

Mike Holt's Leadership and Life Skills Video Program



This document includes the Table of Contents from each book included, so you can see the full scope of this library.

Title	page #
Life Skills	2
Leadership Skills	4

Table of Contents



Life Skills—Achieving Personal Success

TABLE OF CONTENTS

LEVEL

1

Basic Skills for Success

BASIC SKILLS FOR SUCCESS	3
Attitude	4
Balance (Life)	8
Change	12
Character	16
Coach and Mentor	20
Communication	24
Conduct	28
Continuous Learning	32
Entitlement	36
Fear	40
Forgiving	44
Gut Feeling	48
Healthy Lifestyle	52
Image	56
Inadequate Feelings	60
Life	64
Money Management	68
"No"	72
Organized	76
Peer Pressure	80
Relationships	84
Resolving Differences	88
Risk-Taking	92
Sensitive People	96
Spirituality	100
Work Ethic	104
Mike's Perspective	108

LEVEL

2

Essential Skills for Success

ESSENTIAL SKILLS FOR SUCCESS	111
Conflict Management ..	112
Failure	116
Intimidation	120
Pareto's Principle— The 80/20 Rule	124
Peter Principle	128
Planning	132
Problem-Solving	136
Teachable	140
Mike's Perspective	144

LEVEL

3

Advanced Skills for Success

ADVANCED SKILLS FOR SUCCESS	147
Assuming Responsibility	148
Creativity and Innovation	152
Decision-Making	156
Delegation	160
Efficiency	164
Goal Setting	168
Motivation	172
Reputation	176
Self-Confidence	180
Teamwork	184
Time Management	188
Mike's Perspective	192

LEVEL

4

Compound Skills for Success

COMPOUND SKILLS FOR SUCCESS	195
Continuous Improvement	196
Happiness	200
Leadership	204
Leadership Style	208
Memberships	212
Procrastination	216
Self-Awareness	220
Mike's Perspective	224

LEVEL

5

Complex Skills for Success

COMPLEX SKILLS FOR SUCCESS	227
Achievement	228
Crisis Management	232
Immediate Action	236
Overwhelmed	240
Prepared	244
Stress	248
Mike's Perspective	252

FT

Final Thoughts

FINAL THOUGHTS	257
Never Give Up	258
Index and Summary	260
Resources	277
Acknowledgment	277
About the Author	278



Mike Holt's

Leadership Skills—Taking Your Career to the Next Level

TABLE OF CONTENTS

ABOUT THE AUTHOR	vi
PREFACE	vii
INTRODUCTION	1
SECTION 1—PERSONAL BRANDING	3
Appearance	4
Attitude	6
Conduct	8
Confidence	9
Reputation	11
SECTION 2—DEVELOPING BASIC SKILLS	13
Communication	14
Goal-Setting	17
“No”—the Most Difficult Word	21
Organization	22
Planning	23
Relating to Your Customers	25
Teamwork	27
Time Management	28
SECTION 3—RAISING YOUR GAME	33
80:20 Rule – The Pareto Principle	34
Assuming Responsibility	36
Creativity	39
Decision-Making	40
Managing Your Money	43
Methods of Learning	44
Mistakes	45
Peer Pressure	47
Problem Solving	48
Weaknesses	50

SECTION 4—DEVELOPING OTHERS 53

Choosing Your Management Style 54

Delegation 56

Instilling confidence in others 59

Management by Crisis 60

Motivation..... 61

SECTION 5—STAYING ON TOP OF YOUR GAME 65

Burnout 66

Change 69

Continuous Education 71

Memberships..... 74

Procrastination 75

Stress Management..... 77

FINAL THOUGHTS..... 81

Summary of Leadership Characteristics 81

Balance (Life)—All Things in Proportion 85