

LEADERSHIP SKILLS FOR NON-MANAGERS: MOTIVATING AND ENGAGING TEAMS



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TRAINING CENTER



Introduction

Leadership Skills for Non-Managers: Motivating and Engaging Teams Training Course gives professionals the ability to lead and influence without a management title. Project leads, specialists, and senior individual contributors often need to guide colleagues, coordinate work, and lift team spirit, yet they hold no formal authority over the people they work with. This program addresses that gap directly. It covers influence, communication, team motivation, and constructive collaboration. As a result, participants learn to build credibility, gain willing cooperation, and create momentum around shared goals. Furthermore, the course covers conflict, feedback, and recognition practices they can apply immediately.

Leadership Skills for Non-Managers: Motivating and Engaging Teams Course Objectives

- Define personal leadership and influence without formal authority.
- Apply the principles of persuasion and reciprocity ethically.
- Build credibility and trust with peers and senior colleagues.
- Communicate with clarity using structured message design.
- Set shared goals with SMART objectives and clear ownership.
- Use the RACI matrix to clarify roles in shared work.
- Motivate others using Herzberg and self-determination theory.
- Give feedback with the SBI model in peer relationships.
- Facilitate meetings and coordinate work without formal power.
- Manage disagreement using the Thomas-Kilmann conflict model.

Course Methodology

- Facilitated sessions built around real collaboration scenarios.

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- Role-play of influencing, coordinating, and peer feedback moments.
- Case studies of cross-functional projects without authority.
- Group exercises in goal alignment and role clarification.
- Self-assessment of influence style and communication habits.
- Simulation of peer conflict and meeting facilitation.
- Peer feedback, reflection, and a personal influence plan.

Who Should Take This Course

- Project leads without direct reports.
- Senior specialists and subject experts.
- Team coordinators and workstream leads.
- Cross-functional project contributors.
- Committee and task force members.
- Technical staff driving change informally.
- Employees preparing for future leadership roles.

Leadership Skills for Non-Managers: Motivating and Engaging Teams Course Outlines

Day 1: Leadership Without Authority

- Defining personal leadership and informal influence.
- Sources of influence beyond job titles.
- Building credibility through reliability and expertise.
- Trust equation: credibility, reliability, intimacy, self-orientation.
- Understanding the informal organization.



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- Common barriers to influence and how to remove them.
- Workshop: influence style self-assessment.

Day 2: Communication and Influence

- Structuring messages with the Pyramid Principle.
- Adapting communication to different personality styles.
- Active listening and questioning techniques.
- Principles of persuasion and ethical reciprocity.
- Making requests that people accept willingly.
- Handling resistance and objections constructively.
- Role-play: influencing a reluctant colleague.

Day 3: Shared Goals, Roles, and Coordination

- Setting shared goals with SMART objectives.
- Clarifying roles with the RACI matrix.
- Running effective coordination meetings.
- Solving problems with the 5 Whys and fishbone diagrams.
- Tracking progress without formal control.
- Escalating constructively when needed.
- Workshop: designing a shared work agreement.

Day 4: Motivation, Recognition, and Feedback

- Motivation theories: Maslow, Herzberg, and self-determination theory.
- Understanding individual drivers in peers.
- Recognising contributions without authority to reward.



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- Giving feedback with the SBI model.
- Receiving feedback and managing defensive reactions.
- Building team spirit in informal settings.
- Role-play: giving constructive peer feedback.

Day 5: Conflict, Collaboration, and Personal Growth

- Sources of peer conflict and early warning signs.
- Conflict approaches with the Thomas-Kilmann model.
- Difficult conversations with peers and seniors.
- Building alliances and cross-functional support.
- Psychological safety and constructive challenge.
- Building a personal influence development plan.
- Capstone: presenting a 90-day influence plan.

Conclusion

By successfully completing Leadership Skills for Non-Managers: Motivating and Engaging Teams Training Course, participants will have acquired the knowledge to influence without authority, communicate persuasively, align shared goals and roles, motivate colleagues, give peer feedback, and resolve disagreement constructively. They will also understand how to build alliances and grow their informal leadership credibility. Gentex Training Center delivers this program through applied workshops and expert facilitation, helping participants lead effectively from any seat.





FAQs for the Leadership Skills for Non-Managers course

Q1 What is the "Leadership Skills for Non-Managers: Motivating and Engaging Teams" course about?

It is a training program that teaches people without formal authority how to lead, influence, and motivate others effectively. It covers influence style, communication, shared goals, task coordination, feedback, motivation, and conflict handling.

Q2 What are the key benefits of the "Leadership Skills for Non-Managers: Motivating and Engaging Teams" course?

Participants gain stronger credibility with peers and senior colleagues, willing cooperation instead of resistance, and practical tools for coordination and feedback. Organizations benefit from smoother cross-functional work, fewer stalled initiatives, and more employees ready to lead when opportunities arise.

Q3 What skills will I gain from the "Leadership Skills for Non-Managers: Motivating and Engaging Teams" course?

Participants build influence without authority and credibility building, communication and persuasion, shared goal setting and task coordination, and peer feedback, motivation, and conflict resolution.



Q4 What tools, methods, or standards are covered in the "Leadership Skills for Non-Managers: Motivating and Engaging Teams" course?

The course covers the Pyramid Principle, the trust equation, principles of persuasion, SMART objectives, the RACI matrix, the 5 Whys, fishbone diagrams, the SBI feedback model, Herzberg's theory, self-determination theory, and the Thomas-Kilmann conflict model.

Q5 How is the "Leadership Skills for Non-Managers: Motivating and Engaging Teams" course applied in real-world practice?

Learners apply it by clarifying roles in shared projects, running coordination meetings without formal control, making clear requests, giving constructive peer feedback, recognising contributions, and managing disagreement before it slows the work.