



THE ADMINISTRATION AND LEADERSHIP ACADEMY

FOR GOVERNMENT EMPLOYEES



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THE ADMINISTRATION AND LEADERSHIP ACADEMY FOR GOVERNMENT EMPLOYEES is a 3-day professional effectiveness accelerator for non-supervisory professionals in the public sector.

DETAILS

- 3 days of professional facilitation
- World-class content and instruction
- Live, onsite classroom learning
- Focus on “readiness for public service”
- Professionally printed student learning manual
- Implementable strategies and approaches
- Real-life professional challenge scenarios
- High-energy group discussions and exercises

LEARNING OUTCOMES

As a participant of our program, you will experience remarkable gains in your potential and capacity to:

- Work effectively with a wide variety of people
- Feel a stronger sense of commitment to your work
- Appreciate the unique features of government service
- Be assertive and influential in the right way
- Earn the trust and confidence of your managers
- Make smart career decisions
- Take ownership of your own performance and conduct

JOHN M. COLLINS MA, SHRM-SCP

John M. Collins is a professional coach specializing in working with people, teams, and organizations in authoritative, high-responsibility occupations. Prior to starting his coaching practice, John served as a forensic scientist, forensic laboratory director, and system director, working through some of the most challenging circumstances imaginable. John has a master's degree in organizational management and holds a formal HR certification from the Society for Human Resource Management. He was formally trained by Gallup and the College of Executive Coaching and has worked with clients in various industries in the United States and overseas. John is the author of several books, including *The New Superior - A Better Way to Be the One in Charge*. He works and lives near Detroit.





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Program Summary

- 1** GOVERNMENT EMPLOYEES is a comprehensive **3-day learning journey** focused on building a strong sense of professional commitment and enthusiasm for meaningful government service
- 2** PARTICIPANTS will have an **opportunity to explore** their own personalities, mental models, and career priorities through group coaching, group conversations, and personal self-analysis
- 3** THE EXISTING ATTITUDES of our participants about work, relationships, and leadership will be challenged, while encouraging new ways of thinking that clear the way for optimized performance
- 4** CONFLICT AND DIFFICULT SITUATIONS will become less of a burden as our participants gain new skills for remaining poised and under control, even during the most trying circumstances

Learning Topics

- Your opportunity to make a difference
- Public sector versus private sector
- Rethinking the impact of government
- Critical functions of government agencies
- Advocating for your own interests
- Coping effectively with frustration
- Evaluating your personal impact
- Jobs versus careers
- Myers Briggs Personality Types (MBPT)
- The rewards and dangers of loyalty
- The value of being generous
- Occupational neuroscience findings
- Building your personal style of influence
- How you impact yourself
- Relationships with peers
- Relationships with managers
- Dealing with toxic people and emotions
- Growing your professional expertise
- Thinking about a career in management
- Reaching beyond your job description



Our Administration and Leadership Academy programs were first created in partnership with the Miami-Dade government offices in southern Florida. Since then, they have become routinely-hosted events, attracting hundreds of participants from what is one of the largest public-sector workforces in the United States.

What people are saying about the facilitator:

“John’s experience and his way of explaining different principles. He’s a wealth of knowledge with life experience to back it up. Encourages students to look at things differently.”

- Spencer G., Workshop Attendee, Pinellas County, Florida