

Entry Leadership and Interpersonal Skills

Workshop Course U159 • 3 DAYS



You Will Learn How To:

- Deliver dynamic presentations that support the federal acquisition process
- Write clear and concise acquisition documents such as project goal statements and system requirements
- Make better decisions with critical thinking and creative problem solving
- Recognize and remove barriers to individual and group creativity to foster an innovative work environment



Active Learning Workshop:

- Developing memorable presentations
- Presenting in the acquisition process
- Delivering effective presentations
- Writing a program goal statement and project requirements
- Applying critical thinking in your environment

About This Course: Navigating the complex federal acquisition process requires communication and leadership skills. This course offers strategies for developing effective leadership methods through critical thinking and creative problem-solving techniques that help foster a collaborative environment.

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— D. Lamarche, Manager,
Thin Client Services”

Course Content ► Workshop Course U159 • 3 DAYS

Introducing the FAC-P/PM Program

- Clarifying the FAC-P/PM initiative
- Describing acquisition reforms
- Establishing a culture of accountability
- Identifying program and career imperatives

Initiating Communication across the Acquisition Process

Communicating through business channels

- Examining formal and informal communication styles
- Assessing written and verbal communication methods
- Analyzing the five Ws of communication

Defining your communication style

- Identifying how you interact with others
- Recognizing the importance of your ability to communicate effectively

Delivering Effective Presentations to Support the Acquisition Process

Making informal presentations

- Handling impromptu presentations
- Presenting “Table Topics”

Delivering formal presentations

- Preparing effective introductions and closings
- Incorporating mind mapping
- Defining the three communication modes
- Presenting complex data in a visual format
- Overcoming stage fright

Dissecting the structure of a presentation

- Capturing the audience with your opening remarks
- Adding questioning techniques within your presentation
- Building closing remarks

Benefiting from effective writing resources

- Reviewing basic business writing skills
- Targeting your correspondence to your reader
- Employing internet resources
- Conquering grammar traps

Crafting professional e-mails

- E-mailing in today’s business world
- Guidelines for composing e-mails

Creating acquisition documentation

- Dissecting the requests for proposals
- Writing clear program objectives
- Identifying writing requirements
- Discussing the anatomy of system specifications

Adopting Creative and Critical Thinking Techniques

Describing contemporary brain models

- Identifying left-brain/right-brain thinking
- Maximizing brainstorming tactics
- Facilitating the brainstorming process

Incorporating critical thinking processes

- Formulating recommendations
- Working with the game theory method

Minimizing Conflict within Teams

Aligning teams within your organization

- Recognizing team dynamics
- Navigating the Integrated Product Development Team (IPDT)
- Applying hierarchical and evolutionary models

Overcoming conflict for optimal team dynamics

- Acknowledging sources of conflict
- Handling conflict

Emotional Intelligence in the Business Environment

The value of emotional intelligence

- Defining emotional intelligence
- Applying self-awareness and control
- Gaining self-awareness techniques

Demonstrating emotional intelligence

- Recognizing multiple intelligences
- Identifying group dynamics

Serving Your Customers, Stakeholders and Team

Projecting a culture of accountability

- Establishing individual accountability
- Creating organizational accountability

Providing customer service

- Enhancing customer value
- Applying lean Six Sigma approaches



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