

Leadership for Admin Professionals

Professional project delivery and team leadership skills

A practical, student-friendly outline covering core Concepts of Leadership, developing Personal Leadership Skills, and communication and Building Trust.

MODULES

3

LESSONS

10

FORMAT

Self-paced

Module Breakdown

<p>MODULE 1</p> <p>Core Concepts of Leadership</p> <ul style="list-style-type: none">1.1 - Understanding Leadership vs. Management1.2 The Importance of Leadership in Administrative Roles1.3 The Role of Influence Without Authority	<p>MODULE 2</p> <p>Developing Personal Leadership Skills</p> <ul style="list-style-type: none">2.1 Self-Assessment with SWOT2.2 Identifying and Leveraging Personal Strengths2.3 Recognizing Weaknesses and Overcoming Threats2.4 Enhancing Emotional Intelligence
<p>MODULE 3</p> <p>Communication and Building Trust</p> <ul style="list-style-type: none">3.1 Essential Communication Skills for Leaders3.2 Building Credibility and Trust3.3 Course Closeout	