

Readying Yourself for a Role in Leadership

GoSkills online course syllabus

Skill level

Beginner

Lessons

16

Pre-requisites

No prior experience needed

Video duration

44m

Estimated study time

44m 12s

Instructor

Lawrence Huey

Introduction

1 Prepare to lead with confidence

Starting a new leadership role can be an intimidating process, but with careful preparation you'll be able to take on the role with ease.

Build Team Management Skills

2 Establish trust with team members

When you first lead a new team, you need to build a connection with everyone as a key component of leadership.

3 Lead diverse teams

Diverse teams foster innovation and inclusivity. In this lesson, you'll explore how to include diverse voices and perspectives in your meetings.

4 Facilitate effective one-on-one meetings

A one-on-one meeting is a crucial touchpoint with your team.

5 Lead through influence

Positional power doesn't work in a modern work environment.

Communicate Like a Leader

6 Motivate your team

Motivation drives performance and engagement. In this lesson, you'll gain techniques for crafting team goals that are energizing for each team member.

7 Build self-awareness and empathy

Everyone has natural biases, and can learn to take action about them.

8 Practice clear and concise messaging
Good communication is the difference between moving a project forward or backward.

9 Resolve conflict as a leader
Resolving conflicts maintains team harmony and productivity.

Enhance Decision-Making Skills

10 Outline the decision-making process
Leaders use decision-making processes to make effective choices.

11 Evaluate alternatives
Evaluating alternatives ensures the best decision is made.

12 Overcome decision-making biases
Recognizing and overcoming biases improves decision-making quality.

Navigate Common Leadership Challenges

13 Transition from peer to leader
Leading your peers can often be tricky.

14 Giving and receiving feedback
Addressing blind spots is key to employee growth and team performance.

15 Manage time effectively
Many leaders find themselves busy with new meetings and responsibilities.

Conclusion

16 Growing into leadership
Congratulations on completing this course! Now, you're ready to tackle a new role in leadership.

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