

LEADERSHIP AND MANAGEMENT CERTIFICATION

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

Course Description:

Often, the government manager and leaders we ask so much of are being asked to do both lead and manage. But, how? This program addresses essential workplace competencies that will help your managers, supervisors and team leaders reach new levels of professionalism, leadership and performance. We ask participants to bring real world, relevant workplace leadership and management challenges for discussion and solutions. Managing Change, Decision Making, Organizational Priorities, Motivation and Communication are just a few of the many topics covered in this workshop.

Learning Objectives & Topics Covered in this Workshop:

- Assess the balance of effort required for both leadership and management
- Understand the importance of and differences between leadership and management and why this matters
- Analyze the change factors impacting your ability to lead and manage
- Develop a viable plan to gain consensus on organizational priorities
- Create a leadership philosophy that is unique to YOU. And, a strategy to implement this strategy upon return to the workplace.

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

CEU Credits: 2.0

Suggested Program

Prerequisites: None

Advanced Preparation: None

NASBA Program Level: Basic

NASBA Field of Study:

Business Management and Organization

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.**