

Managing Skills for Non-Managers Level 2

Course Summary

Description

Building on what was covered in Managing Skills for Non Managers Level 1 program, participants will dive deeper and explore the more advanced topics of leveraging influence, motivation, working through others, and communicating as a leader. Participants will also begin work on planning their development to further their leadership career.

Note: This course is most effective when delivered using the Everything DiSC Workplace self-assessment as the framework for connecting the course objectives with the course content discussions.

Objectives

At the end of this course, students will be able to:

- Define their broad leadership style and approach to leading others, and know the importance of applying situational leadership anchored in Emotional Intelligence (EQ)
- Influence and inspire others from a leadership perspective
- describe the role that communication plays in leading others, and how to use communication skills to effectively lead and influence others
- Hold others accountable, through giving effective performance feedback relative to goals and objectives

Topics

- How to answer the question: “Are you a leader?” The importance of seeing yourself as a leader and establishing a leadership mindset
- The role of Emotional Intelligence in getting results without authority
- Communication and leadership
- Influencing Others – the basis of influence and the ability to work with others without having authority
- Leadership basics
- Establishing Accountability & Performance Feedback – creating performance goals and giving performance feedback to encourage accountability, maximize team effectiveness, and overcome barriers to achieve higher levels of performance,
- Dealing with Difficult Situations
- Planning for your future as a leader

Audience

Anyone who needs to manage or lead others without authority, or without a formal reporting structure.

Prerequisites

Students should take ProTech’s *Managing Skills for Non-Managers Level 1* before taking this course.

Duration

One day