



2015 Group 2

Capstone

Participant Training Manual

Comprehensive Public Training Program



Revised 10/13/2015

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Learning objectives for this course include:

- Learning how to think in a strategic manner
- Prioritizing tasks with agency mission and vision
- Applying situational leadership theories
- Developing a motivated workgroup
- Demonstrating ethical leadership
- Using emotional intelligence in the workplace
- Finding a work life balance



Course Prerequisites:

- Strategic Thinking (WBT)
- Prioritizing Tasks with Agency Mission and Vision (WBT)
- Situational Leadership II (WBT)
- Emotional Intelligence II (WBT)
- Ethical Leadership (WBT)
- Finding Your Work Life Balance (WBT)
- Developing a Motivated Work Group (ILT)

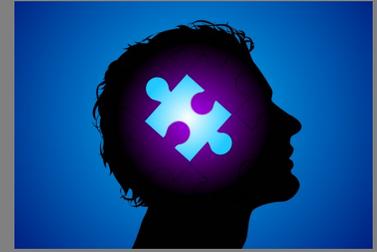


Notes:

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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 simple terms, it means thinking with a big picture view.

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Developing a Motivated Workgroup

Performance is a function of
ABILITY and **MOTIVATION**.

Ability is comprised of aptitude,
training, and resources.

Motivation is comprised of desire and
commitment.



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Ethical Leadership

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



Compliance is the practice of obeying the law, rule, or request.

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Emotional Intelligence

Emotional Intelligence is your ability to actually 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.

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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.



The 4 steps in work-life balance are:

Recognize

Evaluate

Determine

Pinpoint

Notes