



Taking leadership development to the next level

## SkillSoft Government Leadership Advantage

### Learning Assets

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Case Studies

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Book Summaries

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Thought-Leader Videos

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Downloadable Audio

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Simulations

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Live Events

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Resource Center

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A targeted leadership development solution for federal and state government organizations, SkillSoft Government Leadership Advantage™ provides current leaders and high potentials with a collection of focused resources targeting essential leadership and management skills. A series of targeted learning tracks allow your learners to acquire the mix of skills and abilities they need to successfully lead your organization now and into the future.

Resources are aligned to the Office of Personnel Management's Executive Core Qualifications (ECQs). The ECQs represent the established leadership competencies required for entry to the Senior Executive Service; many government departments and agencies use them in selection, performance management, and leadership development.

Each learning track leverages multiple modes of instruction, including text, video and interactive practice activities to keep the learning quick, easy and engaging. Tracks are designed to take no more than two hours from start to finish, integrating easily into your leaders' busy lives.

# A Solution for Every Leader

SkillSoft understands that your leaders and high potential employees need access to leadership training that can fit into their busy schedules.

The SkillSoft Government Leadership Advantage™ provides various assets in an easy to use format, ensuring that your leaders get the information they need. Each track, designed by leadership experts, provides tools and resources for every leader in your organization.

Let your leaders learn from the experts

Videos of some of the world's most revered executives. Presentations by leading business authors and speakers. Summaries of best-selling books. Best practices from industry experts. SkillSoft Leadership Advantage gives all your leaders the chance to learn from the experts at a cost you can afford.

SKILLSOFT®  
GOVERNMENT LEADERSHIP™  
**ADVANTAGE**

HOME ABOUT SUPPORT

LEADING CHANGE  
LEADING PEOPLE  
RESULTS DRIVEN  
BUSINESS ACUMEN  
BUILDING COALITIONS  
SUPPLEMENTAL COMPETENCIES

Executive Core Qualifications (ECQs)  
**Leading People**  
This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

FEATURED EXPERT INSIGHT  
Sue Langley: Embed Intelligence Technology  
An Australian charity... techniques that re translated into co

FEATURED SPEAKERS  
Michael Byrne Antonio Carrillo Jay Conger Les Green

FEATURED BOOK SUMMARIES  
**How the Best Leaders Lead: Proven Secrets of Great Leaders**  
book author: Brian Tracy  
Soundview Executive Book Summaries © 2010 Citation  
In How the Best Leaders Lead, Brian Tracy gives b practical, proven ideas and strategies that they can understanding of the concepts in the book.  
Topics: Leadership, Strategy  
Top Section Hits (of 7 in this title)  
How the Best Leaders Lead—The Complete Sum  
The Summary in Brief  
Copyright Info  
Relevant Chapters in the Table of Contents

LIVE EVENTS  
**The Progress Principle: Using Small Wins to Ignite Joy, Engagement, and Creativity at Work**  
Featuring Teresa Amabile  
Live - October 11, 2011 12:00PM EDT  
What really makes people happy, motivated, productive, and creative at work? Teresa Amabile's new research, conducted with her colleagues and based on analyzing nearly 12,000 daily diaries of team members working on collaborative creative projects, reveals some surprising answers... Learn more »  
**The Talent Code: The Blueprint of High Performance**  
Featuring Daniel Coyle  
Live - December 07, 2011 12:00PM EDT  
Daniel Coyle spent the last two years visiting the world's greatest talent hotbeds in sports, art, business, and music—tiny but powerful places that consistently produce huge numbers of extraordinary performers. Daniel reveals what makes them tick — and explains how you can use a few basic leadership principles to maximize high performance and potential in your organization... Learn more »

Live Events feature the most recognized and sought-after thought leaders.

Summaries of the most popular business books from today's foremost business authors.

# User-Friendly Navigation

The SkillSoft Government Leadership Advantage provides access to all learning tracks from the home page, organized by high-level subject. Each track has a powerful built-in search. Navigate through the full track's formal structure or access resources by mode any time to support an immediate need.

## Do You Need It?

Explore a learning track's key objectives—if you've mastered the topics covered, you may want to skip the track or try the 20-minute Fast Track as a refresher. Unsure about the material? Take the Fast Track as an introduction or delve into the two-hour Full Track for a deeper understanding.

## Fast Track for Time-Pressed Learners

The Fast Track provides a 20-minute quick trip through the key learning points contained in the Full Track in both printable text and downloadable audio format. Several QuickTalks complement the text with brief, relevant perspectives on the topic from business leaders.

## On The Go

Download all the track's assets available to go from one convenient location—pdfs, e-reader files, mp3s and videos to access via your iPod, tablet, or mobile device.

## Clearly Defined Learning Paths

The Full Track offers a clearly organized sequence of instruction and resources for learners who prefer more structure. This blend of text, videos, and interactive activities provides a highly contextual and comprehensive learning experience.

## Learn In Ways That Work for You

The In This Track section organizes all of a track's assets by type, allowing learners who prefer a particular type of learning resource, such as Challenges or case studies, to quickly find them all at once.

## Spark On-the-Job Learning

The On The Job section contains guides for leader-led activities, such as talking points, slide shows, and discussion guides—use them to initiate one-on-one conversations or in a small group setting.

## Additional Resources

To explore a topic in greater depth, access QuickTalks and ExecSummaries™ that offer more insight.

## Test Yourself

Apply what you've learned through the Challenge and the track's post-test.

The screenshot shows the SkillSoft Government Leadership Advantage website interface for the 'Political Savvy' track. At the top, the logo 'SKILLSOFT\* GOVERNMENT LEADERSHIP™ ADVANTAGE' is displayed on the left, and a search bar 'Search this track' is on the right. Below the logo are navigation links for 'HOME' and 'SUPPORT'. The main content area features a large banner image of the U.S. Capitol building with a woman in a white shirt holding a document. Below the banner, there is a text box describing the track: 'Political Savvy, part of the Building Coalitions Executive Core Competency, emphasizes that Senior Executive Service personnel must be able to build coalitions and negotiate effectively with national and international agencies and organizations. They need the political savvy to identify and act upon any political activities impacting the organization. In this special "Reference" track, you'll find a range of learning resources aligned with this competency, using multiple modes of instruction, including text, video, and interactive practice activities, keep the learning quick, easy, and engaging.'

Below the text box are three columns of content:

- IN THIS TRACK**: Videos (5), Books (12), ExecSummaries (1), Challenges (2)
- SPEAKERS**: Andrew Kakabadse (Professor of International Management Development at Cranfield University School of Management...), Allan Cohen
- LIVE EVENTS**: The Progress Principle: Using Small Wins to Ignite Joy, Engagement, and Creativity at Work. Featuring Teresa Amabile. Live - October 11, 2011 12:00PM EDT. What really makes people happy, motivated...

# Leading Government Competency



## Build key leadership and management competencies.

The SkillSoft Government Leadership Advantage’s targeted learning tracks cover key leadership and development competencies. Each concise learning track includes content thoughtfully selected and organized by leadership experts. Links within the “In this section” area enable you to access details about the featured assets. A brief introduction accompanies each learning asset along with a link to launch or read it.

### Customize to reflect your competencies and branding

Whether your organization uses a detailed approach to defining competencies or a more high level treatment, the structure of SkillSoft Government Leadership Advantage tracks within higher level categories allows you to align competencies at either level. Customize the home page to reflect your branding, offering users a familiar look and feel, or further adapt the content to include company messages, documents, and rich media. One customer incorporated videos featuring their own executives describing how they have utilized each competency within their organization.

### Stand alone or support additional leadership programs

SkillSoft Government Leadership Advantage can stand alone or work in concert with other leadership offerings. Use assets as preparation or reinforcement for workshops, to support live facilitated sessions, or guide management meetings. Some organizations structure formal programs around Leadership Advantage, awarding certificates after completion of a suggested set of resources, while others use the resources as just-in-time performance support, such as a difficult conversation with an employee.

### Revolving—and evolving—content

The SkillSoft Government Leadership Advantage home page presents a featured expert insight, featured speakers, and featured book summaries, all updated monthly to keep learners engaged. The home page also highlights Live Events—interactive forums where thought-leaders present cutting-edge thinking on leadership topics.

### Built in flexibility

Although tracks are designed to be completed in two hours, learners can start and stop whenever they choose—on the next visit, SkillSoft Government Leadership Advantage returns users to the last resource they accessed.

# Leadership and Management Competencies

Leading Change
Creativity & Innovation: Leading Innovation
Creativity & Innovation: Creative Thinking
External Awareness
Flexibility: Perseverance & Flexibility
Resilience: The Emotionally Intelligent Leader
Strategic Thinking
Vision: Leading Change
Vision: Leading Organizational Vision

Leading People
Conflict Management: Managing Conflict
Leveraging Diversity: Managing Diversity
Developing Others: Managing Performance
Developing Others: Developing People
Developing Others: Delegation
Developing Others: Coaching
Developing Others: Goal Setting
Developing Others: Giving & Receiving Feedback
Team Building: Leader As Motivator
Team Building: Building & Leading Teams

Building Coalitions
Political Savvy
Influencing/Negotiating: Influence & Persuasion
Influencing/Negotiating: Listening
Influencing/Negotiating: Negotiating
Partnering: Managing Upward Relationships

Results Driven
Accountability: Accountability
Accountability: Developing a Business Execution Culture
Accountability: Ethics, Integrity & Trust
Accountability: New Manager Transitions
Accountability: Setting & Managing Priorities
Customer Service: Customer Focus
Decisiveness: Communicating Bad News
Decisiveness: Decisiveness
Decisiveness: Critical Thinking
Problem Solving: Problem Solving & Decision Making
Technical Credibility

Business Acumen
Finance for Non-Financial Managers
Human Capital Management: Hiring New Employees
Human Capital Management: Attracting & Retaining Talent

Supplemental Competencies
Dismissing an Employee
Work/Life Balance
Globalization
Competitive Awareness & Strategy
Leading Effective Meetings
Career Development

# World-Class Resources

## Multiple modes of instruction to engage learners.

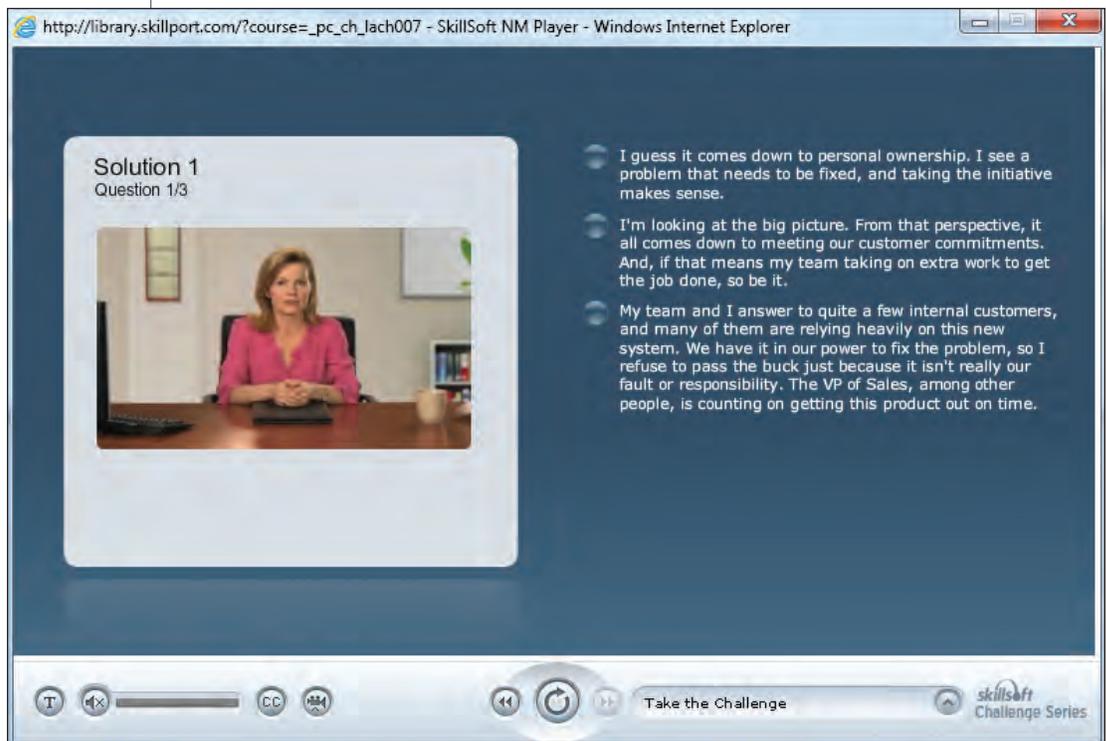


SkillSoft Leadership Advantage uses multiple modes of instruction to accommodate various learning styles and learner preferences. Read key concepts and summaries. Read ExecBlueprints™ and ExecSummaries™ or listen to the audio versions. Watch QuickTalk videos. Participate in interactive exercises and simulations. Watch, listen, and ask questions during live events. Use resource guides to create activities and share what you've learned with others in your organization.

The Business Impact Series and interactive case studies offer rich, scenario-based learning in real world business situations.



The Challenge Series provides users with a perfect way to review and put their new skills to the test.



# Featured Learning Assets

## Key Concepts

These short narratives provide the context for the other assets in the learning track. They present essential instruction concisely and can be accessed online or printed for offline use.

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## Live Events

In these interactive forums some of the world's most sought-after thought leaders present cutting-edge thinking on leadership topics. Up to seven live events are produced annually, giving your leaders the chance to engage with experts like Ram Charan, Tom Peters, Lynda Gratton, Patrick Lencioni, and more.

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## QuickTalk Videos

Taken from SkillSoft's Leadership Development Channel, QuickTalk videos present important concepts and practical insight straight from leading industry and leadership development thought leaders.

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## Case Studies

Interactive case studies allow you to practice your skills in realistic business scenarios that complement the course learning material, while activities help you expand your knowledge of the core content.

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## Business Impact Series

Visually rich and engaging, Business Impact titles analyze frequently encountered business problems and deliver practical solutions. Each five to ten minute scenario uses innovative video and animation techniques to dramatize its core elements and recommend a specific course of action.

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## ExecSummaries

The salient points and ideas of full-length books by top authors, expertly encapsulated into digestible summaries. Designed for ease of use with short passages, lists and other useful elements, titles are thorough, concise and immediately actionable.

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## ExecBlueprints

Authored by industry experts, these concise, actionable articles provide best practices insight on strategic business issues. They convey key issues, metrics and lessons-learned for successful execution.

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## Tools and Self Assessments

Tools help you apply your new skills in your daily work while Self Assessments provide a chance for self-reflection and guidance to assess your current skills and knowledge of the topic. Access Tools and Self Assessments online or print for offline use and review.

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## Summaries

Review the materials covered, and reflect on what you've learned. Summaries include textual information summing up the track and/or videos where leadership experts reinforce the preceding instruction.

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## Business Challenge Series

Apply your knowledge at the end of each track with a Business Challenge designed to help you validate your understanding of the track's key learning points. In a 15 to 20 minute interactive, first-person role-play you'll examine a specific business situation, select the best option from three possible solutions and then defend your choice.

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## Leader Led Activities

Talking points, slide shows, and discussion guides offer a starting point for conversation about the skills covered in the learning track, allowing leaders to put what they've learned to work within the organization.

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## On The Go

A convenient place for you to download many of the track's resources in audio, print or video format, making them easy to access on the go.

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# Leadership Development

Leaders across your organization require different types of learning and development. SkillSoft offers a variety of solutions to meet your needs—and theirs.

## For first-time and front-line managers

Self-paced courses from SkillSoft's award-winning Business Skills Collection provide leadership fundamentals, business acumen and communication skills development. e-Learning leadership and management courses offer an easy and cost-effective means to reach your largest management population. Another valuable resource available through Books24x7® is the GovEssentials™ Collection, focused specifically on the needs of government workers, contractors and consultants.

## For mid-level managers

KnowledgeCenter™ Portals combine technology, tools, and content in a way to maximize your learners' ability to quickly access the training they need, in the ways they want. Targeted content and learning roadmaps help direct learners to the most relevant resources. Interactive exercises and simulations allow learners to apply their new skills.

## For higher-level leaders

With limited time, these employees need access to bite-sized development resources with actionable takeaways they can access on the go. The Leadership Development Channel™ and 50 Lessons offer best-in-class video content featuring best-selling authors and CEOs—these collections serve as a management tool to drive team learning and one-on-one coaching. Eight-page Exec-Summaries™ expertly encapsulate best-selling business books in text and audio formats. SkillSoft Leadership Advantage blends learning modalities to provide comprehensive coverage on key leadership competencies.



[www.skillsoft.com](http://www.skillsoft.com)



### Corporate U.S. Headquarters

107 Northeastern Boulevard  
Nashua, NH 03062  
Phone: 603-324-3000  
800-327-6960  
[information@skillsoft.com](mailto:information@skillsoft.com)

### SkillSoft EMEA Headquarters

Compass House  
2nd Floor  
207-215 London Road  
Camberley  
GU15 3EY  
UK  
Phone: +44 (0) 127 640 1950  
Fax: +44 (0) 127 640 1951  
[internationalinformation@skillsoft.com](mailto:internationalinformation@skillsoft.com)

### SkillSoft Asia Pacific Headquarters

Level 27, 101 Collins Street  
Melbourne VIC 3000  
Australia  
Tel: +61 3 9653 7484  
Fax: +61 3 9653 7373  
[apac@skillsoft.com](mailto:apac@skillsoft.com)