

## Leadership Skills for Non-Supervisors

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### *A 3-Day Hands-On Workshop*

This 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.

#### **Subjects covered in this workshop—**

- Leadership Definitions
- Understanding Leadership and Management
- Sphere of Influence
- Authority vs. Influence
- Leadership Styles
- Dealing with Difficult People
- Communication
- How to Influence Others
- Time Management/Managing Multiple Priorities
- Action Steps for Success
- Assessing Your Effectiveness
- Personal Development to Prepare for Leadership