

## Standard 2-Day Outline

# AIDT Leadership Skills I

### Day One

- I. Introduction
  - A. AIDT Overview
  - B. Program Content/Training Materials
  - C. Student Participation
  
- II. Managing the Human Resource
  - A. “Win as Much as You Can”
  - B. Manager’s Role
  
- III. Responsibilities of a Supervisor
  - A. Motivator
  - B. Leader
  - C. Evaluator
  - D. Communicator
  
- IV. Communication
  - A. The Communication Process
  - B. Active Listening
  - C. What’s My Communication Style?
  
- V. Improving Work Relationships
  - A. Teamwork Basics
  - B. Consensus Decision Making

\*\*Individual Work  
-Quality Crunch

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### Day Two

- VI. Working Together Successfully
  - A. Quality Crunch
  - B. Respecting our Differences
  
- VII. Motivation
  - A. The Pygmalion Effect
  - B. Hierarchy of Human Needs
  - C. Assumptions
  
- VIII. Leadership Skills
  - A. What is Leadership?
  - B. Managers vs. Leaders
  
- IX. Putting It All Together
  - A. Successful Supervision
  - B. Seminar Critiques
  - C. The Next Step