COURSE SYLLABUS

New Leader Certificate Program (Self-Paced)

Develop leadership skills in change management, team communication, and strategic decision-making.

> 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/new-leader-certificate-program-self-paced



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Course Outline

This package includes these courses

- Understanding and Implementing Change in the Workplace (Self-Paced) (6 Hours)
- Establishing Effective Relationships With Employees Course (Self-Paced) (12 Hours)
- Leading and Managing Others Course (Self-Paced) (6 Hours)
- Applying Management Skills to Meet Organizational Goals Course (Self-Paced) (6 Hours)
- Establishing Yourself as an Influential Leader Course (Self-Paced) (6 Hours)

Attend the AI Fundamentals for Government Employees class for free as part of this certificate. Choose your date after you register for the program.

AI Fundamentals for Government Employees Course (Self-Paced)

Understanding and Implementing Change in the Workplace (Self-Paced)

Learn how to manage change effectively in the workplace by applying a structured framework and recognizing emotional, behavioral, and cultural responses. This course provides leaders with tools to facilitate smoother transitions and achieve desired outcomes.

- Analyze change and its impact on people and organizations.
- Analyze reactions to change and tolerance for change.
- Utilize change management strategies.
- Analyze the connection between communication and change.

Establishing Effective Relationships With Employees Course (Self-Paced)

Explore key techniques for engaging employees through active listening, feedback, and coaching in federal or public-sector settings. Participants gain skills to foster trust, improve communication, and support professional growth across teams.

- Develop an understanding of self and others.
- Establish healthy working relationships.
- Analyze team dynamics in the workplace.
- Apply strategies for strengthening team relationships.
- Utilize communication skills that support a positive, efficient workplace.
- Implement conflict management strategies.

Leading and Managing Others Course (Self-Paced)

Ideal for newly promoted supervisors or informal leaders, this self-paced course covers core concepts for transitioning into roles that oversee people and projects. Participants explore leadership responsibilities and apply practical skills for guiding teams.

- Differentiate between leadership and management.
- Analyze the changes in responsibility when moving from employee to leader.
- Apply strategies for effective decision-making.
- Create a vision and set goals for self, teams, and individuals.
- Manage multiple priorities to achieve results.

Applying Management Skills to Meet Organizational Goals Course (Self-Paced)

Designed for recently promoted managers or those who lead others in formal or informal roles for three years or less, this self-paced course explores the fundamentals of managerial effectiveness. Training offers a practical overview of federal financial, human capital, and technology management, emphasizing real-world application in workplace settings.

- Analyze the qualities of effective management.
- Utilize effective approaches to financial management.
- Utilize effective approaches to human capital management.
- Utilize effective approaches to technology management.

Establishing Yourself as an Influential Leader Course (Self-Paced)

Learn to earn trust and guide outcomes by influencing others through leadership behaviors and relational skills. This course focuses on building persuasive relationships, enhancing stakeholder credibility, and effectively communicating to lead shared initiatives.

- Build relationships with external stakeholders, direct reports, and other internal employees.
- Analyze the power of influence in the workplace.
- Utilize persuasion and negotiation to achieve a desired outcome.
- Develop approaches for forming partnerships with individuals and coalitions with groups.