



Team Development Seminar II: Team Leadership

Leading any team in a government agency can be challenging. First, you must do more with less. Second, government is evolving, and so must its leaders. Lastly, as a team leader, you must complete the work, yet you probably don't have the formal authority to ensure the work is done well and on time.

- Understand the roles and responsibilities of a team leader and determine your "fit" as a team leader.
- Learn and practice tools and techniques for facilitation, decision-making, work planning, meeting management, team member engagement and performance management.
- Study how teams function within the context of an organizational system and how to balance and optimize team dynamics.



Learn How to Lead High-Performing Teams

This week-long seminar analyzes team experiences with participants, focuses on learning practical leadership techniques, and explores ways of engaging, motivating and holding team members accountable.

CORE DEVELOPMENT

COMPETENCIES

- Interpersonal Skills
- Leveraging Diversity
- Influencing/Negotiating
- Public Service Motivation
- Continual Learning

DATES & LOCATIONS

November 28–December 2, 2011

January 30–February 3, 2012

At the 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.

April 2–6, 2012

August 6–10, 2012

At the Western Management Development Center in Aurora, CO

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

For information on presenters and day-to-day schedules, please go to www.leadership.opm.gov

“The program provided me with additional tools and skills to perform my job at a higher proficiency level, thus enhancing my contributions.”

Register Now for the Team Development Seminar II

This seminar is designed for team members, team leaders, supervisors and managers who are managing teams at agencies—anyone who is playing a formal or informal leadership role in teams and workgroups.

Note: This seminar complements the Team Development Seminar I: Team Building. While it may be taken at a separate time from the Team Building Seminar, Team Building is considered a prerequisite for the Team Leadership Seminar.

Fundamental Skills for Effective Team Dynamics

- Discover and analyze different team challenges and relevant solutions.
- Learn practical leadership strategies, skills and best practices in working with team members.
- Develop your skills as a team leader who can grow, and potential to lead high-performing teams at your agency.

“This seminar showed me how to ensure that my team members are getting the best coaching I can give, and therefore they will provide better customer service.”

TUITION

\$3,500

Tuition includes materials, meals and lodging.

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

RECOMMENDED PRIOR COURSES

Team Development Seminar I
Leadership Assessment Program Level I
Collaborative Leadership Seminar

SUGGESTED FOLLOW-ON COURSE

Facilitation Skills for Leaders

For information on presenters and day-to-day schedules, please go to www.leadership.opm.gov

Three Ways to Register

1. Register Online at 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 in a catalog or 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



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