

# LEADERSHIP AND MANAGEMENT CERTIFICATION

## A 3-Day Hands-On Workshop

### Course Description:

Often, the government manager and leaders we ask so much of are being asked to do both lead and manage. But, how? This program addresses essential workplace competencies that will help your managers, supervisors and team leaders reach new levels of professionalism, leadership and performance. We ask participants to bring real world, relevant workplace leadership and management challenges for discussion and solutions. Managing Change, Decision Making, Organizational Priorities, Motivation and Communication are just a few of the many topics covered in this workshop.

### Learning Objectives & Topics Covered in this Workshop:

- Assess the balance of effort required for both Leadership and Management
- Understand the importance of and differences between Leadership and Management and why this matters.
- Analyze the change factors impacting your ability to lead and manage
- Develop a viable plan to gain consensus on organizational priorities
- Create a Leadership Philosophy that is unique to YOU. And, a strategy to implement this strategy upon return to the workplace.

**Audience:** This workshop is designed for government managers and leaders.

### Toolkits:

Each Participant will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information

**CPE Credits:** 20.0

**CEU Credits:** 1.7

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and

Organization

**Delivery Method:** Group Live –  
Classroom

