

**CONTENT OF THE ONLINE PROGRAM  
IN SPANISH  
On Leadership and Personal Development  
(*Leadership for Success*)**

**MODULE 1      Characteristics that make a leader I**

- Lesson 1.0 - Introduction
- Lesson 1.1 - Purpose of the program
- Lesson 1.2 - Leadership model
- Lesson 1.3 - Who should the leader BE?
- Lesson 1.4 - Responsibility
- Lesson 1.5 - Respect
- Lesson 1.6 - Considering others
- Lesson 1.7 - How to stay calm
- Lesson 1.8 - Celebrate small steps
- Lesson 1.9 - What should the leader HAVE?
- Lesson 1.10 - Credibility / How to earn the trust of others
- Lesson 1.11 - Know yourself



**MODULE 2      Characteristics that make a leader II**

- Lesson 2.0 - Introduction
- Lesson 2.1 - Invest in your learning
- Lesson 2.2 - The leader forms groups of people better than he is
- Lesson 2.3 - How the leader uses synergy
- Lesson 2.4 - Always trying and learning from mistakes
- Lesson 2.5 - The leader knows how to listen
- Lesson 2.6 - The barriers and blocks that prevent good communication
- Lesson 2.7 - Leadership can be learned
- Lesson 2.8 - Tool to recognize your leadership style

**MODULE 3      Change – how to embrace it**

- Lesson 3.0 - Introduction
- Lesson 3.1 - Change
- Lesson 3.2 - Learning to accept change
- Lesson 3.3 – Where does change come from?
- Lesson 3.4 - Why do we resist change?
- Lesson 3.5 - How to achieve permanent change
- Lesson 3.6 - How long does it take to make a permanent change?
- Lesson 3.7 – We do something because the pain of not doing it is greater than...
- Lesson 3.8 - Commitment to transformation
- Lesson 3.9 - Conclusions

## **MODULE 4      Positive attitude – key to success**

- Lesson 4.0 - Introduction
- Lesson 4.1 - Attitude
- Lesson 4.2 - Positive and negative attitude
- Lesson 4.3 - Humility
- Lesson 4.4 - Facts about attitude
- Lesson 4.5 - Self-assessment of attitude
- Lesson 4.6 - Change towards a more positive attitude
- Lesson 4.7 - The impact of your attitude on your life
- Lesson 4.8 - How to keep a positive attitude



## **MODULE 5      An inspiring leader**

- Lesson 5.0 - Introduction
- Lesson 5.1 - The importance of motivating others
- Lesson 5.2 - How the environment influences us
- Lesson 5.3 - Tools to keep you motivated
- Lesson 5.4 - How to overcome obstacles
- Lesson 5.5 - An inspiring leader and motivator
- Lesson 5.6 - How to develop other leaders
- Lesson 5.7 - A leader as a role model
- Lesson 5.8 - Charisma

## **MODULE 6      Becoming an effective leader**

- Lesson 6.0 - Introduction
- Lesson 6.1 - Self-esteem
- Lesson 6.2 - The mind
- Lesson 6.3 - Limitations that we must change
- Lesson 6.4 - Situations that can be changed
- Lesson 6.5 - Being more proactive
- Lesson 6.6 - Management styles
- Lesson 6.7 - The leader knows how to form effective teams
- Lesson 6.8 - Learn to be indispensable
- Lesson 6.9 - Situational leadership
- Lesson 6.10 - Public speaking
- Lesson 6.11 - How to set goals
- Lesson 6.12 - Turning your goals into reality

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