

A 3-Day or 5-Day Hands-On Workshop

## **Course Description:**

The highly interactive five-day workshop offers technically trained and talented people – engineers, systems analysts, nurses, accountants, scientists, technicians, mechanics – the training core they need to make their maximum contribution to the organization.

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

- What is Leadership?
- How to Develop Trust and Respect
- The Art of Influence
- Accessing Intrinsic Motivation
- Self-Assessment of Leadership Ability and Potential
- Project Leadership and Project Management
- Contents of Personalized Development Plans
- Identify and Prioritize Three Key Things They Will Influence at Work
- Identify and Prioritize Five Leadership and Management Competencies to Develop
- Identify Three to Five People to Build Rapport with Who Can Help Them Become More Influential, and Determine how to go About Building Rapport with Each Person
- Use Self-Assessments to Identify and Prioritize Competencies Related to Building Trust and Respect, Influence, and Dedication to Being a Leader

<u>Audience:</u> 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: 20.0-34.0 CEU Credits: 1.7-2.8 Suggested Program Prerequisites: None

Advanced Preparation: None NASBA Program Level: Basic

NASBA Field of Study: Personal Development

**Delivery Method:** Group Live –

Classroom

