

# Leadership Skills and Techniques

Course Number: 4001

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

## Course Description

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Discover the essential behaviors and practices of effective leadership. Through engaging discussions and application exercises, you will learn how to develop individuals and cultivate effective and resilient teams.

As part of this class, you'll also gain access to the *Supervisor's Playbook* resource to support your ongoing development. Use the step-by-step guidance, pro tips, and tools and resources in the *Supervisor's Playbook* to elevate your supervisory skills and lead your team with confidence.

## Intended Audience

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This course is designed for managers, supervisors, team leaders, and individuals who want to develop high-performance leadership competencies.

## Course Learning Objectives

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- Analyze different leadership characteristics, skills, behaviors, styles, and values
- Choose leadership approaches that foster team motivation and engagement
- Apply techniques for enhancing team performance and productivity
- Implement methods for building effective, high-performing, and cohesive teams
- Apply conflict resolution strategies to challenging workplace situations
- Plan ways to promote resilience and adaptability during changing circumstances

## Course Additional Features

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

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

## Course Schedule

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DAY ONE

# Leadership Skills and Techniques

MORNING	Module 1: Leadership Overview
LUNCH	
AFTERNOON	Module 2: Motivation and Engagement

## DAY TWO

MORNING	Module 3: Managing Performance and Productivity
LUNCH	
AFTERNOON	Module 4: Building Effective and High-Performing Teams

## DAY THREE

MORNING	Module 5: Navigating Conflict
LUNCH	
AFTERNOON	Module 6: Creating Resilience and Adaptability in Times of Change

## Learning Methods

Facilitated discussion, lecture, 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)

# Leadership Skills and Techniques

- Credits: 24

## Third-Party Certification Relationship

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This course applies toward the DoD FM Certification Program.

## Management Concepts Certificate Program Relationship

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

- [Leadership Certificate Program](#)
- [Supervision Certificate Program](#)

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

- [Business Analysis and Requirements Management Master Track](#)
- [Enterprise Risk Management](#)
- [Internal Control](#)
- [Project Management Master Track](#)
- [FFMCP Financial Management Master Track](#)
- [Agile in Government Master Track](#)
- [FFMCP Accounting Master Track](#)
- [FFMCP Auditing Master Track](#)
- [FFMCP Budgeting Master Track](#)
- [Program Management Certificate Program](#)

## Prerequisites

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### Suggested

- [Leadership and Management Skills for Non-Managers](#)

### Pework

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There is no prework required for this course.

## Requirements for Successful Completion

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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.

# Leadership Skills and Techniques

## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/4001>



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