LEADERSHIP COACHING PROCESS CHAPTERS AND TOPICS

YOUR LEADERSHIP JOURNEY
Leaders: Are They Born Or Made?
Self Leadership
Unleashing Your Leadership Potential
How Did You Get Here?
Finding Your Place
Build On Your Strengths
Learning From Your Mistakes
Practice, Practice, Practice

LEADERSHIP SUCCESS
True Success Comes from Within You
The Secret of Success and Happiness
Authority and Power — There is a Difference
Three Types of Formal Leadership

THE POWER OF EMOTIONAL INTELLIGENCE
What is Emotional Intelligence?
Motivation
An Emotionally Intelligent Organization — A Case Study
Emotions and Feelings
Self-Awareness and Social Awareness
Self-Management and Relationship Management
The Importance of Emotional Intelligence in an Organization
Characteristics of High Emotional Intelligence
Characteristics of Low Emotional Intelligence

UNDERSTANDING DIVERSITY WHILE CREATING INCLUSION
What Does Diversity Really Mean?
Why is Diversity so Difficult to Accomplish?
Course Correction Requires a New Attitude
The Power of Inclusion
Making it Happen
A Never-Ending Process

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ACHIEVING GOALS FOR SUCCESS
Do You Know Where You're Going, Really?
The Critical Components of the Goal Achievement Process
Four Types of Goals
Key Criteria for Effective Goal Setting
The Best Use of a Goal Planning Sheet
Turning Solutions into Actions
The Importance of Action Steps
The Importance of Goals

UNDERSTANDING AND AFFIRMING YOU
The Importance of Understanding You
Our Three Ego States
The Three Selfs in a Professional Environment
Affirming Yourself
Developing Habits
Attitudes
Building Positive Habits for Positive Results

COMMUNICATIONS
The Potential for Miscommunication
Successfully Communicating Ideas
Communication and Emotions
Principles of Successful Communication
Listen Aggressively
Enhance Active Listening with Questions
Building Relationships Through Communication

MANAGING YOUR TIME
The Concepts of Time Management
Common Enemies of Time
Overcoming Procrastination
Don't Make Excuses
Regrets are a Waste of Time
Designing a Process that Works
Planning with a Purpose
Making the Most of Your Time
Delegation and Leadership

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LEADERSHIP COACHING PROCESS CHAPTERS AND TOPICS

MAKING DECISIONS AND SOLVING ISSUES
Decisions, Habits, and Attitudes
Making Quality Decisions
The Elements of the Decision-Making Process

MOTIVATION AND COURAGE
Motivation Drives Leadership
Emotion and Logic
Understanding Human Needs
Common Methods of Motivation
Motivation Killers
Managing Worry
Handling Frustration
Have Courage to Stay the Course

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