

# Command Presence

## OLC Course Recommendations

### Competency Definition

Demonstrates confidence and credibility in presence, demeanor and conduct in performance of duties within the work environment.

### OLC Component Titles

#### Communication and Leadership

##### **COURSE TSA-LEAD-COMMLEADER-SKSFT**

Description: You've asked an employee TWICE to complete a project as soon as possible and still the work isn't completed. You've delegated a task to another employee only to have it done incorrectly. You've sent an e-mail asking for extra help on a project to which you've had several negative responses. What's going on? While these situations could be the result of many different influences, you can eliminate one of the variables by ensuring that your communication style is positive, clear, concise, and to the point. Learn how to coordinate your verbal and nonverbal message to get the best results and learn how to write in such a way that you get the highest impact with as few words as possible.

**Duration=4.5**

#### Dynamics of Leadership

##### **COURSE TSA-LEAD-DYNLEADERSHIP-SKSFT**

Description: Can anyone, regardless of company status, be a leader? Yes! Leaders can be found at all levels in the work force. When you're learning how to lead, is it possible also to be responsible for discovering new future leaders? You bet it is. Even though you aren't in management, do you have the power to influence someone to change his behavior? Again, the answer is yes. In this course, you'll learn how to become a leader; how to train yourself and others to lead; how to build effective relationships; and how to build strong, long-lasting coaching relationships. **Duration=3.0**

#### Energizing and Empowering Employees

##### **COURSE TSA-LEAD-ENERGEMP-SKSFT**

Description: Energy. Without it, the wheels and gigabytes of industry come to a screeching halt. And without energized, empowered employees, your part of global industry will make far less progress. This course introduces you to the importance of energizing and empowering employees. By doing so, you multiply the benefits to your department, team, and organization. The course begins by showing you ways to cultivate employee energy as well as the reasons why it's important. It shows you not only the need to energize and empower employees, but also how to do so. Then you'll explore the role of communication in amplifying that energizing process. You will also learn how to create a work environment that inspires excellence. Finally, you'll see how to act on that energy and reap the benefits.

**Duration=2.5**

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### Leadership and Change

#### COURSE TSA-LEAD-THRUCHANGE-SKSFT

Description: Take a minute to think of people whom you consider to be exemplary leaders--people who led their organizations to greatness. What are the events or actions that led you to believe these leaders were exemplary? Was it the development of a new product, the revival of a failing business, or perhaps the start-up of an entrepreneurial venture? People who become leaders are individuals who triumph during times of turbulence, conflict, and change. They look for ways to change the status quo, to challenge the accepted, and to create something new. You can learn to do the same. A knowledge of how to challenge processes, a realization of the attitudes and behaviors that accompany change, and a willingness to do the necessary work is all it takes. You can learn about each of these areas in this course, which will teach you how to lead through change. **Duration=3.0**

### Leading by Enabling

#### COURSE TSA-LEAD-ENABLEAD-SKSFT

Description: In this course, you'll learn how to enable your employees by providing more choices and fostering competence. You'll understand why offering visible support to your people makes them able to "make the call" when necessary. This course will also assist you in discovering common aspirations, improving your interpersonal skills, communicating your passion, and making your vision tangible. You will understand the importance of developing shared goals and integrative solutions while building relationships based on trust. Finally, you'll discover how you, as a leader, can foster critical-thinking skills in your employees. You'll discover how to get people to challenge their assumptions, and you'll learn methods you and your employees can use to imagine and explore alternatives. **Duration=5.0**

### Leading Change from the Front Line

#### COURSE TSA-LEAD-CHNGFRONTLINE-SKSFT

Description: Have you ever wanted something at work to change, but no one ever addressed the issue, so you just put up with it? Maybe you didn't bring it up because you thought you were the only person who didn't like it. Maybe you didn't want to make a fool of yourself by making it an issue. Or maybe you thought your boss would be irritated if you mentioned it. If any of this sounds familiar, this course is designed to help you. It suggests how you can compare your fears of negative outcomes against the potential gains of making a change. It explains the ways you can find out if others want the change, too, so that you know ahead of time what kind of resistance your idea will face. It even offers suggestions for making office politics work for you when you make suggestions. Finally, it gives you ideas on how to build a strong, positive reputation that will stand you in good stead with management. **Duration=2.5**

### Recognizing a Leader

#### COURSE TSA-LEAD-MARKOFLEAD-SKSFT

Description: Do you feel that your people can't get along without you? If you're not available, do your people lack direction and therefore, productivity suffers? If you feel that you've been overmanaging and underleading, this course is for you. There is a strong difference between activities and roles of effective managers and those of successful leaders. You'll discover what some of those key differences are by studying the traits and qualities of leaders, including information on how true leaders find the time to lead and what employees expect from their leaders. Additionally, you'll get a chance to explore your leadership style and gain awareness of your strengths and weaknesses as a leader. The good news is that, like so many other skills, leadership can be learned. **Duration=4.5**

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### OLC Course Recommendations

#### **The Communication of a Shared Vision**

##### **COURSE TSA-LEAD-COMMSHARDVISN-SKSFT**

Description: If you can dream it, you can do it." Walt Disney's words ring as true today as they did many years ago when they were first displayed above the Epcot Center. The importance of a vision cannot be denied. Neither can the importance of communicating that vision to the people responsible for supporting it. Communicating your vision gives purpose and meaning to the work that people do, and pursuing and accomplishing that vision with a sense of integrity builds trust in you as an individual and as a leader. This course will teach you how to communicate a shared vision and get action on that vision across all sectors of your working environment. **Duration=5.0**

#### **The Model Leader**

##### **COURSE TSA-LEAD-LEADERASMODEL-SKSFT**

Description: -Leaders...know how to dance the old dance. We all grew up in traditional organizations with conventional leader and role models. Now the music has changed. We don't know the new steps and there are not footprints on the floor.- Peter R. Schools' words accurately reflect the challenges of leading today. You have to be able to develop a diverse team that can achieve optimum performance. You have to know how to motivate a variety of individuals. And you have to be willing to shed the old ways of thinking to make room for the new. This course will start you on that path. **Duration=3.0**