drives Change?
  - C. Why Does Change Fail?
  - D. The Four Phases of Change
  - E. What helps Change Efforts Succeed?
  - F. The ACT Model: Asses the Change
  - G. The ACT Model: Create a Plan
  - H. The ACT Model: Transition the Change