

Leadership Essentials Passport

Moving from individual contributor to a management position in an organization can be exciting. You likely are already strong at customer service and product knowledge. You know your company, its culture, its customers and its products. One knowledge gap may be how to build and engage a dynamic team.

The Leadership Essentials Passport fills in some of these blanks with leading-edge knowledge about leadership principles, role playing examples and job aids that you can download for future reference.

Our courses are designed by a leading global provider of high-quality, innovative, cloud-based learning and performance support resources. They are designed to give individuals the ability and confidence to take the next role in their career and perform well.

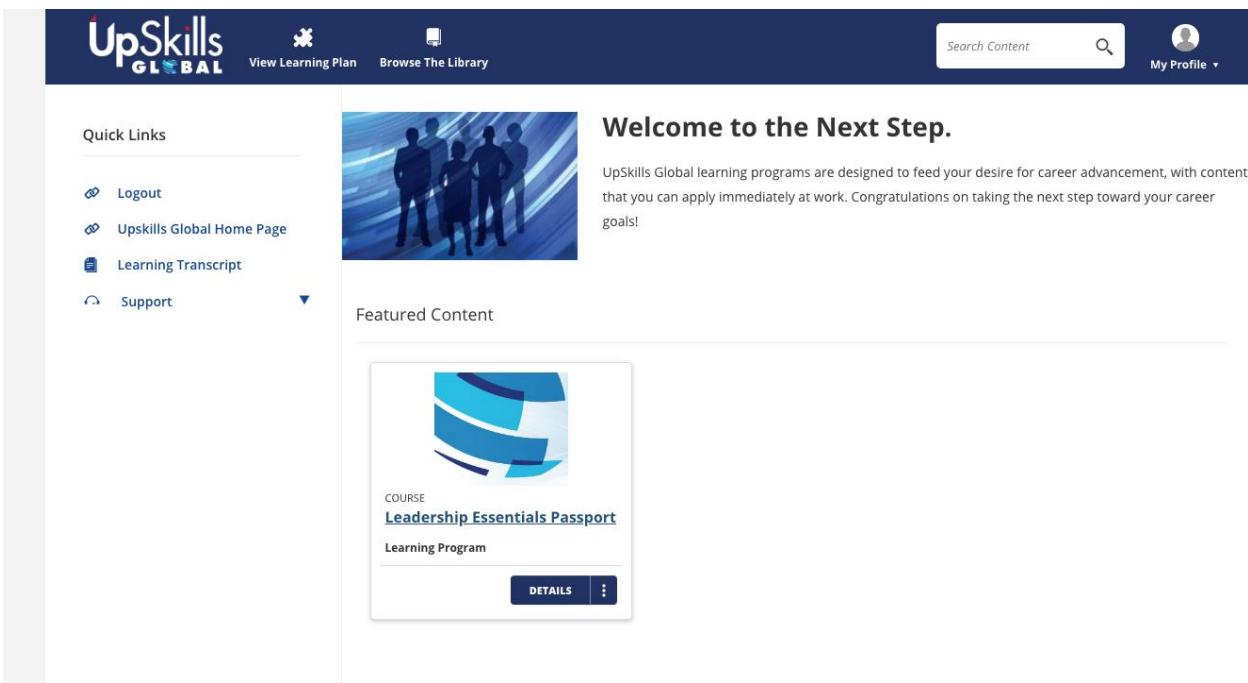
The Leadership Essentials courses range from a half hour to an hour, with the entire Leadership Essentials Passport taking, on average, twelve weeks to complete.

The courses are 100% online, so you can access them any time, day or night. You are supported in your learning by your Success Coach, a highly trained and experienced professional who will encourage you every step of the way. And those who complete the passport receive a Certificate of Completion.

Here's how learners access the Leadership Essentials Passport:

Immediately upon paying for the Leadership Essentials Passport on PayFast, you will receive an email from Dr. James Hyman, president of UpSkills Global, with a link to your learning program, your login and personal password. You can change your password once you log in if you'd like.

You will be directed to this Welcome page on the learning platform.



The screenshot shows the UpSkills Global learning platform interface. At the top, there is a dark blue header bar with the "UpSkills GLOBAL" logo on the left, followed by three icons: a gear, a person, and a book, and the text "View Learning Plan" and "Browse The Library". On the right side of the header are a search bar labeled "Search Content" with a magnifying glass icon, a user profile icon, and the text "My Profile". Below the header, the main content area has a white background. On the left, there is a sidebar titled "Quick Links" with links for "Logout", "Upskills Global Home Page", "Learning Transcript", and "Support". In the center, there is a large image of four stylized human figures standing together against a blue background. To the right of this image, the text "Welcome to the Next Step." is displayed in bold. Below this, a paragraph of text reads: "UpSkills Global learning programs are designed to feed your desire for career advancement, with content that you can apply immediately at work. Congratulations on taking the next step toward your career goals!" Underneath the welcome message, there is a section titled "Featured Content" with a card for a course. The card features a blue and white graphic, the text "COURSE Leadership Essentials Passport", and "Learning Program". At the bottom of the card are two buttons: "DETAILS" and "...".

NEXT – click on Enroll and you will go to a page that shows the courses in the Leadership Essentials Passport. The first course is Leadership Essentials: Communicating Vision.

Click on the lesson title and you will see navigation tabs that include About • Table of Contents • Resources • Related Items

The Table of Contents outlines each of the Sections of this lesson.

◀ BACK



Leadership Essentials: Communicating Vision

Course: 1 Hour Status: (circle icon)

LAUNCH ⋮

Table of Contents

Sections	Duration	Status	Actions
▲ Communicating Vision	--	(circle icon)	Actions ▾
Importance of Communicating Vision	--	(circle icon)	Actions ▾
Techniques for Communicating Vision	--	(circle icon)	Actions ▾
Communicating Vision as a Leader	--	(circle icon)	Actions ▾

RESOURCES are job aids; reminders that learners can download and keep as reminders.

Vision Communications Planning

Purpose: Use this job aid as a reminder of the six techniques and how to go about each one when planning vision communications.

Keep the message clear and simple

- Create a short, simple, easy-to-remember saying with a strategic principle that guides but remains flexible.

Personalise the message

- Customise the vision message for your intended audience.
- Communicate the vision in person during functions and interactions.

Multiply the message

- Incorporate the message into as many conversations and channels of communication as possible.
- Repeat the message as often as possible.

Communicate enthusiasm

- Communicate the vision in a non-routine way.
- Show passion, commitment and excitement for the message.
- Make the message a motivating one to others.

Make it their own

- Don't underestimate your employees' interest or ideas.

Be genuine

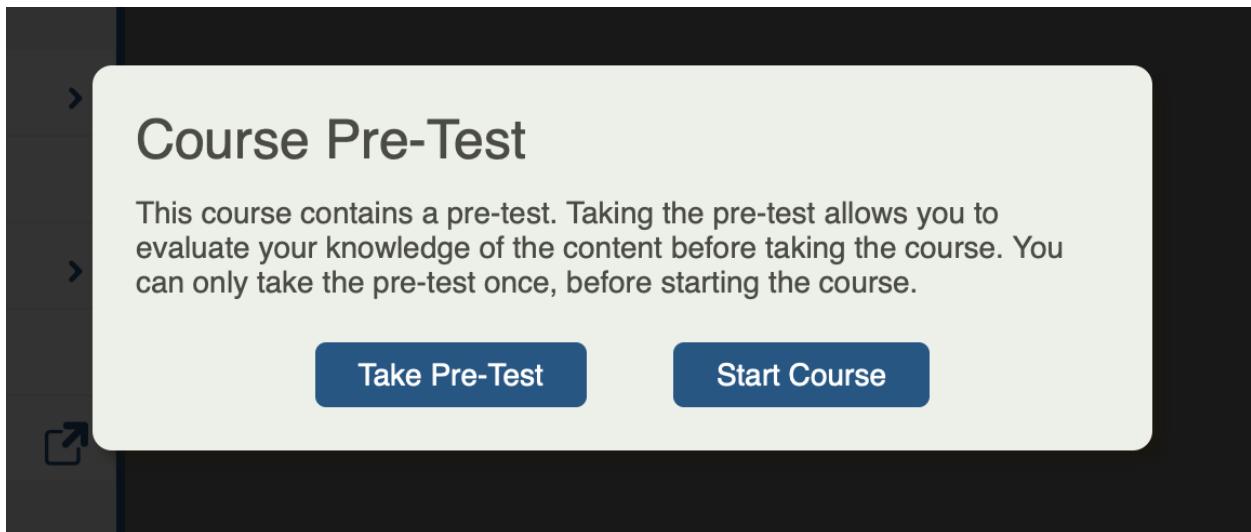
- Speak from the heart, and be yourself.
- Make your presentations and messages as spontaneous as possible.
- Model the vision message.

Course: Leadership Essentials: Communicating Vision

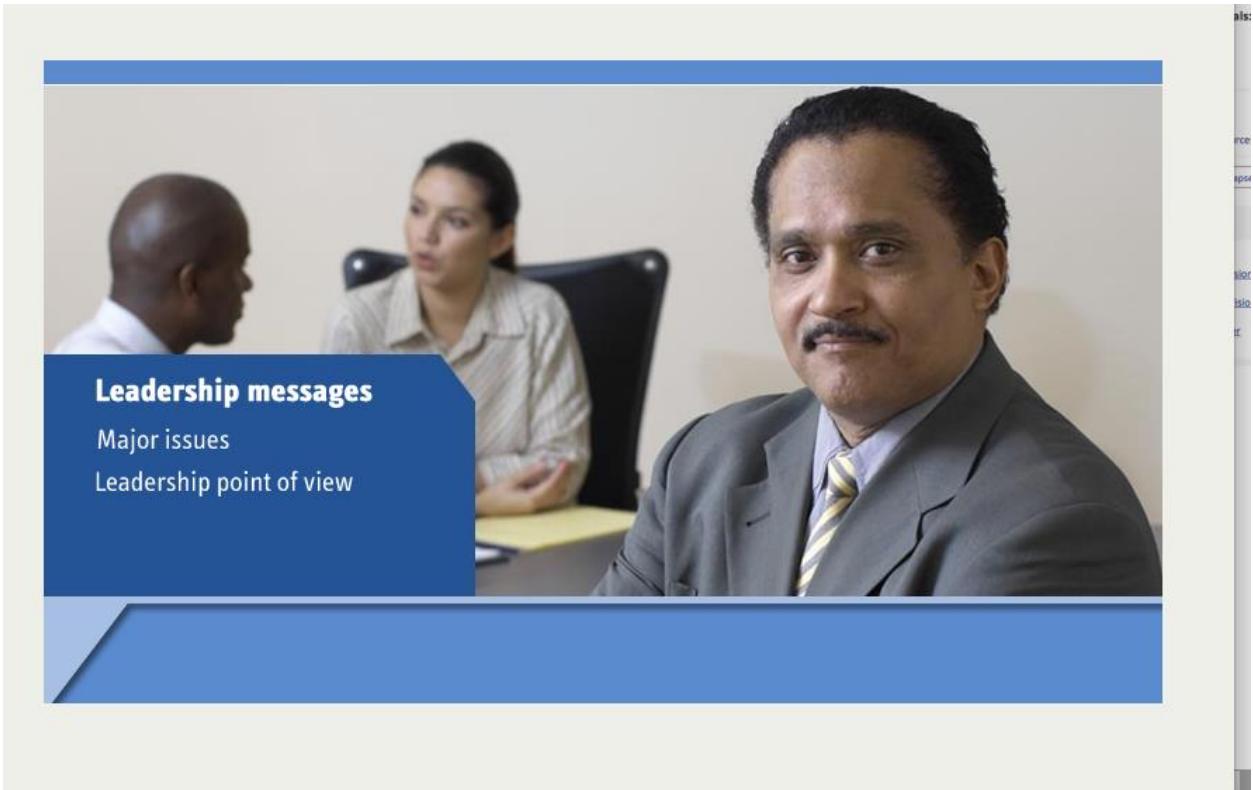
Topic: Techniques for Communicating Vision

To start the course, hit the **LAUNCH** button.

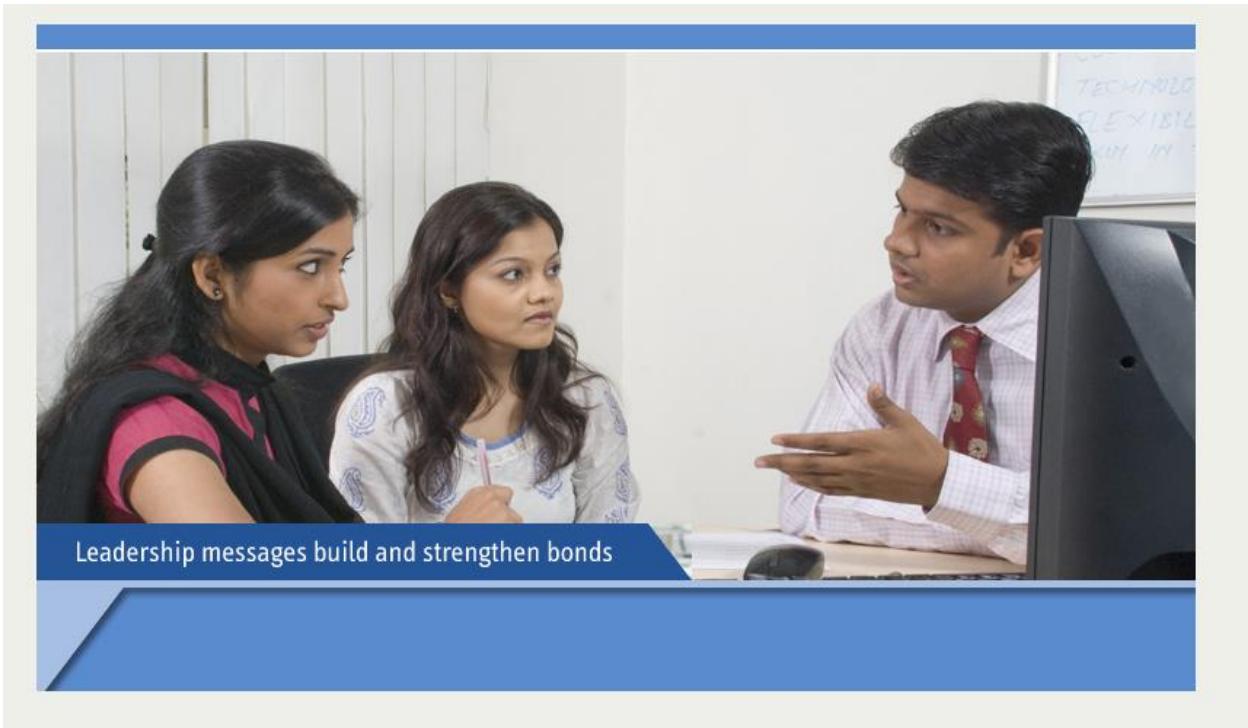
Once you hit the launch button, you will be asked to take a pre-test. This is an important step allowing learners to see progress upon completion.



After completing the pre-test, start the lesson. Lessons start with videos that explain the concepts being taught.



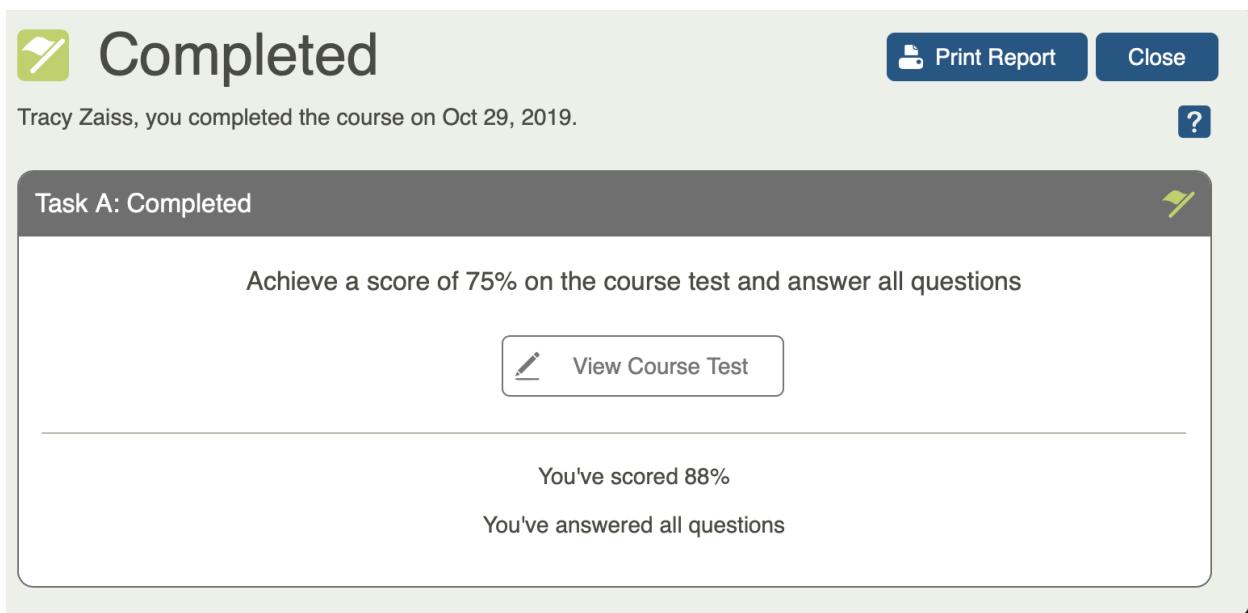
And then follow up with role-playing so you can see how the concepts are used in practice.



At the end of each section, you take the course test to see if and how much they've improved on knowledge since the pre-test.

Just click on **Course Test** on the MENU left of the lesson screen:

Then check your completion status.



AT completion of all lessons in the Personal Effectiveness Passport, you will receive a Certificate of Completion demonstrating your accomplishment!