

# Management and Strategy Institute, LLC.

## Strategic Organizational Leadership Certified (SOLC)<sup>™</sup>

### Course of Study

## Introduction

The Strategic Organizational Leadership Certified (SOLC)<sup>™</sup> course, developed exclusively for the Management and Strategy Institute, is designed to give you a strong understanding of leadership principles and how to apply them in a large organization.

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 SOLC 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.

## **Servant Leadership**

- Servant leadership is one of the most popular leadership models today. The servant leader serves the people he/she leads which implies that they are an end in themselves rather than a means to an organizational purpose or bottom line.
  - Learning Outcome: Understand who and what defines a servant leader.

## **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.

## **Brainstorming, Creativity & Meetings**

- Mind mapping is a simple and elegant technique that can be used in increasing creativity, effective brainstorming and even managing meetings.
  - Learning Outcome: Use Mind Maps to boost your creativity and capture knowledge.

## **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

## **Questioning Methods**

- Ask specific types of questions to obtain more information.
  - Learning Outcome: As a manager, it is essential to know how to ask the right questions. Understand question techniques to obtain the most critical information.

## 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.

## How to Convince

- Change the opinion of people around you more successfully.
  - Learning Outcome: A good leader needs to be able to easily convince other people of his or her opinion. Understand the basics of persuading others to see your vision.

## How to Give Feedback

- Deliver your potentially negative message and get a good response.
  - Learning Outcome: Understand the basics of giving potentially negative feedback in an effective way.

## How to Boost Your Team

- Encourage or discourage anyone strongly in the direction of your choice.
  - Learning Outcome: If we are distressed about a problem, the more we think about it the more difficult and negative it becomes. Understand effective ideas to help boost the effectiveness of your team.

## How to Encourage Team Members

- Use a simple technique to reinforce behavior of team members.
  - Learning Outcome: Understand the basics of using praise to encourage and motivate your team.

## How to Criticize & Get Results

- Criticize someone in a senior position without jeopardizing your own position. A leader needs to interact with many different people on many different levels, above and below. Sometimes you may be confronted with behavior that you need to criticize.
  - Learning Outcome: Understand the basics of criticizing others in a way that gets results.

## How to Delegate

- Delegate tasks at the appropriate level and maximize your efficiency.
  - Learning Outcome: Understand the basics of delegating.

## How to Influence

- Sequence your statements efficiently to get maximum effect.
  - Learning Outcome: Everything we do is motivated either out of a need to avoid pain or a desire to gain pleasure, or a combination of the two. Understand the basics of influencing.

## Leadership Styles

- Use a flexible style of leadership appropriate for your team.
  - Learning Outcome: Understand the basics of different leadership styles.

## Risk Management

- Analyze risk systematically and formulate responses.
  - Learning Outcome: Risk awareness in one of your most important priorities as a leader. It is essential to know how to deal with risky situations systematically so that you are not caught off guard at any stage by unforeseen events and problems. This section helps you to identify risk.

## 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 Organizational Leadership.

- Gary A. Yukl (Jan 2012), Leadership in Organizations (8th Edition), ISBN-13: 978-0132771863
- Richard L. Hughes, Katherine M. Beatty, David Dinwoodie (Jan 2014), Becoming a Strategic Leader: Your Role in Your Organization's Enduring Success, ISBN-13: 978-1118567234

## Preparing for Success

In order to successfully complete the SOLC 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 3-hours 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 30 PCU's upon passing.