COURSE SYLLABUS

Applying Management Skills to Meet Organizational Goals Course (Self-Paced)

Gain practical leadership skills in managing budgets, human resources, and technology to align team performance with organizational priorities.

> 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/applying-management-skills-to-meet-organizational-goals-course-self-paced



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Course Outline

Module 1: Qualities of Effective Management

- See the “big picture” and align projects with mission, vision, and strategy.
- Build political savvy—relationships, influence, and awareness of organizational dynamics.
- Spot common barriers (poor communication, lack of delegation, weak relationships, skills gaps, conflict avoidance, resistance to change).
- Apply strategies to strengthen communication, delegate consistently, develop skills, address conflict, accept change, and keep a results focus.

Module 2: Financial Management Foundations

- Understand the federal budget cycle—formulation, congressional action, execution, and audit/review.
- Know key roles (CFO, budget analysts, accountants, auditors) and ethical/controls framework (A-11, A-123, GAO “Red Book,” Prompt Payment Act).
- Follow the transaction lifecycle from appropriation and apportionment to obligation, certification, and disbursement with required reporting.
- Apply strategies for effective stewardship: plan and justify budgets, execute within authority, monitor with metrics, and prepare for audits.

Module 3: Human Capital Management Foundations

- Define strategic HCM and OPM’s Human Capital Framework: Strategic Planning & Alignment, Talent Management, Performance Culture, Evaluation.
- Connect culture and mission to hiring, development, performance, and rewards; review PMA priorities and GAO success factors.
- Address trends—accountability, competition for talent, changing worker expectations, and shifting HR/manager roles.
- Clarify responsibilities at strategic, operational, and employee levels: workforce planning, development, performance management, labor relations.
- Measure and improve with data (e.g., HRStat), outcome metrics, and continuous evaluation for mission results.

Module 4: Technology Management Foundations

- Explain technology’s role (communication, automation, remote work, analytics, security) and survey current/emerging tools (IoT, cloud, biometrics, AI/RPA).
- Identify manager responsibilities: selecting solutions, modernization, governance, accessibility, cybersecurity, and policy compliance.

- Align tech to strategic plans; implement with clear objectives, stakeholder engagement, security/privacy, and change-management communications.
- Evaluate and sustain: track post-implementation performance and costs, plan scalable improvements, and deliver targeted training based on needs assessments.