TECHNICAL MANAGEMENT SERVICES

Leadership Skills for Non-Supervisors

A 2 or 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.

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.

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

Learning Objectives:

- Develop an Understanding of How to Influence Positive Organizational Success Without Positional Authority
- Define Leadership and What It Means to You
- Understand the Differences Between Leadership and Management
- Develop the Framework for and a Strategy to Expand Your Sphere of Influence
- Understand the "Why" of Difficult Employees
- Learn Ways to Influence the Situation Using the Get, Give, Merge Model of Communication

Topics 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

Additional Information
CPE Credits: 13.0- 20.0
CEU Credits: 1.1- 1.7
Suggested 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.

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