PROFESSIONAL LEADERSHIP DEVELOPMENT:
Reaching the Pinnacle of Success Starts with Professional Leadership Development

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OVERVIEW

This virtual summer enrichment camp is designed to educate high school students (9th through 12th grades), teachers, administrators, and professionals on professional leadership development. This 4-week online training enhances participants’ soft skills and improves their competitive advantage. Subjects include: written, verbal, and non-verbal communication skills; presentation skills; PowerPoint skills; interviewing skills; time management skills; team and group building skills; ethics; research skills; visionary leadership skills; and management skills. Requirements: A computer and internet access.

The Professional Leadership Development camp comprises 10 lessons. Participants can complete the lessons at their own pace; therefore, the amount of time it takes to complete the camp can be one to four weeks and is determined by the effort to view, digest, understand, and process the information and complete the assignments.

Students may register after July 9th.

TOPICS

- Written, verbal, and non-verbal communication skills
- Presentation skills
- PowerPoint presentations
- Interview skills
- Time management skills
- Team and group building skills
- Ethics
- Research skills
- Visionary leadership skills
- Management styles
- Question formulation-asking the right questions in various settings
LESSON 1 - WRITTEN, ORAL, AND NON-VERBAL COMMUNICATION SKILLS
- Identify two **Components** for effective **Written, Oral**, and **Non-Verbal** Communication Skills.
- Describe three **Preferred Methods of Communicating** and indicate why these three methods **Work Best** for you.
- To actively communicate information, explain the significance of the **Sender, Message, Recipient, Process, and Non-Verbal** components.

LESSON 2 - PRESENTATION SKILLS
- Indicate why being **Knowledgeable, Preparing, Designing, Interacting, and Delivering** are the key components for an **Effective Presentation**.
- What **Factors** will determine if a **Presentation (Speech)** is **Effective**?
- Why is it important to be **Interactive** with your audience and how do you get them **Involved** in the presentation?
- How does one use **Nervousness** to your advantage and how should you **Overcome** being nervous?

LESSON 3 - POWERPOINT PRESENTATIONS
- Identify four **Components** that should be part of any PowerPoint presentation and indicate when and if **Sound** should be used.
- If you had the choice of including in a **PowerPoint** presentation information using **Words** versus **Graphs and Charts**, which one would best convey the message and why?
- Explain why this statement is true: **PowerPoint Presentations** are effective when **Verbs are Strong and Definitive** and you use no more than **Six Bullets per Slide**.

LESSON 4 - INTERVIEWING SKILLS
- Explain why **“One Should not Talk too Much and be too Familiar”** in the interview is good advice.
- Indicate why **“One Should not Appear to be Desperate” in the Interview Process**.
- When the interviewer indicates **“Tell Me About Yourself,”** what are they really asking you?
- Explain why **Dressing Conservatively, Preparing for the Interview, and Conducting Yourself Professionally** during an interview are key elements for getting hired.

LESSON 5 - TIME MANAGEMENT SKILLS
- What is the **80:20 Rule (Pareto Principle)** and what should one do to correct this problem?
- Explain the phrase **“Leverage Opportunities and Work Smarter and not Harder”** and cite an example illustrating this.
- Given your own personal schedule indicate three **Urgent and Top Priority** activities in your day and three **Not Urgent and Low Priority** activities in your day.

LESSON 6 - TEAM AND GROUP BUILDING
- Identify **Four Key Elements** in **Building a Team or Group** and indicate why they are important if the group is to be successful.
- Describe the **Main Purpose** of **Team and Group Building** and indicate what you are trying to accomplish.
- For the **Team or Group** to be successful, how significant is **Communication** and what **Steps** should all members of the **Team or Group** take to cooperate and participate in the process?
LESSON 7 - ETHICS
• What is Ethics and what distinguishes Ethics from Obeying Laws?
• Describe Five Factors that are key components of Ethical Behavior.
• Identify a Scenario or Situation, where you had to make an Ethical Decision and indicate What Factors you considered in making that decision and to what extent were you comfortable with the decision that you made.

LESSON 8 - RESEARCH SKILLS
• Describe the Seven Step Research Process and indicate why it is important to Gather Data and Information and then Analyze that Data to Validate your conclusion.
• Why is Critical Thinking and Problem-Solving Skills Two Key Components of the Research Process and why conclusions are based on the facts, analysis, and validation rather than making an emotional argument?
• When Research is published in a Refereed Journal, it has gone through what type of review and evaluation process?

LESSON 9 - VISIONARY LEADERSHIP
• Identify Five Characteristics of a Visionary Leader and why it is important to be a “Big Picture and Strategic Thinker”.
• Why is Understanding the Importance of a Global Perspective a key to Visionary Leadership?
• Explain the difference between an Individual Leader and a Collective Leader and indicate which one tends to work best for the larger group.

LESSON 10 - MANAGEMENT STYLES
• Autocratic, Consultative, Democratic, and Paternalistic are different Management Styles. Indicate Two Characteristics for each and point out which one you think is the most effective and why.
• Compare and contrast the difference between an Autocratic Management Style versus a Democratic Management Style and cite two countries, where these exist.
• Given your personal experiences, to what extent do you Function at your Best if you are participating or being led by a leader dictating or controlling the situation?

REGISTRATION
Click here to register: Professional Leadership Development. The student will be provided access to the camp within three days upon registering.