COURSE SYLLABUS

Administrative Officers/Executive Assistants Workshop Course (Self-Paced)

Develop essential skills and competencies to excel as an Administrative Officer or Executive Assistant in federal roles.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/administrative-officers-executive-assistants-workshop-course-self-paced



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Course Outline

Module 1: Leading Change

- Define change and its impact on organizations and individuals.
- Apply strategies to cope with and manage change effectively.
- Use a transition management model to guide staff through change.
- Recognize how administrative staff are perceived versus leaders' expectations.
- Identify motivators and methods for fostering positive change.

Module 2: Federal Budgeting

- Understand the purposes, structure, and phases of the federal budget process.
- Identify roles of OMB, GAO, and agencies in budget formulation and execution.
- Analyze performance-based budgeting requirements under GPRA.
- Apply financial management principles to maintain accountability and compliance.
- Prepare outcome statements, performance measures, and budget requests.

Module 3: Project Management

- Define the project management process and life cycle.
- Establish project objectives, stakeholders, and team roles.
- Plan and schedule projects using sequencing and resource allocation.
- Manage time, quality, and cost to ensure successful project outcomes.
- Identify common causes of project delays and strategies to avoid them.

Module 4: Federal Acquisition

- Understand the legal basis and goals of the federal acquisition process.
- Apply simplified acquisition techniques for goods and services procurement.

- Follow procurement ethics and prohibited activities guidelines.
- Use the government purchase card appropriately and compliantly.
- Integrate socioeconomic goals into acquisition planning.

Module 5: Data Analysis

- Analyze, present, and manage data relevant to administrative operations.
- Perform basic statistical computations such as mean, median, and percentage change.
- Develop and interpret charts and graphs for reporting purposes.

Module 6: Group Problem Solving

- Determine when to use group problem-solving approaches.
- Apply frameworks such as brainstorming and nominal group techniques.
- Lead or contribute effectively in team-based problem-solving efforts.
- Understand roles and responsibilities of group meeting leaders.

Module 7: Blended and Targeted Span of Responsibilities

- Apply time management strategies to handle complex responsibilities.
- Communicate effectively in support of leadership and team functions.
- Understand human resources responsibilities and strategic planning concepts.
- Integrate project management skills into broader administrative duties.