### Leadership Skill Development for the First-Time Supervisor

#### HCM 103

### Ways to register:

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<th>Sessions</th>
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| 1        | Overview of the Module  
Welcome  
Introduction / Overview  
Overview of selected leadership models/theories  
Trait-Behavioral / Contingency theories / Transformational / Transactional  
Learning to see ourselves as leaders  
Leadership as a learned skill  
Leadership in health care organizations |
| 2        | **Lesson 1: Organizations**  
The Context of Leadership  
The Organizational Environment  
- Internal and External Environment  
Types of healthcare organizations  
- Private / For Profit / Not-for-profit / Public / Governmental  
Traditional organizational structures  
Relationship-oriented Structures  
The effect of organization structure, mission, and culture on leadership  
**Lessons 2 & 3: Critical Leadership Skills**  
Communication skills  
Organization and time management  
Self-Management skills  
- Decision-making / Critical Thinking / Bono’s Six Thinking Hats |
| 3        | **Lesson 4: Skills for the Management of Others**  
Motivation and the coaching role  
- Model of Job Performance  
- Maslow’s Hierarchy of Needs  
- Negative Motivation  
Working with groups and committees  
- Definitions of types of groups / Developmental stages of groups /  
- Leading group meetings  
**Lesson 5: Skills for the Management of Others: Delegation**  
- What is delegation?  
- Legal aspects of delegation  
- Making assignments  
**Lesson 6: Skills for the Management of Others: Staffing**  
- Determining staffing needs  
- Acuity  
- Staffing mix  
**Lessons 7 & 8: Skills for the Management of Others (continued)**  
- Managing Change  
- Handling Conflict  
- Staff Evaluation  
- Assuring Competence  
**Lesson 9: Characteristics of Effective Leaders**  
Case Studies in Leadership  
**Synthesis**  
- Synthesis and Conclusion  
- Review and Practice  
- Final Assessment |