Course Title: Leadership and Management Skills for Non-Managers
Course #: 4000
Duration: 3 Days
Delivery Method: Instructor-led live classroom
Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

You do not need a managerial title to be a leader. No matter their role, successful leaders use communication, emotional intelligence, and accountability to achieve work and further the interests of the organization. Learn the qualities and behaviors of effective leaders, including the ability to collaborate, exert influence, and adapt to changing circumstances. Using real-world examples, you will expand your leadership capabilities and recognize opportunities for growth at your organization.

2. Who should attend?

This course is designed for aspiring leaders and other individuals who are not formal managers but need to accomplish work through others.

3. What will I learn how to do in this course?

- Analyze leadership and management skills needed for professional growth
- Use leadership strategies to amplify your impact throughout the organization
- Illustrate the importance of emotional intelligence as a management skill for self and others
- Practice communication skills needed to lead others and build relationships
- Analyze how accountability, adaptability, and resilience improve individual and organizational performance
- Evaluate strategies for building long-term credibility throughout your career

4. What kinds of activities are included in this course?

Lecture, discussion, and individual and group exercises

5. Are there prerequisites for this course?

There are no prerequisites for this course.
6. Do I have to complete any prework for the course?

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

This course applies toward the DoD FM Certification Program.

8. Does this course count for credit toward a Management Concepts Certificate Program?

This is a core course in the following program(s):

- Contracting Team Lead
- Leadership Certificate Program

This is an elective course in the following program(s):

- Business Analysis and Requirements Management Master Track
- Project Management Master Track
- FFMCP Financial Management Master Track
- Human Resources Certificate Program
- FFMCP Accounting Master Track
- FFMCP Auditing Master Track
- FFMCP Budgeting Master Track
- Program Management Certificate Program

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 24

NASBA Field of Study: Personal Development

NASBA Level: Basic

CEUs: 1.9

PDUs: 21
10. What course(s) do you recommend after I complete this course?

- **Leadership Skills and Techniques**
- **Critical Thinking for Problem Solving**
- **Interpersonal Skills: Developing Effective Relationships**