



Developing Your Leadership Style

Learn how to capitalize on your personal leadership style to achieve workplace goals. In this course you will identify your leadership through personal assessment; learn the difference between leadership and management; recognize the “being” and “doing” of leadership; and develop the innate motivating techniques that transform employee attitudes and enhance cooperation and teamwork. Other topics include understanding the leadership management balance and SMART goal development.

Who Should Take This Course?

This course is designed for anyone who manages or coordinates the work of others, including supervisors, managers, project managers, team leads, and business owners.

Course Objectives

- Develop your personal leadership style
- Define leadership and management in terms of meaning
- Identify leadership traits and their impact on the workplace
- Discuss SMART goal development

Course Info

- Length: 6 hours
- Format: Classroom instruction and demonstration
- Prerequisite: None

Course Content

Develop your personal leadership style

- Complete a self-assessment focusing on managerial/situational leadership style
- Complete a self-assessment focusing on motivational/interpersonal leadership style

Define leadership and management in terms of meaning

- Understand the meaning of each term and how they are used as a “concept” and a “role”
- Find balance in how to “manage” things and “lead” people

Identify leadership traits and their impact in the workplace

- Conduct a “snapshot” evaluation of the current work environment
- Conduct a “crystal ball” evaluation of the future work environment
- Evaluate the leadership needs to merge these two viewpoints



CONTINUING EDUCATION Course Outline

Discuss SMART goal development

- Understand the strategic planning process involved in achieving workplace goals
- Learn the value of a vision at the organizational, departmental, team, or individual level
- Link the use of SMART goals from the organization's goals down to the individual

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion Letters

If your company requires proof of course completion, if you need to document course hours for a certification exam, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm

The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request.

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