

Frequently Asked Questions

Course Title: Leadership and Management Skills for Non-Managers

Course #: 4000

Duration: 3 Days

Delivery Method: Instructor-facilitated online (asynchronous)

Alternative Delivery Methods: Instructor-led live classroom

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

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.

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
- 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

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

Lecture, discussion, and individual and group exercises

5. Are there prerequisites for this course?

No Information Available.

6. Do I have to complete any prework for the course?

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There is no prework required for this course.

7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

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

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](#)

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

PDU: 21

CLPs: 24

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

Frequently Asked Questions

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

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).

12. What's in it for me?

This course provides a foundational learning experience for aspiring leaders. Participants will explore the skills necessary to elevate their careers and analyze real-world challenges faced by first-time leaders and supervisors.