

Frequently Asked Questions

Course Title: Leadership Skills and Techniques

Course #: 4001

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?

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.

2. Who should attend?

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

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

- 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

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

Facilitated discussion, lecture, and individual and group exercises

5. Are there prerequisites for this course?

Suggested:

Frequently Asked Questions

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

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):

- [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](#)

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

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

No Information Available.

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 is a foundational learning experience for leaders looking to take the next step in their careers. Focusing on situations that are most critical to federal leaders, this course provides practical tools and techniques for building effective teams, cultivating motivation, and managing performance.

This course gives you access to the *Supervisor's Playbook*—a daily companion filled with tools, tips, and strategies to support you on your supervisor journey and beyond.