

Leadership Skills for Non-Supervisors

A 3-Day *Hands-On* Workshop

Course Description: The intensive seminar is designed for individuals who are not currently in supervisory or managerial positions but currently hold key leadership roles in their organization or are interested in assuming such a role in the future. This seminar will help you develop informal leadership skills to influence positive organizational success without positional authority.

Air Force Competencies Addressed / Proficiency Levels

Employing Military Capabilities

Operational and Strategic Art Unit, AF, Joint, and Coalition Capabilities Non-Adversarial Crisis Response

Enterprise Perspective

Enterprise Structure and Relationships Government Organization and Processes Global, Regional, and Cultural Awareness Strategic Communication

Managing Organizations and Resources

Resource Stewardship Change Management Continuous Improvement

Strategic Thinking

Vision

Decision Making Adaptability

Leading People

Develops and Inspires Others

Takes Care of People Skilled
Diversity Skilled

Fostering Collaborative Relationships

Builds Teams and Coalitions Skilled
Negotiating Skilled

Embodies Airman Culture

Ethical Leadership

Followership Skilled

Warrior Ethos

Develops Self Skilled

Communicating

Speaking and Writing Skilled
Active Listening Skilled



Who should Attend: Federal employees, who are not yet a supervisor or manager, but plan to be in the near future.

Subjects covered in this workshop:

Leadership Definitions

Understanding Leadership and Management

Sphere of Influence

Authority vs. Influence

Leadership Styles

Dealing with Difficult Employees

Communication

How to Influence Others

Time Management/Managing Multiple Priorities

Action Steps for Success

Assessing Your Effectiveness

Personal Development to Prepare for Leadership