



Center for Leadership Development

Facilitation Skills for Leaders

Although differing viewpoints among a team are important, they can make it difficult for Federal leaders to foster collaboration and inspire groups to move smoothly from conflicting ideas to actionable results. This course shares vital facilitation techniques for developing and maintaining effective group processes to maximize the contributions of all team members.

- Learn critical team-building methods for facilitating productive group interactions.
- Understand how to identify, diagnose and resolve interpersonal behaviors that may be undermining your team’s success.
- Discuss real-life work challenges and determine the best strategies to use to address them when returning to the workplace.



Inspire Your Team to Work Together More Productively for Your Organization

This course will cover these essential team-building techniques:

- Dialogue
- Questioning
- Finding Consensus
- Problem Solving
- Decision Making
- Action Planning

Participants are encouraged to bring their toughest real-life work challenges to the seminar, where the class will discuss the best ways to handle them.

SKILL IMMERSION

COMPETENCIES

- Influencing/Negotiating
- Team Building
- Flexibility
- Interpersonal Skills
- Conflict Management

TUITION

\$3,500

DATES

Mar 31–Apr 3, 2015 .. EMDC–Union Square
Jul 28–31, 2015 EMDC–Union Square

LOCATION

EMDC–Union Square
999 North Capital Street , NE
Washington, DC 20002

This training facility is located in Washington DC’s thriving NoMa submarket, just blocks from Capital Hill and Union Station.

To register, please visit the course page:

[HTTPS://LEADERSHIP.OPM.GOV/PROGRAMS.ASPX?C=129](https://LEADERSHIP.OPM.GOV/PROGRAMS.ASPX?C=129)

“I will use the techniques I learned here in improving the outcome of my meetings and relationships with other officers in other divisions and agencies.”



Register Now for the Facilitation Skills for Leaders

This course is designed for managers, supervisors, facilitators, team leaders and project managers seeking more advanced leadership skills to inspire groups to work more collaboratively toward tangible results for their organization.

Lead Your Team to Collaborate Effectively to Reach Organizational Goals

- Strengthen team collaboration, cooperation and performance.
- Understand how to identify, diagnose and resolve interpersonal behaviors that may be interfering with your team's success.
- Explore and experiment with innovative problem-solving solutions.
- Develop decision-making processes that cultivate commitment to organizational goals and successful implementation.

“If my co-workers and others involved in Federal employment were required to take the same training, I believe it would promote cohesion that could potentially lead to high productivity.”

LEAD

This course meets the requirements for the Project/Team Lead and Professional levels 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 <http://cldcentral.usalearning.net/mod/page/view.php?id=249>

RECOMMENDED PRIOR COURSES

Collaborative Leadership

SUGGESTED FOLLOW-ON COURSES

Conflict Resolution Skills

To register, please visit the course page:
[HTTPS://LEADERSHIP.OPM.GOV/PROGRAMS.ASPX?C=129](https://leadership.opm.gov/programs.aspx?c=129)

Three Ways to Register

1. Register Online at <http://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: 202-606-0008
Fax: 478-757-3057
TDD/TTY 800-877-8339
Email: register@opm.gov



UNITED STATES OFFICE OF
PERSONNEL MANAGEMENT

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