



## Leadership Skills for Non-Supervisors

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*A 2 or 3-Day Hands on TMS Experience  
Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

The intensive seminar is designed for individuals who are not currently in supervisory or managerial positions but currently hold key leadership roles in their organization or are interested in assuming such a role in the future. This seminar will help you develop informal leadership skills to influence positive organizational success without positional authority.

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

- Develop an understanding of how to influence positive organizational success without positional authority
- Define leadership and what it means to you
- Understand the differences between leadership and management
- Develop the framework for and a strategy to expand your sphere of influence
- Understand the “why” of difficult employees
- Learn ways to influence the situation using the get, give, merge model of communication

### **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:** 1616.0 – 32.0

**CEU Credits:** 1.66 – 3.2

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:**

None

**NASBA Program Level:**

Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live

– Live Virtual Classroom

