

Leadership and Management Skills for Non-Managers

Course Number: 4000

Length: 3 Days

Primary Delivery Method: Instructor-facilitated online (asynchronous)

Alternative Delivery Methods: Instructor-led live classroom

Course Description

Discover how successful leaders—no matter their roles—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.

Intended Audience

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

Course Learning Objectives

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

Course Additional Features

- Producer Support
- Technical Support Team
- Extended Learning Bursts
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides
- AI Prompts

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Module 1: Launching Your Leadership Journey

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LUNCH	
AFTERNOON	Module 2: Emotional Intelligence (EI)

DAY TWO	
MORNING	Module 3: Communication Skills
LUNCH	
AFTERNOON	Module 4: Leading Without Authority

DAY THREE	
MORNING	Module 5: Practicing Accountability, Adaptability, and Resilience
LUNCH	
AFTERNOON	Module 6: Managing Your Career

Learning Methods

Lecture, discussion, and individual and group exercises

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Personal Development
- Level: Basic
- CPEs: 24

Professional Development Units (PDUs)

- Credits: 21

Continuous Learning Points (CLPs)

- Credits: 24

Leadership and Management Skills for Non-Managers

Management Concepts Certificate Program Relationship

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

- [Professional Skills Certificate Program](#)
- [Contracting Team Lead](#)

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](#)
- [Agile in Government Master Track](#)
- [Program Management Certificate Program](#)

Prework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

- [Leadership Skills and Techniques](#)
- [Critical Thinking for Problem Solving](#)
- [Business Writing](#)
- [Briefing and Presentation Skills](#)
- [Interpersonal Skills: Developing Effective Relationships](#)

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Ready to Enroll?



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<https://www.managementconcepts.com/course/id/4000>



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