



Seminar for New Managers

A 5-Day *Hands-On* Workshop

Course Description: The one-week interactive seminar is designed to provide participants with the knowledge and skills necessary to help them meet the current and ever changing challenges facing Federal supervisors and managers today.

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
Change Management
Continuous Improvement

Strategic Thinking

Vision
Decision Making
Adaptability

Leading People

Develops and Inspires Others
Takes Care of People
Diversity

Fostering Collaborative Relationships

Builds Teams and Coalitions
Negotiating

Embodies Airman Culture

Ethical Leadership
Followership
Warrior Ethos
Develops Self

Communicating

Speaking and Writing
Active Listening



Who should Attend: Newly assigned managers and supervisors who are seeking an understanding of the fluid and rapidly changing management environment in the Federal workplace and how they can best contribute to the organization.

Subjects covered in this workshop:

Building High Performing Teams

Developing a Vision

Goal Setting Planning and Prioritizing

Motivation

Effective Delegation

Planning and organizing

Problem solving and decision-making

Understanding Diversity

Understanding and Creating an Organization Culture

Dealing with Difficult People

Design a personal Individual Development Plan