

## Level 2

### Available Training Courses:

#### Required/Recommended:

- Leading Teams and Projects (required for team leaders, recommended for project leaders)

#### Elective:

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

### Leading Teams and Projects

*Course length: 2 days*

*Course number: DTC11CLS012*

#### Description:

This is an introductory-level leadership course which uses a variety of teaching methods to examine some of the critical competencies that an effective leader must possess. These competencies include accountability, developing others, leveraging diversity, influencing and negotiating, and teambuilding

#### Who should attend:

This is a mandatory course for DLA Team Leaders and recommended for Project Leaders

### Everyone is a Leader

*Course length: 1 day*

*Course number: DTC10CS005*

#### 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 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

## Is Supervision for You?

*Course length: 1 day*

*Course number: DTC10CLS011*

### **Description:**

This course will provide the participant with an opportunity to critically consider the question “is a supervisory position right for me?” as it applies to their own career planning. Through this course, the participant will be exposed to the DLA managerial competencies, and gain a better understanding of how those competencies are translated into the everyday responsibilities of a DLA supervisor. Participants will have the opportunity to assess their own leadership and supervisory skills during this course to help them determine if a career in supervision is a good fit for them.

This course is not intended to actually build leadership skills. It is designed to allow the participant to assess their talents and to seriously consider their desire for a career move into supervision. Participants will leave with a clearer understanding of their career direction.

**Who Should Attend:** This course is designed for nonsupervisory employees who are considering an eventual move in to the supervisory career field.

**Prerequisite:** None

## Situational Leadership

*Course length: 1/2 day*

*Course number: DTC10CLS004*

### **Description:**

This half-day course introduced the concepts of Situational Leadership. Each participant will complete the Leader Behavior Analysis II (LBAII), an assessment to help individuals determine their preferred leadership style, their secondary style, and their developing leadership style. The participants will also discuss how to apply the results of their LBAII to become more effective leaders by adapting their style to the needs of their employees and teams.

**Who should attend:** Team leads, supervisors, managers, supervisors who have not attended the DLA Leadership Education and Development (LEAD) course.

**Note:** This course is not intended for current ELDP Level 3 Program participants.

**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 III 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.

**Note:** This course is not intended for current ELDP Level 3 Program participants or for persons who have completed the LEAD course.

**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

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