

The Challenge of Leadership

A 3, 4, or 5 Day Workshop

Course Description: This workshop provides a clear, practical look at the qualities and characteristics of leaders and leadership situations. The workshop focuses on practical problems and situations of the government work environment, and characteristics of the effective leader. The emphasis is on learning proven ways of thinking and acting in leadership situations.

All attendees will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools and research developed and gathered over decades by our instructors. Toolkits include items such as checklist, tips and techniques, sample documents, forms, academic and government studies, and numerous other tools to help you use your new skills immediately.

Learning Objectives

- Identify Your Own Leadership Strengths and Areas to Improve
- Understand the Importance of Credibility, and Living Your Values
- Inspire Others Around a Common Vision of the Future
- Identify and Try New Approaches Needed for Growth
- Build Collaboration, Teamwork and Trust, to Help Others Excel

****Additional Learning Objectives for 4 Day Workshop***

- Value and Recognize the Accomplishments of Others
- Discuss Communication and Motivation

****Additional Learning Objectives for a 5 Day Workshop***

- Identify Your Own Leadership Strengths and Areas To Improve
- Understand the Importance of Credibility, and Living Your Values
- Inspire Others Around a Common Vision of the Future
- Identify and Try New Approaches Needed For Growth
- Build Collaboration, Teamwork and Trust, to Help Others Excel
- Value and Recognize the Accomplishments of Others
- Apply the Leadership Practices to a Current Business Challenge
- Develop a Personal Leadership Philosophy

Topics Covered in this Workshop:

3 Day Version

- Being a Professional Leader
- Leadership Self-Assessment
- Leading Courage



- Effective Personal Communication Skills
- Achieving Personal Power Through Deliberate Direction
- High Performing Teamwork
- Challenging and Changing Organizational Mindsets

4 Day Version

Each of the above topics as well as:

- *Additional Hands-On Exercises*
- Effective Organizational Communication
- Build a Personal Leadership Philosophy
- Effective Delegation
- Managing Organizational Priorities
- Organizational and Personal Motivation

5 Day Version

Each of the above topics as well as:

- *Additional Case Studies and Scenario-Based Exercises*
- Stewardship
- Building Commitment, Dedication and Esprit de Corps
- Coaching and People Development
- Confronting Poor Performance
- Managing Difficult People
- Build a Personal Action Plan

Additional Information

CPE Credits: 34.0-20.0

CEU Credits: 2.8-1.7

Program Prerequisites: None

Advanced Preparation: None

NASBA Program Level: Basic

NASBA Field of Study: Personal Development

Delivery Method: Group Live – Classroom



Refund/Cancellation Policy: TMS has a 2 week cancellation policy. Courses cancelled 2 weeks prior to the program start date will receive a full refund. Courses cancelled within 2 weeks from the program start date will not receive a refund for the program. | **Complaint Policy:** For more information regarding administrative policies, such as complains, please contact Stacey Kruse at stacey@tmsworkshops.com | **Official National Registry of CPE Sponsor's Statement:** Technical Management Services (TMS) is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.NASBARegistry.org.

In order to be awarded the full credit hours, you must be present, registering your attendance and departure on the attendance sheets.