COURSE SYLLABUS

Administrative Officers/Executive Assistants Workshop Course

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

> Group classes (Washington, DC) 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



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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.