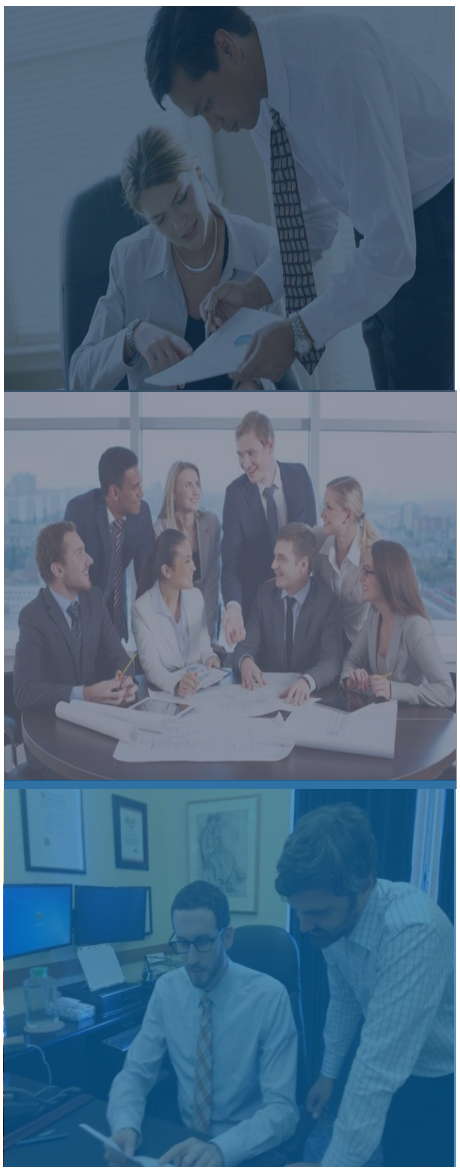

2015 Group 2 Capstone

Comprehensive
Public Training Program

Participant Manual

Revised 06.12.2015

Table of Contents

Schedule..... 2
Strategic Thinking..... 3
Prioritizing Tasks with Agency Mission and Vision..... 4
Situational Leadership..... 5
Developing a Motivated Workgroup..... 6
Ethical Leadership..... 7
Emotional intelligence..... 8
Finding Your Work-Life Balance..... 9

2015 Group 2 Capstone
Schedule

Course Introduction

Strategic Thinking

Prioritizing Tasks with Agency Mission and Values

Situational Leadership

Developing a Motivated Work Group

Ethical Leadership

Emotional Intelligence

Finding Your Life Balance

Conclusion and Wrap Up

Strategic Thinking

Surround yourself with people who see the world differently than you. You want people to compliment your strengths and offset your weaknesses. Look for people who have different perspectives, beliefs, backgrounds, experiences and skill set.

Strategic thinking is simply using new and creative ways to find opportunities for growth within an existing situation. In simplest terms, it means thinking with a global or big picture view.

NOTES:

Prioritizing Task with Agency Mission and Vision

Strategic alignment uses an agency's mission, vision and values as a guide in the decision making process. It helps leader's link tasks to agency principles to increase employee engagement and to achieve agency goals.

Mission Critical Tasks - Tasks that, if you fail to complete it, will result in a failure in agency operations and/or failure to fulfill agency standards.

NOTES:

Situational Leadership

Situational leadership means adjusting your leadership style based on the situation and/or the employee. Each leadership style is a combination of two types of behavior— *directive and participative*.

Directive behavior is task-oriented. It includes giving directions, supervising closely and establishing deadlines.

Participative behavior is relationship-oriented. It includes two-way communication, collaboration, praising employees and listening to employees.

The key is achieving right balances of directive and participative behaviors dependent on the needs of your employees and the particular task assignment.

NOTES:

Developing a Motivated Workgroup

Performance is a function of ABILITY and MOTIVATION.

ABILITY is comprised of:

Aptitude The natural ability to do something

Training A method for improving performance, when properly designed and delivered

Resources Tools that employees need for work

MOTIVIATION is comprised of:

Desire Strong feelings of wanting something to happen

Commitment State of being obligated or emotionally propelled; trying hard to complete a task

NOTES:

Ethical Leadership

Who can tell me the difference between ETHICS and COMPLIANCE?

Ethics

Ethics is the discipline of dealing with what is good and bac, and moral duty and obligation

Compliance

The practice of obeying the law, rule or request.

NOTES:

Emotional Intelligence

Emotional Intelligence is your ability to recognize and understand emotions, and your skill at using this awareness to manage yourself and your relationship with others.

Social competence is the ability to use your emotional skills to manage your relationship with others.

What are the two skills that comprise social competence?

Social Awareness

Relationship Management

NOTES:

Finding Your Work-Life Balance

Work life balance is the balance between professional and personal lives that allows the individual to be both productive and happy in day-to-day existence. When you have a good balance you feel in control of your life and get the most out of it.

<u>The 4 steps to creating a work life balance:</u>

RECOGNIZE

EVALUATE

DETERMINE

PINPOINT

NOTES: