



## *A complete Online Business Education Training Program on demand!*

### **Business Success Management Systems Course Certification Details**

## **Level 3 – Leadership Toolkit**

#### **Chapter 1 – Review and Outlook**

- Congratulations on your Level 2 Certification!
- Lesson 1 Continuing your Journey
- Lesson 2 – Outline of Level 3 LEADERSHIP TOOLKIT Course

#### **Chapter 2 – Leadership Characteristics**

- Lesson 1 – (IA + AA) x A = IHP
- Lesson 2 – Vision, Goals, Targets
- Lesson 3 – 5 Keys to Developing the Leader in YOU
- Lesson 4 - 9 Tips from the Leadership Education Project
- Lesson 5 – 8 Characteristics of *Effective* Leaders
- Lesson 6 – Cornerstone's 12 Principles of Leadership
- Lesson 7 – Fast Company's 12 "Leader of the Future" Traits
- Lesson 8 – Leadership Styles overview

#### **Chapter 3 – Optimal Energy and Performance for Leaders**

- Lesson 1 – Managing Mental Energy
- Lesson 2 – Managing Physical Energy
- Lesson 3 – Handling Stress

#### **Chapter 4 - Personal Organization and Effectiveness**

- Lesson 1 – 6 Traits of the *Organized* Leader
- Lesson 2 – Working on Yourself – the Laws of Success
- Lesson 3 – The Urgent versus the Important
- Lesson 4 - Handling Information Overload
- Lesson 5 – 10 Ways to Improve *LISTENING* Skills
- Lesson 6 - Tao of Leadership, Part 1

#### **Chapter 5 – Thriving in a Competitive Environment**

- Lesson 1 – Perseverance
- Lesson 2 – The Magic of Thinking BIG!
- Lesson 3 - 10 Rules for Running your Business
- Lesson 4 – Negotiation Skills, Part 1
- Lesson 5 – The 11 Laws of Change

## Leadership Toolkit Level 3 Learning Assessment Test

### Preview of Level 4 Course

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© 3<sup>rd</sup> Level Consulting – Frank Sahlein  
Boise, Idaho USA 83712  
Cell (208)869-3656 Private Fax (770)885-3656  
Email: [Frank@3rdLevelConsulting.com](mailto:Frank@3rdLevelConsulting.com) Web: [www.3rdLevelConsulting.com](http://www.3rdLevelConsulting.com)