LEADERSHIP AND MANAGEMENT

Enhance Your Workforce, Advance Your Career.

Many of our courses and programs are suitable for individuals at various levels. By providing practices, knowledge, principles, and skills that integrate a range of approaches, these courses and programs help both individuals and organizations to achieve a higher level of performance.

Among the curriculum offerings are leadership seminars, competency-based learning applications, and a wide variety of programs designed to assist a spectrum of learners, from those who wish to enhance their career development to managers who wish to prepare for the SES.

The Graduate School USA Difference

Graduate School USA provides a stimulating environment for a community of learners who value networking and sharing experiences, while developing the skills and knowledge that will help them improve agency productivity, as well as enhance their careers.

Committed to supporting our clients with practical, real-life applications that assist them in doing their jobs, we deliver the training solutions that only a valued partner with 95 years of federal government experience can provide. We take pride in creating dynamic training programs with only the most experienced instructors, who understand how to help you achieve individual and organizational success. Your success really is our mission!

Graduate School USA
Where Public Servants Become Leaders

graduateschool.edu/leader
888.744.GRAD

LEADERSHIP AND MANAGEMENT COURSES

Leadership Skills for Non-Supervisors	ADMB7006D
Emotionally Intelligent Leaders	LEAD8007L
Leadership Challenge	LEAD8010L
Mentoring Skills	MGMT7006D
Leadership Essentials	MGMT7020D
Introduction to Management	MGMT7099D
The Power of Influence over Authority	MGMT7120D
From Peer to Leader: Successfully Navigating the Transition	MGMT7215D
Leading Change	MGMT7201D
Decision Making and Problem Solving	MGMT8112D
Leadership Communication	MGMT8112D
Coaching Skills for Today's Leaders	MGMT9002D
Managing a Virtual Workforce	MGMT9013D
Preparing to Lead in the 21st Century	MGMT9020D
Telework: A Manager's Perspective	MGMT9021D
Negotiating Techniques	MGMT9104D
Strategic Planning for Government Organizations	MGMT9200D
Introduction to Supervision	SUPV7001D
Managing Employee Trust	SUPV7089D
Jump-Starting High-Performing Teams: The Fundamentals	TDEV7021D
Facilitator Workshop	TDEV8120D
Leading Teams and Groups	TDEV8200D

Online Classes

Leadership Skills for Non-Supervisors Online class	ADMB7506A
Leading Teams and Groups Online class	TDEV8500A

LEADERSHIP AND MANAGEMENT CERTIFICATES OF ACCOMPLISHMENT

TEAM LEADER CERTIFICATE

Required Courses		
Leadership Skills for Non-Supervisors	ADMB7006D	1.2 CEU
Leadership Skills for Non-Supervisors (Online)	ADMB7506A	1.8 CEU
From Peer to Leader: Successfully Navigating the Transition	MGMT7125D	0.6 CEU
Jump-Starting High-Performing Teams	TDEV7021D	1.2 CEU
Leading Teams and Groups OR	TDEV8200D	1.8 CEU
Leading Teams and Groups (Online)	TDEV8500A	1.8 CEU
Coaching Skills for Today's Leaders	MGMT9002D	0.6 CEU
Electives; select two		
Power of Influence Over Authority	MGMT7120D	0.6 CEU
Project Management for the Office Professional	ADMB7011D	1.8 CEU
Facilitator Workshop	TDEV8120D	2.4 CEU
Fundamentals of Writing	WRIT7010D	1.8 CEU

MANAGER CERTIFICATE

Required Courses		
Introduction to Management	MGMT7099D	3.0 CEU
Emotionally Intelligent Leaders	LEAD8007L	1.2 CEU
Introduction to Financial Management	FINC7000D	24 CPE
Strategic Human Capital Management	PMGT7015D	1.2 CEU
Electives; select two		
Executive View of Project Management	PROJ9003D	0.6 CEU
EEO for Supervisors and Managers	EEOP8101D	1.2 CEU

SUPERVISION CERTIFICATE

Required Courses		
Introduction to Supervision	SUPV7001D	3.0 CEU
Federal Human Resources Management for Supervisors and Managers	PMGT7102D	3.0 CEU
Constructive Conflict Resolution	COMM7004D	1.8 CEU
Coaching Skills for Today's Leaders	MGMT9002D	0.6 CEU
Decision Making & Problem Solving	MGMT8102D	1.2 CEU
Electives; select two		
Writing for Results	WRIT7110D	1.2 CEU
Telework: A Manager's Perspective	MGMT9021D	0.3 CEU
Leadership Communication	MGMT8112D	1.2 CEU

Graduate School USA
Where Public Servants Become Leaders

For more information on our Leadership and Management programs, graduateschool.edu/leader