

## **Leadership Skills for CORs (1 day)**

### **COURSE PERSPECTIVE**

This course is an introduction to essential leadership skills for CORs. It emphasizes FAC-COR “soft skill” competencies of flexibility, influencing/negotiating, interpersonal skills, and teamwork. Participants will assess their personal leadership style, learn and integrate leadership behaviors into their COR performance, and create/promote a high performance project team. They will be able to encourage productive team communication, provide constructive feedback, use influence-skills to get results without direct supervisory authority, and effectively manage conflict.

### **FAC-COR COMPETENCIES**

This course addresses FAC-COR professional competencies for:

- Leadership
- Interpersonal Skills
- Problem Solving
- Self-Management/Initiative
- Partnering
- Communication (Written and Oral)

### **COURSE CONTENT**

- Identifying COR leadership responsibilities and related competencies.
- Determining a student’s personal leadership style.
- Integrating leadership behaviors into COR job performance.
- Fostering a high-performing project team to prepare requirements, evaluate proposals, and oversee contractor performance.
- Encouraging productive communication within the project team, the contracting officer, and the contractor.
- Providing constructive feedback based on reviewing acquisition documents, proposals, submittals, and deliverables.
- Eliminating barriers to effective teamwork.
- Using influence-skills to get results without direct authority.
- Switching tactics to gain commitment from others.
- Managing personal emotions during conflict.
- Handling and transcending conflict.

### **COURSE MATERIALS**

Attendees receive a student workbook that includes a tool to assess leadership skills and learning modules that focus on i) effective teamwork techniques, ii) characteristics of effective communication (oral and written), iii) influencing skills, iv) giving feedback, and v) conflict resolution. Each module includes guidance, examples, and application exercises. The course concludes with completing an individual development plan, based on a student’s initial self- assessment and lessons learned during the training.

### **COURSE COMPLETION REQUIREMENTS/CLPs**

Eight (8) continuous learning points (CLPs) are issued for successful course completion based on 100% attendance. The instructor may grant up to 30 minutes of excused absence.