

# Level 1

## Available Training Courses:

- Everyone is a Leader
- Is Supervision for You?
- The Myers-Briggs Type Indicator
- Understanding and Managing Conflict

## Everyone is a Leader

*Course length: 1 day*

*Course number: DTCIOCS005*

### Description:

Regardless of job title, everyone is a leader in some aspect of their life. Whether we lead at work, at home, or in our community, there are certain skills that can help us be a positive influence for the people around us. This one day course introduces non-supervisory personnel to some of the essential knowledge and skills a leader must possess including:

- Defining leadership and management
- Describing their current leadership role
- Displaying effective followership characteristics
- Identifying leadership opportunities
- Practicing key leadership skills
- Recognizing the importance of good communication in achieving exemplary leadership
- Connecting the importance of managing conflict to effective leadership
- Exhibiting increased tolerance and respect for all kinds of diversity
- Planning the development of their leadership skills

**Who Should Attend:** Anyone at DLA.

## Is Supervision for You?

*Course length: 1 day*

*Course number: DTC10CLS011*

### Description:

This course is meant to provide you with the realities of being a supervisor. It will present you with the realities of being a supervisor: the good, the bad, and the in-between. Participants will be able to determine if being a DLA supervisor is a career for them to pursue, learn about a supervisor's responsibilities and duties, list the knowledge and skills required of supervision, cite the pros and cons of being a supervisor, and create a plan to develop personal supervisory skills.

**Who Should Attend:** Anyone at DLA that is not currently a supervisor or manager (i.e., is a front line contributor), who believes he or she might want to become a supervisor.

**Prerequisite:** None

## Understanding and Managing Conflict

*Course length: 1 day*

*Course number: DTC09CLS029*

### **Description:**

Conflict is unavoidable, but it does not have to be destructive. This engaging and highly interactive course builds on one of the most popular components of the 4-day Leadership Education and Development (LEAD) course.

The cornerstone of the Understanding and Managing Conflict course is the Strength Deployment Inventory (SDI). Using the results of the SDI self-assessment, students will explore the motivations that drive their own behavior. With increased self-awareness, and a better understanding of what motivates the behavior of others, students can more readily recognize potential sources of conflict. They can then adapt their own behavior in ways that minimize the potential for destructive conflict, and enhance the probability of attaining mutually productive outcomes. This course can be particularly helpful for intact teams and work groups that want to improve communication and team effectiveness.

**Who Should Attend:** This course is designed for non-supervisors and experienced supervisors who have not completed the DLA Tier II/ Level 3 Supervisor Certification Program. This course can be customized and conducted for intact teams and work groups that want to explore the strengths within the team, potential sources of conflict and miscommunication, and ways for enhancing overall group effectiveness.

**Prerequisite:** None

## The Myers-Briggs Type Indicator (MBTI)

*Course length: 1 day*

*Course number: DTC10CLS006*

### **Description:**

What's your type? If you have ever heard someone say "I'm an INTP" and did not know what they meant, then this course is for you. The MBTI is a widely used instrument for assessing and understanding individual personality preferences. It can be valuable for anyone who wants to improve relationships, increase team performance, improve communication, or help resolve conflict.

Participants will complete the MBTI online prior to class. Results and interpretation will be received during the class.

**Who Should Attend:** This program is appropriate for all personnel. It may be especially valuable for use with intact teams.

**Prerequisite:** None