



Certified Leadership  
Communication Professional  
VS-1412

**Vskills Certifications**

Vskills Brochure



# Certified Leadership Communication Professional

## Certification Code VS-1412

Effective leadership in a small business requires knowing how to communicate with all elements of the organization, including employees, other managers, customers and investors. Each group may require a different communication style and leadership style. Leaders must be able to adapt based on the group they are communicating with at the time. Effective communication skills are an important aspect of any leader's portfolio of skills and experience.

The course covers leadership, inspirational leadership, self-assessment and motivation, influence building, communication and organizational vision, leadership communication, leadership messaging, conflict and negotiation, emotional intelligence, leadership development plan and corporate governance.

## Why should one take this certification?

This Course is intended for professionals and graduates wanting to excel in their chosen areas. It is also well suited for those who are already working and would like to take certification for further career progression.

Earning Vskills Leadership Communication Professional Certification can help candidate differentiate in today's competitive job market, broaden their employment opportunities by displaying their advanced skills, and result in higher earning potential.

## Who will benefit from taking this certification?

The certification is apt for executives, supervisors and managers who want to move up the career ladder.

Vskills Certification is a testament to your communication skills as a leader. Candidates can also widen their skills and knowledge about leadership and communication

## Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%)

There is no negative marking in this module.

## Fee Structure

Rs. 3,499/- (Excludes taxes)\*

\*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

## Table of Contents

### **1. Leadership**

- 1.1 Overview of Leadership
- 1.2 Leadership Style
- 1.3 Leadership Theories
- 1.4 Recent Development in Leadership Theory
- 1.5 Leadership Skills
- 1.6 Wakeful Leadership
- 1.7 Digital Leadership

### **2. Inspirational Leadership**

- 2.1 Inspiring Leadership
- 2.2 Successful Leadership
- 2.3 Strategies for Greatness

### **3. Self-Assessment and Motivation**

- 3.1 Self-Assessment for Leadership
- 3.2 Self-Motivation
- 3.3 The Leadership Development Plan

### **4. Influence Building**

- 4.1 Influencing and Persuasion Techniques
- 4.2 Influence and Organizational Politics
- 4.3 Connect and Influence
- 4.4 Influencing Others as a Leader

### **5. Communication and Organizational Vision**

- 5.1 Process of Communication
- 5.2 Elements of Communication
- 5.3 Effective Communication
- 5.4 Barriers to Effective Communication
- 5.5 Steps to be an Effective Communicator
- 5.6 Why Leaders Need to Communicate
- 5.7 Organizational Vision
- 5.8 Techniques for Communicating Vision
- 5.9 Communicating Vision

### **6. Leadership Communication**

- 6.1 The Role of Communications in Leadership
- 6.2 Using Appropriate Leadership Styles

## **7. Leadership Messaging**

- 7.1 What Shapes the Leadership Message?
- 7.2 Establishing Your Credibility
- 7.3 Clear and Credible Messages
- 7.4 Persuading Your Audience

## **8. Conflict and Negotiation**

- 8.1 Overview of Conflict
- 8.2 Types of Conflict
- 8.3 Causes of Conflict
- 8.4 Conflict Management Technique
- 8.5 Negotiation and Conflict
- 8.6 Negotiation Basics
- 8.7 Preparing for the Negotiation Process
- 8.8 The Seven Basic Steps in Negotiation
- 8.9 Best Alternative to a Negotiated Agreement (BATNA)
- 8.10 Tactics for Negotiation Process

## **9. Emotional Intelligence**

- 9.1 Emotional Intelligence
- 9.2 EQ Domains
- 9.3 Self-Awareness
- 9.4 Self-Regulation
- 9.5 Social Skills
- 9.6 Improving Perception Competencies
- 9.7 Using Self-management and Social Skills
- 9.8 Emotional Maturity

## **10. Leadership Development Plan**

- 10.1 Assessing Yourself and Your Environment
- 10.2 Setting Development Goals, Objectives, and Actions
- 10.3 Evaluating Personal Leadership Development Plans

## **11. Business Ethics**

- 11.1 History
- 11.2 Ethical Principles
- 11.3 Ethical Theories
- 11.4 Functional Business Areas
- 11.5 Value Integrity

**12. Corporate Governance**

12.1 Other Definitions

12.2 Principles of Corporate Governance

12.3 Corporate Governance Models around The World

12.4 Legal Environment – General

12.5 Sarbanes-Oxley Act of 2002

12.6 Codes and Guidelines

12.7 OECD Principles

**Sample Questions**

**1. What characterizes modern leaders**

- A. action oriented.
- B. able to build a sense of shared values.
- C. able to manage change efficiently.
- D. All of these

**2. Which of the following process, involves coordinating people and human resources to accomplish organizational goals**

- A. planning
- B. directing
- C. management
- D. leadership

**3. Which of the following refers to specific, short-term statements detailing how to achieve an organization's goals**

- A. vision
- B. mission statement
- C. objectives
- D. operational planning

**4. Which of the following is the ability to notice and to manage emotional cues and information**

- A. Perception
- B. Emotions
- C. Emotional Intelligence
- D. None of these

**5. What does emotional intelligence includes other than understanding your own feelings, empathy for others, and**

- A. Possessing above average verbal and math skills
- B. The ability to manage emotions.
- C. Having a good sense of humor.
- D. Understanding human relations research.

**Answers: 1 (D), 2 (D), 3 (C), 4 (C), 5 (D)**

## Certifications

- ▶ **Accounting, Banking & Finance**
  - Certified GST Professional
  - Certified AML-KYC Compliance Officer
  - Certified Business Accountant
  - Certified BASEL III Professional
  - Certified GAAP Accounting Standards Professional
  - Certified Treasury Markets Professional
- ▶ **Big Data**
  - Certified Hadoop and Mapreduce Professional
- ▶ **Cloud Computing**
  - Certified Cloud Computing Professional
- ▶ **Design**
  - Certified Interior Designer
- ▶ **Digital Media**
  - Certified Social Media Marketing Professional
  - Certified Inbound Marketing Professional
  - Certified Digital Marketing Professional
- ▶ **Foreign Trade**
  - Certified Export Import (Foreign Trade) Professional
- ▶ **Health, Nutrition and Well Being**
  - Certified Fitness Instructor
- ▶ **Hospitality**
  - Certified Restaurant Team Member (Hospitality)
- ▶ **Human Resources**
  - Certified HR Compensation Manager
  - Certified HR Staffing Manager
  - Certified Human Resources Manager
  - Certified Performance Appraisal Manager
- ▶ **Office Skills**
  - Certified Data Entry Operator
  - Certified Office Administrator
- ▶ **Project Management**
  - Certified Master in Project Management
  - Certified Scrum Specialist
- ▶ **Real Estate**
  - Certified Real Estate Consultant
- ▶ **Marketing**
  - Certified Marketing Manager
- ▶ **Quality**
  - Certified Six Sigma Green Belt Professional
  - Certified Six Sigma Black Belt Professional
  - Certified TQM Professional
- ▶ **Logistics & Supply Chain Management**
  - Certified International Logistics Professional
  - Certified Logistics & SCM Professional
  - Certified Supply Chain Management Professional
- ▶ **Legal**
  - Certified IPR & Legal Manager
  - Certified Labour Law Analyst
  - Certified Business Law Analyst
  - Certified Corporate Law Analyst
- ▶ **Information Technology**
  - Certified Angular JS Professional
  - Certified Basic Network Support Professional
  - Certified Business Intelligence Professional
  - Certified Core Java Developer
  - Certified E-commerce Professional
  - Certified IT Support Professional
  - Certified PHP Professional
  - Certified Selenium Professional
- ▶ **Mobile Application Development**
  - Certified Android Apps Developer
  - Certified iPhone Apps Developer
- ▶ **Security**
  - Certified Ethical Hacking and Security Professional
  - Certified Network Security Professional
- ▶ **Management**
  - Certified Corporate Governance Professional
  - Certified Corporate Social Responsibility Professional
  - Certified Leadership Skills Professional
- ▶ **Life Skills**
  - Certified Business Communication Specialist
  - Certified Public Relations Officer
- ▶ **Media**
  - Certified Advertising Manager
  - Certified Advertising Sales Professional
- ▶ **Sales, BPO**
  - Certified Sales Manager
  - Certified Telesales Executive

& many more job related certifications

Contact us at:  
V-Skills

011-473 44 723 or [info@vskills.in](mailto:info@vskills.in)  
[www.vskills.in](http://www.vskills.in)