

Writing ECQ Statements

Develop compelling Executive Core Qualification (ECQ) narratives for SES applications using structured CCAR story frameworks.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/writing-ecq-statements>



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Course Outline

Module 1: Introduction to ECQs and Competencies

- Understand the purpose and structure of OPM's five ECQs
- Review the 28 leadership competencies and their alignment to ECQs
- Explore how ECQs are used in the SES selection and qualification process
- Identify accomplishments that align with SES leadership standards

Module 2: Leading Change

- Learn the six competencies under Leading Change, including Vision and Strategic Thinking
- Identify examples of strategic leadership and organizational transformation
- Discuss and draft accomplishments relevant to Leading Change

Module 3: Leading People

- Explore competencies like Conflict Management, Leveraging Diversity, and Team Building
- Reflect on inclusive leadership and staff development experiences
- Apply these competencies in real-world ECQ examples

Module 4: Results Driven

- Define accountability, customer service, problem solving, and decisiveness in leadership
- Write narratives that show measurable outcomes and impact
- Use data and results to illustrate leadership accomplishments

Module 5: Business Acumen

- Demonstrate leadership in financial, human capital, and technology management
- Identify resource alignment and strategic planning examples
- Highlight integration of business practices with mission delivery

Module 6: Building Coalitions

- Use examples of partnership building, political savvy, and negotiation
- Describe how you led cross-boundary collaboration or alliances

- Highlight stakeholder engagement that supports mission success

Module 7: Using the CCAR Model

- Apply the Challenge, Context, Action, Result (CCAR) writing model
- Break down and draft CCAR-based ECQ narratives
- Practice transforming outlines into compelling leadership stories

Module 8: Drafting Your ECQ Statements

- Write full ECQ narratives based on CCAR structure
- Incorporate competencies and leadership actions clearly
- Use peer and instructor feedback to improve your draft