

# Course Description

## Toolbox Seminar AMS2001

### Course Description

The Toolbox Seminar: Building Your Personal Effectiveness provides concepts and tools to enhance personal and professional effectiveness in the technology workplace. The program is designed to assist MIT-LL staff recognize how their personal styles impact results in daily work and project commitments. It allows them to identify steps they can take to further increase their effectiveness with their peers, leaders and sponsors. The program will result in a customized development path for each participant to continue to enhance his or her skills. The seminar is grounded in specific leadership, communication, and influence models and based on input from Lincoln Laboratory personnel. Through use of a variety of assessment tools, structured activities, facilitated discussion, small group work, reflection activities and planning processes participants will map out a personal plan for their own continued professional development.



Themes that run throughout the three days of the workshop include, but are not limited to: influencing strategies, productive communication, collaboration and alignment.

### Learning Objectives

Participants in this program will:

- Enhance their ability to form and communicate vision and values
- Increase their ability to recognize different personal styles and interact appropriately with them
- Strengthen their ability to influence people over whom they have no direct control
- Use a specific leadership model to promote collaboration and alignment
- Increase their ability to deal effectively with differences and diversity
- Expand their range of strategies to accomplish organizational goals

### Format

This course is highly interactive and how-to oriented. Discussion of concepts and principles is accompanied by hands-on exercises with emphasis is on practical applications. Participants will prepare a personal development plan at the end of the program.

### Duration

2 days

### Who Should Attend

Anyone in de facto, temporary or permanent leadership roles who needs to mobilize co-workers to get things done.