

## EMERGING LEADERS

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A 3 Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

This workshop focuses on understanding the challenges and rewards faced by novel leaders in today's government workplace and learning proven ways of thinking and acting in leadership situations. It provides "real world" practical tips for all employees who want to prepare themselves for leadership. This workshop addresses common problems in the government work environment, and proven solutions to overcome those obstacles. Participants will learn how to be recognized as someone who gets results. Building credibility and positively influencing people are prominent topics in the workshop.

### **Learning Objectives & Topics Covered in this Workshop:**

- Definitions of Leadership
- Recognize Leader Qualities
- Identify Roles of Leaders
- Understand Various Leadership Styles
- Understand How to Motivate the Team
- Assess and Deal with Risk
- Develop Your Confidence as a Leader
- Evaluate Your Skill Level and Aptitude
- Understand and Apply Time Management Skills
- Apply Effective Communication
- Understand Delegating Techniques
- Identify Team Building Approaches
- Interpret Conflict & People Problems

**Audience:** This workshop is designed for entry-level supervisors and managers in the GS9-12 range or their equivalents.

### **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

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**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 FY21:*

*"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.**