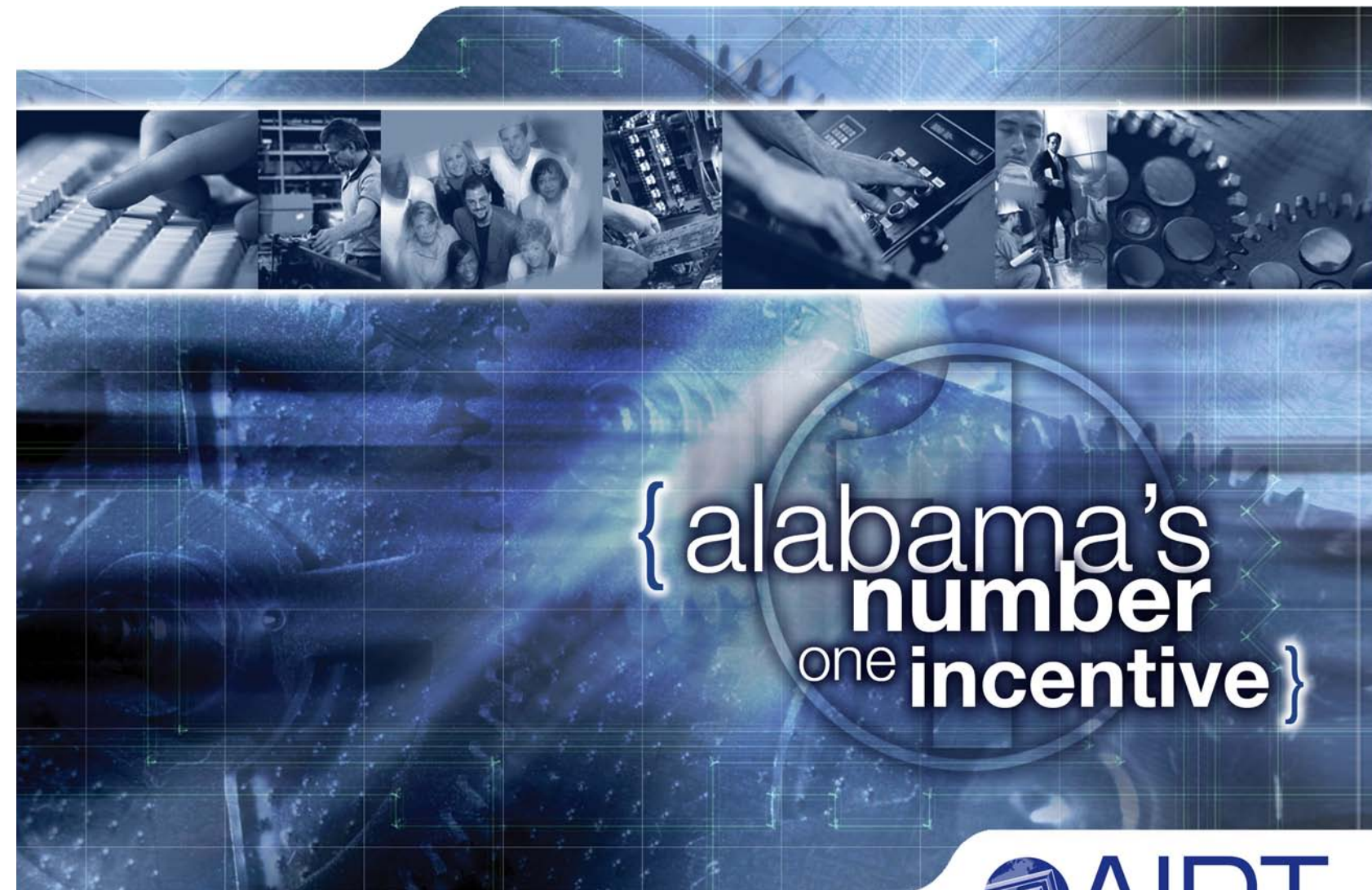


# { leadership development }

{ alabama's  
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***AIDT provides the skills your leaders need to achieve excellence.***

# leadership development

An excellent leader is one who communicates, motivates and delegates policies and practices that lead to success for employers and individuals.

**AIDT** Leadership Development training programs introduce team leaders, supervisors and managers to effective leadership responsibilities, communication skills, teamwork and motivational techniques. Programs are tailored to company needs.

**AIDT's** Leadership Skills I and II focus on skills that all leaders need to be effective. Participants are given an **AIDT** certification test after completing the programs that can earn them designation as an **AIDT** Certified Leader I or Certified Leader II.

**AIDT's Interview T.I.P.S. (Training to Improve Presentation Skills)** is a 5-hour program designed to improve citizen's interview skills. The program addresses three main areas: Preparation for Interviews, Presentation at Interviews and Follow-Up after Interviews.

**AIDT** Leadership Development is available for business and industry employees ready for or currently in leadership roles.

**AIDT's** Leadership Skills programs are two-day courses that have been offered across Alabama for years. Content is reviewed regularly to keep current with the latest leadership trends. Topics include:

#### **AIDT's LEADERSHIP SKILLS I**

- Leading the Human Resource
- Leadership Responsibilities
- Empowerment
- Improving Work Relationships
- Teamwork
- Communication
- Motivation

#### **AIDT's LEADERSHIP SKILLS II**

- Personality Inventory
- Ethics
- Time Management
- Stress Management
- Communication
- Performance Appraisals
- Workplace Conflict
- Coaching

**Interview T.I.P.S. (Training to Improve Presentation Skills)** is a 5-hour program designed to improve citizen's interview skills. The program is open to people at various levels, high school students thru adults. Topics include:

#### **INTERVIEW T.I.P.S. TOPICS**

- Demonstrating Confidence
- Submitting Correct Applications
- Improving Communication Skills
- Mock Interviews

Participants who attend the **Interview T.I.P.S.** training program will receive a certificate of interview integrity, demonstrating their initiative for self-improvement. They will also be given special consideration for **AIDT** pre-employment interviews, if all other job qualifications are met.

If interested in sponsoring a class, call 334-280-4437