COURSE SYLLABUS

Emerging Leader Certificate Program

Build leadership skills to guide teams through change, foster collaboration, and drive results.

Best suited for federal professionals stepping into leadership 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/certificates/emerging-leader-certificate-program



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Course Outline

This package includes these courses

- Principles of Managing Organizations Course (8 Hours)
- Exploring Change at Work Course (8 Hours)
- Leading Through Relationship-Building Course (16 Hours)
- Creating a Results-Driven Culture Course (8 Hours)
- Building Coalitions at Work Course (8 Hours)

Attend the Think Smarter About AI: Critical Thinking Skills for Government Employees class for free as part of this certificate. Choose your date after you register for the program.

Think Smarter About AI: Critical Thinking Skills for Government Employees Course

Principles of Managing Organizations Course

Understand essential principles that shape effective management in government or agency settings, from leadership fundamentals to resource alignment and digital tools. This one-day introductory training connects key management disciplines and helps prepare participants for supervisory responsibilities.

- Analyze basic principles of leadership and management.
- Describe basic principles of financial management.
- Analyze approaches to human capital management.

Exploring Change at Work Course

This foundational seminar offers insight into the psychology of organizational change. Participants examine emotional responses, framing techniques, and planning strategies to support successful transformations and workplace adaptation.

- Describe organizational change and connect it to an agency's mission, strategy, and growth

- Analyze how change affects people, including natural reactions and the root causes of resistance
- Compare process-focused and people-focused change management models and why initiatives fail
- Identify the obstacles to implementing change and practical ways to mitigate them
- Apply leadership traits and communication approaches that drive positive change results
- Build a two-way, multi-channel plan for communicating a change to your team

Leading Through Relationship-Building Course

Through case examples and exercises, learn tactics to cultivate trust, build stakeholder support, and strengthen organizational relationships for mission-focused collaboration.

- Analyze approaches for relationship-building.
- Apply elements of emotional intelligence.
- Analyze principles of conflict management.
- Analyze approaches for developing others.
- Analyze strategies for promoting collaboration and team building.

Creating a Results-Driven Culture Course

Participants explore how organizational clarity and stakeholder focus contribute to high performance. Through real-world scenarios, you will build skills in goal alignment, decision quality, process improvement, and relationship-focused leadership.

- Analyze the mission, vision, and goals of an organization.
- Apply key principles in customer relationship management.
- Analyze strategies for problem solving and decision making.
- Compare the concepts of efficiency and the effectiveness of work.

Building Coalitions at Work Course

Designed for aspiring leaders and professionals, this course (LEAD 7340) focuses on communication, trust-building, and collaboration strategies to form alliances across teams and agencies. You'll learn to cultivate influence and create supportive relationships that improve organizational effectiveness.

- Discuss the importance of building relationships in the workplace.
- Analyze approaches for communicating effectively with others.
- Analyze the importance of building and establishing influence in the workplace.
- Build relationships that promote effective work.