

COACHING AND MENTORING FOR EXCELLENCE

A 3, 4, or 5 Day Hands-On TMS Experience
Delivered in Live or Live Virtual Classrooms!

Course Description:

This workshop provides a clear, practical look at the qualities and characteristics of leaders and leadership situations. The workshop focuses on practical problems and situations of the government work environment, and characteristics of the effective leader. The emphasis is on learning proven ways of thinking and acting in leadership situations.

Learning Objectives & Topics Covered in this Workshop:

- Identify Your Own Leadership Strengths and Areas to Improve
- Understand the Importance of Credibility, and Living Your Values
- Identify and Try New Approaches Needed for Growth
- Build Collaboration, Teamwork and Trust, to Help Others Excel

**Additional Learning Objectives for 4 Day Workshop*

- Value and Recognize the Accomplishments of Others
- Discuss Communication and Motivation

**Additional Learning Objectives for a 5 Day Workshop*

- Inspire Others Around a Common Vision of the Future
- Identify and Try New Approaches Needed for Growth
- Apply the Leadership Practices to a Current Business Challenge
- Develop a Personal Leadership Philosophy

Audience: This workshop is designed for government managers and leaders.

Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information

CPE Credits: 23.0-39.0

CEU Credits: 2.0-3.4

Suggested Program

Prerequisites: Dealing with Difficult People

Advanced Preparation: None

NASBA Program Level: Intermediate

NASBA Field of Study:

Personal Development

Delivery Method: Group Live – Live Virtual Classroom



The TMS Philosophy and Approach

1 Quality Training

Interactive training that focuses on the **latest trends** in the government workforce utilizing instructional techniques based upon **innovative** adult learning practices delivered by certified, experienced, world-recognized and award-winning instructors.

2 Dynamic Instruction

You will find an **engaging environment** where attendees will build upon their professional habits, techniques, and skill sets through a series of **practical, participant-focused exercises** led by an energetic instructor who has over two decades of government and subject-related experience.

3 Personalized Learning

We tailor the classroom objectives to the participant's **personal goals, professional goals,** and the organization's mission.

4 Ongoing Support

Attendees receive an **online toolkit** with checklists, guidelines, & many more resources to enable participants to take their new skills and tools they learned in-class & apply them in their workplace.

5 OPM ECQ-Focused

Each TMS course is developed based on OPM's **Executive Core Qualifications**; this means each TMS course is designed to not only address the core competencies in a government culture, but we provide the skills needed and **results-driven** objectives to immediately influence performance, and professional development.

ANY training can be delivered **VIRTUALLY** and **IN-PERSON!**

Student Feedback from FY20:

"I would say this has been the most outstanding training I can recall in over 30 years of civil service."

"One of the BEST courses on leadership principles I've taken ... Really enjoyed it."

"I've never done a virtual class like this - I was very impressed ..."

INTERACTIVE CLASSROOMS



Classroom time is spent on group discussion, case study review, & small group exercises; **NOT POWERPOINT PRESENTATION.**