COURSE SYLLABUS

Executive Leadership Excellence Course (Self-Paced)

This course helps federal employees strengthen trust, integrity, and disciplined leadership behaviors to influence outcomes, improve engagement and performance, and lead effectively under pressure, complexity, and uncertainty.

> 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/executive-leadership-excellence-course-self-paced



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Course Outline

Module 1: Overview of Leadership Excellence

- Define executive leadership excellence and distinguish it from positional authority or technical expertise.
- Describe the core elements of effective executive leadership including leadership foundations, leadership principles, and leadership behaviors.
- Reflect on your own leadership impact.

Module 2: Trust and Integrity as Leadership Foundations

- Explain how trust and integrity directly impact organizational performance.
- Explain how trust and integrity directly impact employee engagement.
- Identify how to determine a leader's level of trust and integrity.

Module 3: Leadership Principles and Pitfalls

- Apply core leadership principles that support consistency, accountability, and credibility.
- Identify common leadership pitfalls that undermine trust and performance.
- Develop strategies to strengthen core leadership principles and avoid leadership pitfalls.

Module 4: Key Leadership Behaviors

- Define key leadership behaviors for leadership excellence.
- Identify how key leadership behaviors drive engagement.
- Connect how key leadership behaviors drive performance.

Module 5: Maximizing Expectations and Accountability

- Define and communicate clear expectations.
- Understand the connection between expectations and accountability and micromanagement.
- Connect these activities to key leadership behaviors.

Module 6: Coaching and Succession Readiness

- Use coaching intentionally to develop future leaders.
- Strengthen succession readiness by identifying and developing leadership capabilities.
- Connect these activities to key leadership behaviors.

Module 7: Anticipating and Preparing for Change

- Identify the early indicators of change and assess their potential impact.
- Apply leadership strategies to prepare others for uncertainty and disruption.
- Connect these activities to key leadership behaviors.

Module 8: Strengthening Team Performance

- Identify the leadership conditions and practices that enable strong team performance.
- Apply strategies to improve collaboration, trust, and shared accountability within teams.
- Connect these activities to the key leadership behaviors.