



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