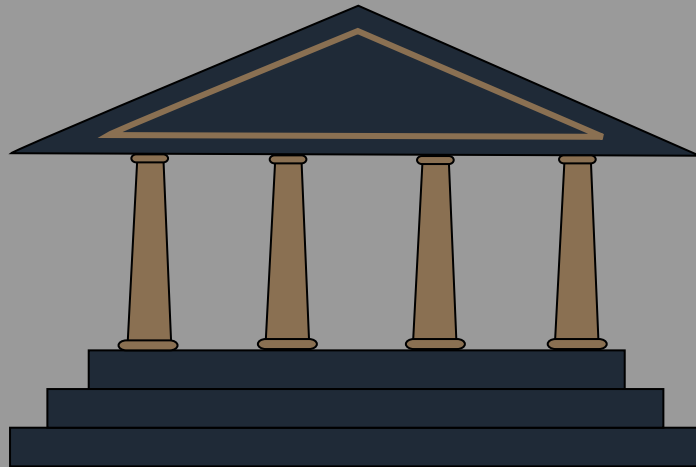

The Total Leader™



Effective Motivational Leadership™



**PAUL J. MEYER
AND RANDY SLECHTA**

EFFECTIVE MOTIVATIONAL LEADERSHIP

Developing the leadership within your organization

ONE: The Challenge of Becoming an Effective Motivational Leader

The Responsibilities of Leadership
The Core Values of Effective Leadership
A Positive Self-Image Leads to Success
The Benefits of a Positive Self-Image
Choosing an Attitude of Courage
Effective Leadership Demands Courage

FIVE: Empowering Team Members

Sources of Authority and Power
Making the Most of Authority and Power
Sharing Power With Team Members
Delegating With a Purpose
Overcoming Obstacles to Empowerment
Empowerment Through Delegation

TWO: Vision and Communication

The Importance of Vision
Understanding the Need for a Clear Vision
Commitment to a Shared Vision
Communication – the Vital Human Connection
Rewards of Successful Communication
Communication Skills Can Be Learned
Planning the Total Message
Verbal and Non-Verbal Communication
Careful Listening for the Total Message
Communicating in Writing
Communicating Effectively in Groups
The Power of Persuasion
The Authentic Communicator

SIX: Building and Leading Winning Teams

What Makes Up a Successful Team?
Team Building: Recruiting Winners
Keys to Effective Teams
Collaboration
Seven Steps to Resolve Team Conflict
Becoming a Facilitative Leader

THREE: Becoming a Motivational Leader

Methods of Motivation
Understanding Human Behavior
The Process of Motivation
Motivation is Personal and Internal
The Basic Human Drives and Desires
Physical Needs
Security Needs
Social Needs
Self-Esteem Needs
Self-Fulfillment Needs
Motivation in the 21st Century

SEVEN: Leading Change and Innovation

Change is Everywhere
Overcoming Resistance to Change
Leading the Way for Change
The Psychology of Change
Using Innovation to Succeed
Leading Innovation in Your Organization

FOUR: Developing People to Their Full Potential

Bringing Out the Best in Team Members
Personal Growth and Renewal
Principles of Growth
Training for Skill Development
Coaching for Results
The Coaching Process

EIGHT: The Leader of the Future

Leading Into the Future
The Demands of Leadership
Rewards of Leadership
Your Leadership Journey