

# Management and Strategy Institute, LLC.

## Key Leadership Skills Certified (KLSC)™

### Course of Study

#### Introduction

Today, more than ever, employers are looking to hire leaders. With tighter payroll budgets and resources, companies need team members who know how to lead and be successful in multiple roles. The Key Leadership Skills Certification, designed exclusively for the Management and Strategy Institute, is designed to test your key leadership competencies.

The included training material will make sure you have an understanding of the roles and functions of a leader. This certification can help you at any level within an organization. Get certified today and make sure employers know you have the skills to be a leader.

The goal of the Management and Strategy Institute is to teach you the key competencies required to function within an organization as a strategic leader. As you go through the training material you will learn the competencies listed below.

The KLSC exam is a timed, online exam. It has a required passing score of 65%.

#### Competencies

This course of study covers the following competencies:

##### **What Makes a Great Leader**

- To be a good leader you need to have a vision and energize the people around you.
  - Learning Outcome: Understand the basics of being a good leader. What are the 5 basic traits of a leader.

##### **How to Create a Suitable Environment**

- What sort of an environment should you create to make your team or employees passionate about what they do?
  - Learning Outcome: Understand a clearly stated mission & purpose. Rewards, trust and leading by example.

##### **Vision: How to Come up with Goals?**

- As a good leader, you must have a vision. You must know where you are going and be able to convince others so that they follow you.
  - Learning Outcome: Understand what “vision” is and why it is important.

## **Circle of Influence**

- Who is Your Circle of Influence?
  - Learning Outcome: Identify and know how to interact with your circle of influence.

## **What are Personality Types?**

- Imagine if you could talk to someone and within minutes understand what type of a person they are? You could then predict a lot of their behavior and understand how to approach them effectively.
  - Learning Outcome: Classify yourself and others based on a personality type indicator.

## **How to Communicate Effectively?**

- While communicating with your circle of influence, certain behaviors can be far more positive than others, and will usually get you more results.
  - Learning Outcome: Communicate more effectively with team members and increase the team's inter-communications

## **How to Coach**

- Guide a member of your team and help him/her to become more productive and satisfied.
  - Learning Outcome: Understand coaching. Understand the difference between coaching & mentoring/training.

## Learning Resources

### **Required:**

Material included with your purchase is required reading.

- Free online training material provided by MSI. The material includes everything you will need to learn to pass the exam. This material is included for free with the purchase of your exam. It is in digital form, and available immediately after payment.

### **Optional:**

This material is not required; however, it will assist you in understanding Leadership.

- John C. Maxwell (September 3, 2013), The 5 Levels of Leadership: Proven Steps to Maximize Your Potential, ISBN-13: 978-1599953632
- Stephen R. Covey (November 19, 2013), The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change, ISBN-13: 978-1451639612

## Preparing for Success

In order to successfully complete the KLSC exam, you will need to make sure you have the appropriate resources to support your learning.

- A quiet location, free from distraction.
- Internet access.
- Current (newest) version of Internet Explorer, Firefox, or Chrome browser.
- Take study notes while going through the training.
- When you are ready to take the exam, you should allot 1-hour of time.

## Frequently Asked Questions

### What happens if I fail the exam?

- You are given two additional attempts to pass the exam at no additional cost.

### Will I receive a physical certificate in the mail?

- Yes, MSI will mail you a certificate suitable for framing as well as transcripts.

### Will I receive Professional Competency Units (PCU's)?

- Yes, the exam awards 10 PCU's upon passing.