



## Leadership Skills for Non-Supervisors

When it comes to leading in Government, it's often those in informal leadership roles who can make the most significant impact in an agency. This seminar helps Federal workers who are not currently formal supervisors or managers learn to influence others and make a difference in their organization.

- Develop informal leadership skills to influence colleagues and advance your organization's performance.
- Understand the importance of person-to-person influence rather than position-to-position authority.
- Strengthen interpersonal communication skills.
- Learn strategies for facilitating groups for improved productivity.



### Impact Your Agency Regardless of Your Formal Job Title

This seminar uses hands-on experiential exercises, assessments and frameworks/models to help you create an integrated development plan that matches your organization's needs with your individual strengths.

#### SKILL IMMERSION

##### COMPETENCIES

- Interpersonal Skills
- Influencing/Negotiating
- Integrity/Honesty
- Flexibility
- Resilience

##### ACADEMIC CREDIT

3 lower level Baccalaureate credits may be available upon completion.

##### LOCATIONS

Eastern Management Development Center in Shepherdstown, WV

This training facility is 70 miles from Washington, DC in the Blue Ridge Mountains above the Potomac River.

Western Management Development Center in Aurora, CO

This facility offers a campus-style learning environment convenient to both Denver and the majestic Rocky Mountains.

San Antonio, TX

Check [www.leadership.opm.gov](http://www.leadership.opm.gov) for additional location details.

For class schedule, please go to [www.leadership.opm.gov](http://www.leadership.opm.gov)

“After this course, I will attempt to utilize more effective balance of the leader-follower dynamic...and to be more empathetic and better with my non-verbals.”

## Register Now for the Leadership Skills for Non-Supervisors Seminar

This seminar is designed for individuals who are not currently formal supervisors or managers but fulfill a variety of leadership roles in their organizations at all levels.

Individuals who aspire to serve in these formal leadership roles will also benefit from this course.

### Lead and Influence as a Person—Not a Position

- Examine and test effective models for leadership success.
- Understand the importance of person-to-person influence over position-to-position authority.
- Develop values-based leadership practices.
- Learn strategies for facilitating groups more effectively.
- Explore techniques for positive interpersonal communication.
- Understand how increasing personal awareness of individual differences can help influence others.

“I have the ability to invoke positive changes within my agency, which will improve the quality of service to the American people.”

#### TUITION

\$3,750 MDCs/\$3,250 San Antonio, TX

Tuition at the MDCs includes meals and lodging. The cost of meals and lodging is not included in tuition for the course at the San Antonio, TX location.

#### LEAD

This seminar meets the project/team lead track requirements of the LEAD Certificate Program.

Leadership Education & Development Certificate Program—A complete leadership development curriculum for current and aspiring government leaders, providing official recognition of achievement at every level. For more info, go to [www.leadership.opm.gov/certificates/LEAD/index.aspx](http://www.leadership.opm.gov/certificates/LEAD/index.aspx)

#### SUGGESTED FOLLOW-ON COURSE

Collaborative Leadership Seminar

For class schedule, please go to [www.leadership.opm.gov](http://www.leadership.opm.gov)

12 Jul 2012

## Three Ways to Register

### 1. Register Online at [www.leadership.opm.gov](http://www.leadership.opm.gov)

Initiate course registration with your Government Purchase Card payment, the fastest way to reserve your space. Use your own agency-specific procurement forms. Once we have received your payment, you will receive confirmation within two business days.

### 2. Fax a Registration Form found online. This form can be used for courses at the Federal Executive Institute or Management Development Centers.

### 3. Contact a Representative Customer Service Office:

Toll Free: 888-676-9632

Phone: 304-870-8008

Fax: 304-870-8078

TDD/TTY 304-870-8066

Email: [register@opm.gov](mailto:register@opm.gov)



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