**Leading without Authority: How to Lead When You’re Not in Charge**

**Course Description**

No matter what position you hold in our organization, you have the opportunity to be a leader, influence others and become an invaluable resource for your team. Leaders advance in their careers because they are leaders before being given the title. In this class we’ll focus on 4 specific areas to develop your skills for leading without authority.

**Who Should Attend**
Those interested in greater career development and gaining the skills that will help improve performance and establish a path toward leadership opportunities.

**Course Outline**

* **Understand Power Does Not Equal Authority**
	+ It’s about TEAM
	+ Build trust & establish credibility
	+ Let your quality of work speak for you
	+ Learn to be a great follower
	+ Be a life-long learner
* **Lead Yourself, then Lead Others**
	+ Know yourself & others through a DISC personality profile
	+ Learn to embrace differences
* **Embracing the Positive**
	+ Bring energy, especially when things are not going well
	+ Support leadership - Get behind the company; get behind the people
	+ Leverage failure & embrace conflict
* **Thinking Critically**
	+ Think like an owner
	+ Ask questions, listen openly, step back and analyze
	+ Be challenged and weigh evidence
	+ Be a problem solver
* **Be Collaborative, Not Competitive**
	+ Listen empathetically. Care sincerely.
	+ Be an asking voice, not a telling voice
	+ Admit mistakes; Accept criticism
	+ Pass the microphone

**Course Format – 8 hours**Combination lecture and classroom exercises.