



Center for Leadership Development

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 course 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 course 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

TUITION

\$3,250 Residential/\$2,565 Non-Residential
Tuition at EMDC–Shepherdstown includes meals and lodging

DATES

Oct 20–23, 2014 . . . EMDC–Shepherdstown
 Nov 3–6, 2014 Chicago, IL
 Dec 8–11, 2014 EMDC–Shepherdstown
 May 19–22, 2015 EMDC–Union Square
 Jul 7–10, 2015 San Antonio, TX
 Sep 22–25, 2015 San Diego, CA

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.
 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.

Chicago, IL
 San Antonio, TX
 San Diego, CA

To register, please visit the course page:
[HTTPS://LEADERSHIP.OPM.GOV/PROGRAMS.ASPX?C=14](https://LEADERSHIP.OPM.GOV/PROGRAMS.ASPX?C=14)

“I’ve been given the tools and the motivation to step forward as a leader, to be more influential, and more effective.”

Register Now for Leadership Skills for Non-Supervisors

This course 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.



CLD's Customer Service number is changing!

Reach us after 12/12/2014 at 202-606-0008

“The course emphasized the importance of being an effective leader and the positive impact that you can bring to those around you--and also provided the tools and techniques to create positive change.”

ACADEMIC CREDIT

3 lower level Baccalaureate credits may be available upon completion.

LEAD

This course meets the requirements for the Project/Team Lead level 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>

SUGGESTED FOLLOW-ON COURSES

Team Development: Team Building and Team Leadership

To register, please visit the course page: [HTTPS://LEADERSHIP.OPM.GOV/PROGRAMS.ASPX?C=14](https://leadership.opm.gov/programs.aspx?c=14)

OCT 2014

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: 304-870-8008
Fax: 304-870-8078
TDD/TTY 304-870-8066
Email: register@opm.gov



UNITED STATES OFFICE OF
PERSONNEL MANAGEMENT

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