

# Leadership

## Category and Courses Marketing Kit

Leaders are grown, not born. Learn how to stand out as a leader.



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# I. Course Summary Descriptions

## Leadership

Learn how to transform your natural charisma and enthusiasm into leadership skills. MindEdge's leadership certificate and coursework discusses the theories of leadership, and offers real-world practical explanations and definitions. The courses drill down into leading teams, leading through change, and the importance of work-life balance.

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## Certificate in Leadership

What is leadership and why is it important? How does a leader encourage change without triggering fearful resistance? What are the key elements to leading an effective team? What is the role of charisma in leadership? How can a leader achieve work-life balance? This suite of courses addresses all of these questions and many more. The courses in this suite offer advice on leadership that can help you stand out as a leader among your peers. Video segments introduce successful leaders who discuss such issues as how leaders become leaders, leadership ethics, and the differences between leaders, managers, and administrators.

**Learner Satisfaction: 98%**

**Estimated length: 20 hours**

**Access Time: 365 days**

**Credits: 2 IACET CEUs / 20 PMI PDUs / 20 HRCI Credits / 20 SHRM PDCs**

## Becoming a Better Leader

This completely online and self-paced one-module course utilizes Inc. Magazine's prize-winning editorial content to introduce basic concepts of business leadership, including communication and motivation; leading teams; leading virtual workers; and leading during times of change. The focus is on providing practical, hands-on advice to entrepreneurs and small-business people, including video segments with analysis and commentary from industry-leading practitioners and subject matter experts. The course also offers real-world examples, how-to lists and advice, interactive games, and review questions to ensure mastery of the material.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs / 3 HRCI Credits / 3 SHRM PDCs**

# Body Language for Leaders

At the core of strong leadership is the ability to communicate effectively. But many leaders focus solely on their spoken words while ignoring the impact of their nonverbal cues, including facial expressions, hand gestures, body movements, and eye gaze. By understanding the impact of body language, leaders can learn how to communicate in a way that builds and sustains positive relationships with employees, clients, and business partners. This course will provide leaders with tips for reading body language and using it to exude both strength and warmth. The course also addresses gender stereotypes and cross-cultural body language and explores the role of body language in virtual communication.

**Learner Satisfaction: 99%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs / 3 HRCI Credits / 3 SHRM PDCs**

# Introduction to Leadership

No matter your age or what phase of your career you're in, leadership is a crucial skill on the path to success. This course examines how to be an effective leader. This course asks the crucial questions about leadership in today's organizations: What is leadership and why is it important? What does effective leadership require? What is visionary leadership? What is the role of charisma? What is the difference between managing, administering, and leading? This course offers a balance of the theory of leadership with some real-world application to help you develop this critical skill for personal growth and success.

**Learner Satisfaction: 98%**

**Estimated length: 5 hours**

**Access Time: 90 days**

**Credits: 0.5 IACET CEUs / 5 PMI PDUs / 5 HRCI Credits / 5 SHRM PDCs**

# Leaders and Work-Life Balance

Why can it be so difficult to balance our work with our personal lives? And can these pressures be managed in a way that can make you more successful at both? Yes. This introductory course is meant for anyone who recognizes work-life balance as a skill and wants to improve their ability to create this balance. This course looks at methods and techniques to reconcile work and family. You will also consider the question of personal fulfillment and the needs and demands of leadership.

**Learner Satisfaction: 98%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs / 3 HRCI Credits / 3 SHRM PDCs**

# Leadership Assessment

This Leadership Assessment lets you assess your leadership skills and helps you hone and strengthen them as well as identify gaps for improvement. It covers six skill areas: General Leadership, Vision, Ethics, Communication, Managing Change and Conflict, and Emotional Intelligence.

The assessment is based on research insights from leadership experts and has been reviewed by a panel of academics, editors, executives with business and nonprofit experience, and an educational assessment consultant. The diagnostic output also allows you to compare your assessment results with those of other leaders.

A complete report of your results with analysis of performance and recommendations is provided at the end of the assessment.

**Estimated length: 0.5 hours**

**Access Time: 90 days**

## Leading and Managing Change

Whether adopting new technology or adapting to a drastic shift in an organization's core focus, change is a constant in any successful business. Managers play a fundamental role in successful effecting changes across an organization, and meanwhile, humans, by nature, will often resist change out of fear of the unknown. This introductory course addresses the key issues managers face in a dynamic environment. By understanding the steps in effecting change and how to overcome resistance, a manager can successfully lead change at various levels of an organization.

**Learner Satisfaction: 98%**

**Estimated length: 4 hours**

**Access Time: 90 days**

**Credits: 0.4 IACET CEUs / 4 PMI PDUs / 4 HRCI Credits / 4 SHRM PDCs**

## Leading from a Distance

This course explores the dynamics of leadership and how they are impacted when leaders are in a remote environment. Learners aspiring to leadership positions and those already well established in such roles will find value in the range of content and insight provided by this course. Course topics include effective communication, time management and productivity, and strategies for running productive virtual meetings.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 HRCI Credits**

# Leading High-Performance Teams

More than ever, organizational success relies upon the ability to both create and lead high-performance teams. Every leader wants to tap the full potential of their team. It's not enough, however, to simply hire and train the smartest and most experienced people you can find. Team leaders must develop the necessary skills and strategies to maximize their team's potential to drive team productivity, efficiency, creativity and, ultimately, performance. By doing so, leaders can engage their team for better results and develop a stronger organizational culture.

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 HRCI Credits**

## Leading Teams

Leading a team through any task or project requires special skills, and an understanding of the team dynamic and politics. This introductory-level course for managers or anyone interested in leading teams, addresses the key issues surrounding leadership in a team environment. Why is leadership important to team success? What is required of a team leader to lead his team effectively? This course considers how team leaders must account for the special and unique circumstances of working in a team, where responsibility, accountability, communication, and leadership are shared.

**Learner Satisfaction: 98%**

**Estimated length: 5 hours**

**Access Time: 90 days**

**Credits: 0.5 IACET CEUs / 5 PMI PDUs / 5 HRCI Credits / 5 SHRM PDCs**

## II. Testimonials

The following testimonials are provided by learners that have completed courses in the Leadership suite.

### **Body Language for Leaders**

*"This was a great refresher course to take when honing my leadership skills."*

### **Introduction to Leadership**

*"Insightful course! Great for leaders and those who want to move into a leadership role; really for anyone who enjoys being part of a cohesive team."*

### **Leaders and Work-Life Balance**

*"This process was very positive for me and helped me to really look at myself and how I view balance and my lack of balance. Great insight."*

### **Leading and Managing Change**

*"With change being the only constant in the evolution of organizations, this course offers great lessons in identifying the need for change, the steps required to implement that change, the models one can choose and how to sustain and measure the success or otherwise of the change implemented."*

### **Leading Teams**

*"Found this course to be exceptional; the platform was great. I also liked that this touched on virtual teams, given the current pandemic and the fact that the majority of us are working remotely."*