



# Leading from Your Level

**Dates:** April 21 – 22 & September 29 – 30

**Location:** Washington, D.C.

**Cost:** \$995

**Continuing Education Units:** 1.5

**OPM Competency:** Results Driven and Building Coalitions

## Seminar Overview

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Throughout this seminar, we focus on three themes:

- **Managing Yourself and Your Relationships:** We believe that to lead at any level, you must first begin by managing yourself exceptionally well and building relationships with peers and managers .
- **Establishing Credibility:** Beyond building strong relationships, you must establish credibility by following the trends affecting your agency, monitoring the latest developments in your field, and assisting others.
- **Communicating and Influencing:** Finally, you will be able to lead at any level if you master the techniques for effectively communicating your ideas – whether verbally or in writing – to you colleagues.

## Sample Agenda

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The following sample agenda outlines the key themes and activities that we will cover during this two-day course. Please note that we will occasionally amend the agenda to reflect the interests of the class.

### Day 1 (8:30 to 4:00)

- **Action Planning Overview:** To make this seminar actionable, we will introduce our action-planning process and ask you to share a challenge that you are interested in addressing.
- **Understanding Your Leadership Style:** We will use the Strength Deployment Inventory (SDI) to help you understand your work style and how this style affects your relationships with others.
- **Relating to Others:** Using the SDI, you will engage in discussions and exercises to help you relate to others and maximize your relationships.
- **Overdone Strengths and Conflict:** The SDI will also provide insight into how your strengths may create conflict and how you can manage conflict more effectively.
- **Working with Others to Achieve Results:** You will then have the opportunity to practice adapting your work style to work more effectively with others through a simulation exercise.
- **Leading Peers without Authority:** Through a group discussion, we will introduce strategies for getting things done without formal authority.
- **Building a Relationship with Your Manager:** Mutual understanding and respect is critical to building a successful relationship with your manager. Through a group brainstorming and other tips, we will discuss strategies for managing yourself in order to build respect and understanding.
- **Dealing with a Difficult Manager:** For those managers that can't be won over with mutual respect, we will discuss strategies for coping while still managing your career.
- **“Gen Y in the Workforce” Case Study:** You will work with others to analyze a case study that illustrates the challenges that you likely face when working in a multi-generational workforce.



## Day 2 (8:30 to 4:00)

- **Introduction and Debrief:** What was the most meaningful lesson you learned yesterday? How will you apply this lesson to your job?
- **Establishing Credibility:** Through a series of exercises and discussions, you will learn four strategies for establishing credibility: managing yourself, understanding organizational context, building a network and finding mentors.
- **Influencing Executives:** We will explore two key steps to influencing others: securing buy-in and building coalitions of support, and negotiating and building consensus.
- **Written Communications:** You will learn the essential components of effective written communications and be provided with example memos illustrating what to and what not to do.
- **Verbal Communications:** Through storytelling and a series of examples, we will introduce the keys to effective verbal communications.
- **Feed Forward and Action Planning:** To help you apply lessons learned back to your job, we will conclude with an exercise called Feed Forward. This fast-paced exercise – developed by executive coaching expert Marshall Goldsmith – will help you solicit ideas from peers to address your action challenge.

## Our Approach: Learning by Doing

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The *Annenberg Leadership Seminar's* experience is defined by our emphasis on action-learning and individual attention. We help translate classroom lessons into results through interactive class discussions, practical exercises and action planning. Our team is available to provide ongoing support as participants return to their agencies.

## Register Now

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You may register in one of two ways:

- 1) Online through our Web site at [www.ourpublicservice.org/alis](http://www.ourpublicservice.org/alis). When registering online, you may opt to pay with credit card or request an invoice.
- 2) Directly with the Partnership by contacting Laura Howes at [lhowes@ourpublicservice.org](mailto:lhowes@ourpublicservice.org) or 202-775-6963. We can process credit cards over the phone or issue an invoice to be paid by check or money order.

For additional information on the payment process or completing training forms (e.g., SF-182), please see our FAQs or contact Laura Howes at 202-775-6963 or [lhowes@ourpublicservice.org](mailto:lhowes@ourpublicservice.org).