



## Key Information

### LEADERSHIP SKILLS FOR NON-SUPERVISORS

A 3-Day Interactive Workshop

This comprehensive course is tailored for employees who do not hold management positions yet play crucial leadership roles within their organization or aspire to such positions in the future.

This training will equip you with the essential skills for leadership to foster organizational success even without formal authority.

#### Subjects covered in this workshop:

- Definitions of Leadership
- Differentiating Leadership from Management
- Scope of Influence
- Authority versus Influence
- Varieties of Leadership Styles
- Handling Challenging Interactions
- Effective Communication
- Strategies to Persuade and Motivate Others
- Time Management and Priority Setting
- Concrete Steps Toward Achieving Success
- Evaluating Your Leadership Effectiveness
- Personal Growth Strategies for Leadership Readiness

#### Who Should Attend

Federal employees, who are not yet a supervisor or manager, but plan to be soon.

#### CONTACT

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#### DUNS NUMBER

959893020

#### CAGE NUMBER

7Q2L2

#### NAICS

**611430:** Professional & Management Development Training

**541611:** Administrative Management & General Management Consulting Services

**541612:** Human Resources Consulting Services

#### CERTIFICATIONS

Veteran-Owned Small Business

**VISION STATEMENT:** To provide solutions to organizations that drive profitability, remove constraints and lead personal transformations that drive sustainable productivity.

**MISSION STATEMENT:** To be an organization where every member of the team is a living example of the material we are teaching.