



Leadership and Management Certification

A 3-Day Hands-On Workshop

Course Description: The program addresses essential workplace competencies that will help your managers, supervisors and team leaders reach new levels of professionalism, leadership and performance.

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	Proficient
Change Management	Skilled
Continuous Improvement	Skilled

Strategic Thinking

Vision	Proficient
Decision Making	Proficient
Adaptability	Proficient

Leading People

Develops and Inspires Others	Skilled
Takes Care of People	Skilled
Diversity	Skilled

Fostering Collaborative Relationships

Builds Teams and Coalitions	Proficient
Negotiating	Proficient

Embodies Airman Culture

Ethical Leadership	Proficient
Followership	Skilled
Warrior Ethos	
Develops Self	Skilled

Communicating

Speaking and Writing	Proficient
Active Listening	Proficient



Who should Attend: Managers, supervisors and team leaders who want to reach new levels of proficiency in professionalism, leadership and performance.

Subjects covered in this workshop:

Why Change is Healthy in Government Organizations

To Change or not to Change?

Introducing Change

Managing During Change

Decision Making

Motivating the team

Gaining Consensus (Buy-in)

Team Reputation and Identity

Assessment of Performance During Change

Communication

Active Listening

Leading an Organization to Success

Determining Organizational Priorities

Problem Solving and Decision Making

Managing Difficult People