



# Management Development Seminar

## A 5-Day Hands-On Workshop

**Course Description:** The seminar provides the opportunity for experienced federal managers, GS- 12 and above, to step into the world of dynamic thinking, creativity and innovation. Managers bring real problems to the seminar and work together using seminar learning, each other’s knowledge and experience to work through them. Participants will sharpen their skills in the areas of leadership, communication and problem solving. They will also receive valuable insight about their personal strengths and developmental focus.

### 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	Intermediate
Government Organization and Processes	Intermediate
Global, Regional, and Cultural Awareness	Proficient
Strategic Communication	

#### Managing Organizations and Resources

Resource Stewardship	Proficient
Change Management	Proficient
Continuous Improvement	Proficient

#### Strategic Thinking

Vision	Intermediate
Decision Making	Skilled/Advanced
Adaptability	Proficient

#### Leading People

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

#### Fostering Collaborative Relationships

Builds Teams and Coalitions	Skilled/Advanced
Negotiating	Proficient

#### Embodies Airman Culture

Ethical Leadership	Intermediate/Proficient
Followership	Intermediate/Proficient
Warrior Ethos	
Develops Self	Intermediate/Proficient

#### Communicating

Speaking and Writing	Proficient
Active Listening	Proficient



**Who should Attend:** Experienced managers who are ready to expand their prospective on management and leadership. Bring your real-world problems and collaborate with your colleagues in a facilitated discussion and wrap up the week with a Individual and organizational improvement plan.

**Subjects covered in this workshop:**

The 3 Responsibilities of Management

How to Manage for Performance

Empowering Mindsets

Creating Organizational Climate

Leadership Mistakes that Lead to Management Failure

Critical Thinking

Motivating People

Communication

Leading an Organization to Success

Group Problem Solving and Decision Making Traps and How to Avoid them

Planning

Introducing Change

Coaching and Developing People

Managing Difficult People