COURSE SYLLABUS

Women in Leadership Certificate Program (Self-Paced)

This certificate program equips aspiring and current women leaders with the skills, strategies, and confidence to excel in today's evolving workplace. Through four connected courses, participants develop practical tools to lead with authenticity, resilience, and meaningful influence.

> 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/certificates/women-in-leadership-certificate-program-self-paced



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Course Outline

This package includes these courses

- Empowering Women: Leadership Essentials (Self-Paced) (6 Hours)
- Women in Leadership: Strategies for Success (Self-Paced) (6 Hours)
- Negotiation Strategies for Women's Advocacy (Self-Paced) (6 Hours)
- Networking Tips for Women in Leadership (Self-Paced) (6 Hours)

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

AI for Government Leadership and Management Course (Self-Paced)

Empowering Women: Leadership Essentials (Self-Paced)

In this course, participants will delve into the dynamic world of women in leadership, exploring the unique contributions and challenges faced by women in various leadership roles. The course will provide an in-depth analysis of the role of women in leadership and participants will learn to describe and distinguish between common leadership styles and how they are applied in different contexts.

- Analyze the role of women in leadership.
- Describe common leadership styles.
- Describe unique characteristics and skills of women in leadership.
- Analyze the importance of women supporting other women in leadership.

Women in Leadership: Strategies for Success (Self-Paced)

This dynamic course is designed to empower women leaders by addressing key challenges and fostering essential skills for personal and professional growth. Participants will explore common confidence issues faced by women in leadership roles and develop actionable strategies to overcome imposter syndrome.

Negotiation Strategies for Women's Advocacy (Self-Paced)

Participants will explore key negotiation techniques tailored to overcome challenges and leverage strengths unique to women in advocacy roles. The class focuses on building skills in influence and persuasion while fostering a supportive and collaborative environment.

- Learn to recognize oneself as an agent of change
- Analyze strategies for asserting influence
- Describe how to leverage unique skills in negotiating
- Analyze negotiation styles and techniques

Networking Tips for Women in Leadership (Self-Paced)

This course equips professional women with the tools and strategies to enhance their visibility and influence in the workplace. Through interactive discussions and practical exercises, participants will learn how to network effectively, build meaningful mentoring relationships, and create strong support systems to foster career growth and resilience.

- Analyze strategies for increasing visibility at work
- Describe the importance of networking
- Plan for developing mentoring skills
- Analyze strategies for developing support systems