



## CONTINUING EDUCATION

### Course Outline

# Developing Your Leadership Style

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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

### 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/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend\* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

## Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the Supervision Certificate, you must take all six required courses and attend\* 80 percent of the entire certificate (calculated by total number of sessions). If you complete a certificate program by taking courses individually (not through a series), you can

[request a Certificate of Completion online](#).

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

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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. Green River College is an equal opportunity educator and employer. Learn more at [www.greenriver.edu/accessibility](http://www.greenriver.edu/accessibility).