COURSE SYLLABUS

Executive Leadership Program

This nine-month competency-based leadership development program provides training and developmental experiences for mid-level employees at the GS-11 to GS-13 levels or equivalent. The program theme is "Leading People." The program objectives are to help participants strengthen their knowledge, expand their experience, and increase their impact through a curated selection of competency-based developmental activities.

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-program



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Course Outline

Session I: Self-Discovery – Learning to Soar and the Making of a Team

Orientation

- Cultivating program commitment
- Creating a community of leader peers within our program
- Alumni Panel

Team Building and Exploring Your Role in the Team Environment

- Developing a better understanding of yourself
- Identifying leadership styles and how to empower others
- Team typing for team success
- Setting the stage for courageous team dynamics and exploring virtual team strategies

Emotionally Intelligent Leaders

- Recognizing the impact of social awareness on personal and professional development
- Discovering self-regulation as a tool for modifying behavior
- Exploring social awareness

21st Century Leadership

- Exploring and recognizing how different leadership styles play differently with varied situations and people.
- Discussing work/life balance as it relates to defining and/or refining the leadership styles.

Building a Leadership Plan for ELP Success and Career Development

- Exploring the Executive Core Qualifications (ECQs)
- Receiving feedback through the Leadership Effectiveness Inventory (LEI)
- Writing a Leadership Development Plan (LDP) for targeted opportunities throughout the program

Session II: Skill Building for ELP Success

Team Building II

- Continuing to develop leadership strengths through feedback and observation
- Revisiting team vision, guiding principles for working together, and core values
- Keeping the team together through consensus and conflict resolution

Successful Conflict Resolution

- Creating strategies for managing conflict
- Understand conflict preferences through assessment
- Choosing alternative communication styles
- Practicing conflict strategies

Leading Strategic Change

- Analyze the concepts of change from an organizational viewpoint.
- Create plans for organizational change.
- Apply strategies for leading and managing change.
- Use best practices in evaluating change.

Coaching

- Studying the value of practicing coaching skills
- Building listening skills to coach others

Leading Through Clear Communication

- Enhancing written communication skills
- Developing the habits of an efficient, effective written communicator and leader

Session III: Leading at the Next Level

Establishing Yourself as an Influential Leader

- Defining work in the context of your organization's mission and objectives
- Surveying the political environment and building stakeholder support
- Building personal strategies for continuous external awareness
- Understanding influence and how to become a person of influence

Presentation Skills

- Organizing a clear and concise presentation
- Practicing strategies for increasing confidence and reducing nervousness
- Exploring the use of appropriate visual aids
- Managing audience feedback with confidence

Critical Thinking

- Determining the meaning and significance of what is observed
- Analyzing and evaluating one's thinking process for decision making
- Becoming skilled in defining whether to accept, reject, or suspend judgment

Team Building III and Project Preparation

- Preparation for Graduation Week
- Further team-building exercises

Team Assessment and Practice

- Practice team presentations
- Measuring team guidelines for successful completion of the ELP

Session IV: Celebrating Success & Recognizing Personal Growth

Presentation of Team Projects

- Delivering final work products to peers and stakeholders
- Assessing team and project success

Leadership Styles Follow-up

- Exploring and recognizing how different leadership styles play differently with various situations and people.
- Revisit previous conversations on work/life balance as it relates to defining and/or refining the leadership styles.

Networking/ELP Reflections

- Preparing to note ECQ skills in professional portfolio
- Sharing key takeaways from experience

Graduation Ceremony