

Leadership Fundamentals

with Britt Andreatta

Course Outline

Dear Premium Subscriber,

I am happy to provide you with this additional resource. To maximize the development of your leadership skills, I recommend that you use this course outline in the following 3 ways.

1. Print out 1 copy to use for taking notes while you watch the course. Taking notes while listening further increases your understanding and retention of the information.
2. After each video, add notes about some specific actions you can take in next few weeks to implement the strategies. Your learning will be enhanced if you can ground each learning objective in your own personal experience. Later, use these notes to design your leadership development plan over the next several months.
3. Once you have watched the course, print out another copy to use as a way to test your knowledge. This will further anchor the material in your memory.

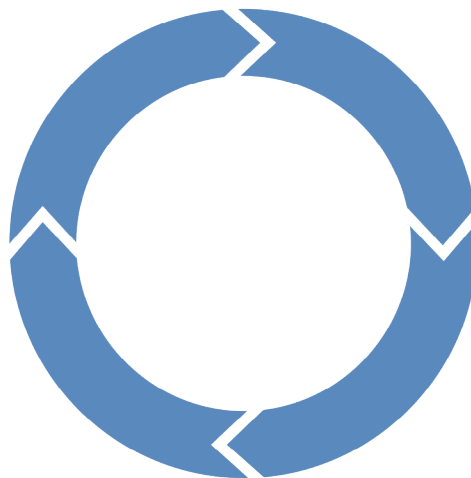
Happy learning!

Warmly,
Britt

What is Leadership? (1-1)

What is the definition of leadership?

Fill in this diagram of leadership skills:



When Are You Leading? (1-2)

The primary goal of leadership is _____

The primary goal of management is _____

Fill in this table with the primary differences between management and leadership.

	Management	Leadership
1. Approach		
2. Time frame		
3. Focus		
4. Resources		
5. Task goals		
6. People skills		

The Balancing Act (1-3)

What are strategies to make the balancing act easier:

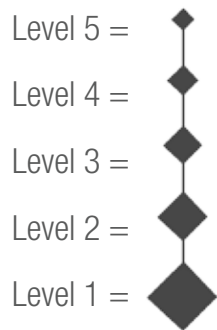
1.

2.

3.

Finding Your Leadership Level (1-4)

What are the five levels of leadership?



Changing Scope and Stakes (1-5)

Specify how these 3 things change as you move up leadership levels.

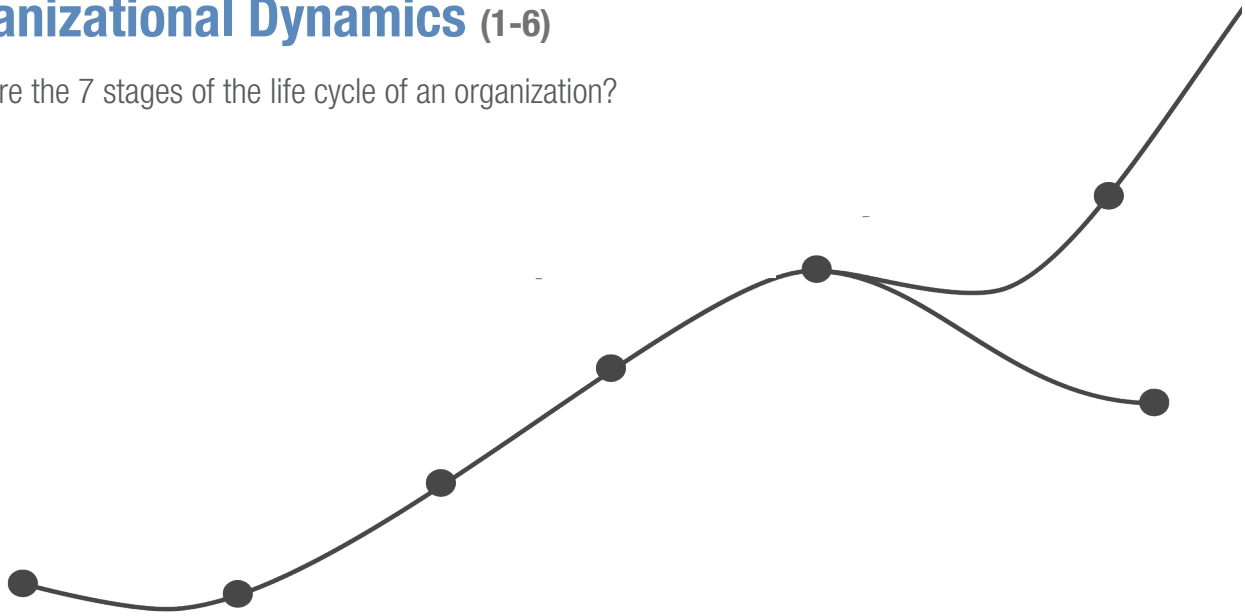
1. Scope

2. Stakes

3. Proportion

Organizational Dynamics (1-6)

What are the 7 stages of the life cycle of an organization?



List two external and two internal factors that affect organizations.

- 1.
- 2.
- 3.
- 4.

Mapping Leadership Competencies (2-1)

List at list 3 competencies affiliated with each of the clusters.

Self awareness

- 1.
- 2.
- 3.

Building relationships

- 1.
- 2.
- 3.

Business acumen

- 1.
- 2.
- 3.

Organizational Strategy

- 1.
- 2.
- 3.

Leading with Vision and Values (2-2)

People like working for leaders who do what 2 things?

- 1.
- 2.

What are the four steps to leading with vision and values?

- 1.
- 2.
- 3.
- 4.

Cultivating Emotional Intelligence (2-3)

What are the two components of emotional intelligence?

- 1.
- 2.

From the scenario, identify how Serena demonstrates the first component.

How does she demonstrate the second component?

Motivating and Engaging Others (2-4)

What are the 3 driving forces that motivate humans?

- 1.
- 2.
- 3.

When the first two levels are satisfied, people are most motivated by:

_____, _____,
and _____.

What are the 10 causes of employee disengagement?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

What are the 5 strategies for building a culture of employee engagement?

- 1.
- 2.
- 3.
- 4.
- 5.

Developing Your People (2-5)

List the 6 core components you need to discover about your employees.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Increasing Team Performance (2-6)

What are the 4 qualities that makes a group a team?

- 1.
- 2.
- 3.
- 4.

List the most common reasons team fail.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

List the 7 key factors to discuss with the team when making the team playbook.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Facilitating Change (2-7)

What is the difference between change and transition?

What are the 2 ways effective leaders affect the change curve?

- 1.
- 2.

What are the 3 strategies that leaders can use to help facilitate change?

- 1.
- 2.
- 3.

Effective leaders are patient and allow people time to make the transition, knowing that after about _____ repetitions of the new behavior, things will settle down.

Developing Political Acumen (2-8)

Political acumen is defined as:

What are the 5 types of power?

- 1.
- 2.
- 3.
- 4.
- 5.

You can identify the priorities of an organization by looking for how it invests its

_____, _____,
and _____.

List the strategies you can use to hone your political acumen.

- 1.
- 2.
- 3.
- 4.
- 5.

Scanning Your Environment and Industry (2-9)

List the ways to stay informed about your organization.

- 1.
- 2.
- 3.
- 4.

What are strategies Serena uses to stay informed about her industry?

- 1.
- 2.
- 3.
- 4.

Building Key Relationships (2-10)

How can mirror neurons affect your relationships with others?

What are the 3 strategies for building authentic relationships?

- 1.
- 2.
- 3.

When you need to tap into the collective wisdom and influence of your network, what are ways to go about it?

A mentor is _____

Creating a Great Culture (2-11)

List some of the benefits of having a great culture.

Great cultures have the following 4 key factors in common:

- 1.
- 2.
- 3.
- 4.

What are the strategies for driving the creation of a great culture?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Practicing Sustainability (2-12)

List the key practices and at least 1 benefit each provides for effective leadership.

- 1.
- 2.
- 3.
- 4.
- 5.

Developing Resilience (2-13)

The two phases of resilience are:

- 1.
- 2.

List the 5 strategies for developing your resilience.

- 1.
- 2.
- 3.
- 4.
- 5.

Working with Ineffective Leaders (3-1)

Identify some ways to share leadership practices with others.

What are the 3 key reasons for connecting with other effective leaders?

- 1.
- 2.
- 3.

Next Steps (3-2)

Identify 1-2 areas of your own development you want to focus on for the next few weeks.

- 1.
- 2.

What specific strategies or actions do you plan to implement over the next 4-6 weeks (the goal is to get 40 repetitions to groove the new behavior)?

List the 3 actions you can take for furthering your leadership learning.

- 1.
- 2.
- 3.