**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.