COURSE SYLLABUS

Executive Leadership Excellence Course

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



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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.