COURSE SYLLABUS

Leading and Managing Others Course (Self-Paced)

Learn fundamental leadership and management skills, including decision-making, delegating, and goal-setting, to effectively lead others.

> 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/leading-and-managing-others-course-self-paced



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Course Outline

Module 1: Introduction to Coaching in Leadership

- Understand the value of coaching as a leadership tool
- Distinguish coaching from mentoring, managing, and consulting
- Explore coaching's impact in public sector leadership

Module 2: Coaching Mindset and Core Competencies

- Adopt a growth-oriented coaching mindset
- Review key coaching competencies and behaviors
- Develop presence, trust, and curiosity as a leader-coach

Module 3: Coaching Conversations and Communication

- Practice active listening and powerful questioning
- Use reflective language and empathy to support growth
- Establish rapport and clarity in coaching conversations

Module 4: Goal-Setting and Accountability

- Facilitate goal development using coaching frameworks
- Support self-directed action and commitment
- Encourage accountability without micromanaging

Module 5: Coaching for Performance and Development

- Apply coaching strategies to performance challenges
- Support professional growth and leadership potential
- Balance support with challenge to drive results

Module 6: Applying Coaching in Your Leadership Practice

- Integrate coaching into everyday leadership

- Reflect on personal coaching strengths and growth areas
- Create an action plan to develop as a leader-coach