



LEVEL III SYLLABUS

COMMUNICATION SKILLS FOR LEADERS 3.1

Length: 75 minutes

This class discusses ways to effectively communicate as a leader. The students will assess their communication skills and determine areas for improvement.

UNDERSTANDING NEEDS 3.2

Length: 45 minutes

This class examines the basic needs of an individual using Maslow's Hierarchy of Needs Theory. The students will further explore the impact of needs on motivation.

LEADERSHIP STYLES 3.3

Length: 90 - 105 minutes

This class discusses situational leadership. The students will discover their own personal leadership style and learn to evaluate follower needs in order to apply the appropriate leadership style.



BUILDING COHESIVE TEAMS 3.4

Length: 75 minutes

This class discusses ways in which leaders can build strong and cohesive teams by capitalizing on a positive attitude, understanding their role in the stages of team development, building commitment within the team, and being aware of the characteristics of an effective team.

MANAGING GROUP CONFLICT 3.5

Length: 75 – 90 minutes

This class defines conflict and the characteristics of conflict within a group. The students will assess their personal approach to conflict and recognize when to apply other conflict management styles in group situations.

**LEADER ASSISTED
PROBLEM SOLVING 3.6**

Length: 1 hour

This class provides leaders with the information to guide individuals and groups through the problem solving process.



DELEGATION FOR LEADERS 3.7

Length: 75 – 90 minutes

This class focuses on delegation and illustrates its benefits for both the leader and team member.

MEETING MANAGEMENT 3.8

Length: 60 - 75 minutes

This class outlines the reasons for meetings and how to effectively conduct them. It will further explore implementing the phases of meeting management to organize productive meetings.

COACHING AND MENTORING 3.9

Length: 90 minutes

This class explores the roles of a leader as a coach and mentor and how that leader can provide effective feedback.

FAMILY READINESS GROUP LEADERSHIP 3.10

Length: 1 hour

This course describes and provides an opportunity to practice a six-step problem solving process to help determine solutions to various real-life scenarios.