

Leadership and Management

2019 SCHEDULE OF CLASSES



Program Includes:



Real-World Training
For Real-World Challenges

graduateschool.edu/lm

Leadership and Supervision Skills

Management Skills

The Center for Leadership and
Management, Long-term Leadership Training



Graduate School USA is an approved contract holder to provide training and consulting services under Professional Services Schedule, SIN C874. Visit graduateschool.edu/gsa for more information.



Guaranteed-to-Go Classes

We guarantee it!

At Graduate School USA, we know that getting the proper training to prepare yourself for the real-life challenges you face every day is important. That's why many of our classes are guaranteed to run as scheduled.

Register today — with confidence!



Visit graduateschool.edu/gtog for more information.



Leadership and Management Programs

The demand for resilient, emotionally intelligent, and competent change agents is at an all-time high. As executives, supervisors, and training coordinators, we know the challenges facing government today: doing more with less, maintaining public trust, and navigating changing priorities. We also understand the importance of having the right people in the right jobs and the value of training in preparing them to perform.

Graduate School USA provides this training. Our programs and courses meet you where you are and help you advance. Whether you need certifications for supervisors, leadership development, negotiation skills, or the tools to enhance your professional development, we have the curriculum, staff and depth of experience to deliver.

When you attend our classes and programs you come away with:

- Competencies to tackle current challenges in government management and leadership.
- A network of peers from across the government.
- A new perspective on where you are in your career and strategies for moving forward.

Interested in training? Review our list of current open enrollment courses as well as our long-term leadership programs on the following pages. Many of these courses are also offered on a contract basis, where we bring our qualified staff and curriculum to you!



What's in it for you:

Cost Savings

As your organization's training needs increase, so does the need to minimize the costs associated with them. By bringing Graduate School USA's courses to your location, you can eliminate the cost of sending your staff to another site. Choosing on-site training means your organization will:

- Eliminate travel costs, such as employee airfare, transportation, per diem, parking, and rental cars.
- Maximize employee training time with no need for travel, overtime, or compensatory pay.
- Reduce costs with discounted pricing levels based on the number of participants.

Convenience

- Choose the best time to learn, based on your employees' workloads and schedules.
- Benefit from courses scheduled to fit your needs.
- Experience turnkey delivery—pick the training, time, and place, and we handle the rest.
- Tailor off-the-shelf training and incorporate examples and content specific to your agency

Relevance

- Tailor off-the-shelf training and incorporate examples and content specific to your agency.

Delivery Format

- Select from a variety of formats, including instructor-led classroom sessions or distance education options.

For more information, visit graduateschool.edu/onsite or call 800.787.9074.

Leadership and Management

Center for Leadership and Management

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Schedules, course content, pricing, instructors, and other terms and conditions of products and services offered by Graduate School USA are subject to change without prior notice.

Graduate School USA is a private, not-for-profit educational institution, not affiliated with the federal government or any federal agency or department.



Certificate Programs

Develop the **in-depth** knowledge that can lead to career success.

Graduate School USA offers Certificate Programs that provide extensive training in areas relevant to professionals at all stages of their careers.



Visit graduateschool.edu/certificates for more information.

Center For Leadership and Management

The Center for Leadership and Management (CLM) believes that leaders exist and can affect change at *all* levels of an organization. Our leadership and development programs support and advance this belief and have earned high praise from thousands who have attended since 1995.

CLM's programs focus on the tools, training, and support that public servants and managers need to thrive in today's challenging environment. We use an integrated approach that includes assessment, experiential leadership, and individual career development, with a focus on core competencies essential to effective leadership. Participants come away better prepared to meet the current demands of today's workforce and to lead others into the future.

The Programs

Each of the Center's four core training programs is tailored to public servants from the GS 4 to GS 15 levels or equivalent, and range in length from two months to one year. Programs have on-site components as well as requirements to complete outside classroom hours. Acceptance to programs is through an application process, whether direct (by an individual) or indirect (through an organizational training program).

- Aspiring Leader Program (GS 4-6) – Two Months
- New Leader Program (GS 7-11) – Six Months
- Executive Leadership Program (GS 11-13) Nine Months
- Executive Potential Program (GS 13-15) 12 Months



The Benefits

Graduates of the Center's programs come away with the following:

- Increased capacity to serve at all levels of the government
- Expanded knowledge and skillsets for addressing challenges facing government today
- A robust network of peers from across the government
- Experience working in other organizations, communities of practice, and teams, and on projects that address current issues
- Time to reflect on their careers and to find mentors who can provide guidance and support

To learn more about programs, schedules, and costs, review the following pages, visit graduateschool.edu/clm, or call 202.314.3580.

Center for Leadership and Management Aspiring Leader Program

2019
Dates



Participants: GS 4-6

Entry level and administrative professionals

The Aspiring Leader Program (ALP) provides individuals with a foundational understanding of leadership skills and competencies essential for individual and organizational success. This two-month program for entry-level and administrative employees is designed to prepare you for greater responsibility.

ALP challenges participants to increase the capacity of their current skills and abilities. Participants engage in a variety of learning activities and planning efforts, which result in key learnings and practical applications.

For more information about the Aspiring Leader Program, please contact clm@graduateschool.edu or call the Center for Leadership and Management at (202) 314-3580.

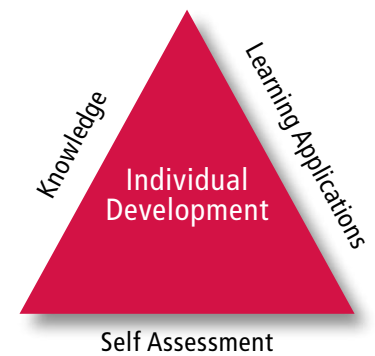
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Program Objectives

Target Audience: GS 4–6; Duration: 2 Months

- Assess and identify current skills and competencies to improve performance.
- Develop a plan outlining individual career development goals.
- Identify barriers and strategies for overcoming challenges.
- Create a personal framework for practicing leadership.
- Build foundational leadership skills.



Program Components

Assessments

- Practical applications
- Interactive learning exercises
- Public service motivation applications
- Role-playing
- Exposure to computer-based learning tools

Benefits

- Garner organizational return on investment (ROI)
- Build fundamental leadership skills
- Improve written and oral communication
- Develop a plan for continual growth
- Learn from exposure to other organizations
- Gain a commitment to personal development

Core Competency-Based Training

- Fundamental leadership competencies
- Oral and written communication
- Facilitation of effective relationships
- Personal branding

To Apply to the Program:

To submit an application, go to register.graduateschool.edu/modules. Select the desired program to view information and apply.

Before applying to the program, please check with your agency's program coordinator or training office to see if there is an internal competitive process.

Program Schedule and Tuition* (Tuition does not include travel, meals, or lodging.)

Select the session that best suits your schedule. The **Aspiring Leader Program** tuition is **\$2,175**.

You must complete all training weeks and activities related to program components to fulfill program requirements.

Program	Session	Dates	Year	Application Deadline	Location
ALP 2019-1	Week I	March 18-20	2019	Until Filled	Washington, DC
	Week II	April 30 – May 4	2019		Washington, DC
ALP 2019-2	Week I	July 22-26	2019	Until Filled	Washington, DC
	Week II	August 26-30	2019		Washington, DC
ALP 2019-3	Week I	October 28 – November 1	2019	Until Filled	Washington, DC
	Week II	December 2-6	2019		Washington, DC

*Dates and locations are subject to change.

Center for Leadership and Management

New Leader Program

2019
Dates



Participants: GS 7-11

Emerging professionals with some management experience

The New Leader Program is a six-month program designed to develop future public service leaders. Its emphasis is on Leading Self. Assessments, experiential learning, and individual development opportunities are integrated into a competency-based learning approach to enhance the effectiveness of leadership at this level.

Participants benefit from a solid foundation of leadership skills and team building, enhanced by developmental experiences.

For more information about the New Leader Program, please contact clm@graduateschool.edu or call the Center for Leadership and Management at (202) 314-3580.

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Program Objectives

Target Audience: GS 7–11; Duration: 6 Months

- Identify and assess individual developmental strengths and needs.
- Develop a Personal Development Action Plan.
- Enhance communication skills.
- Enhance organizational awareness, work performance, and career development.
- Demonstrate greater proficiency in leadership competencies.
- Experience opportunities to network with senior-level management and peers.

Program Components

Experiential Learning

- Personal Development Action Plan
- Leadership Readings
- Senior-Level Management Interviews
- Shadowing Assignment
- 30-Day Developmental Assignment
- Team Learning Project/Presentation

Assessments

- Leadership Effectiveness Inventory (LEI)
- Personality Type
- Conflict Management

Core Competency-Based Training

- Understanding, Managing, and Leading Self
- Team Learning
- Leading Diverse Teams
- Transitioning into a New Leader

Benefits

- Provides an organizational return on investment (ROI)
- Develops emerging leaders for management and leadership positions
- Enhances agency succession planning

To Apply to the Program:

To submit an application, go to register.graduateschool.edu/modules. Select the desired program to view information and apply.

Before applying to the program, please check with your agency's program coordinator or training office to see if there is an internal competitive process. These sessions are open to all federal, state, and county employees at the GS7-11 level or equivalent.

Program Schedule and Tuition* (Tuition does not include travel, meals, or lodging.)

Select the program that best suits your schedule. The **New Leader Program** tuition is \$3,379.

You must complete all training weeks and activities related to program components to fulfill program requirements.

Program	Session	Dates	Year	Application Deadline	Locations
NLP 2019-1	Week I	March 25-29	2019	February 22, 2019	Washington, DC
	Week II	June 24-28	2019	Or when filled	Washington, DC
	Week III	September 23-27	2019		Washington, DC
NLP 2019-2	Week I	August 12-16	2019	July 12, 2019	Washington, DC
	Week II	November 18-22	2019	Or when filled	Washington, DC
	Week III	February 10-14	2019		Washington, DC

*Dates and locations are subject to change.

Center for Leadership and Management

Executive Leadership Program

2019
Dates



Participants: GS 11-13

Experienced professionals who have little or no supervisory experience

The Executive Leadership Program is a nine-month leadership development program designed for mid-level employees seeking to enhance their competency in facilitating their organization's mission and critical goals. The ECQ of Leading People is the foundation of this program. Through a myriad of competency-based developmental activities, participants expand their knowledge and experience while increasing their visibility.

For more information about the Executive Leadership Program, please contact clm@graduateschool.edu or call the Center for Leadership and Management at (202) 314-3580.

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Program Objectives

Target Audience: GS 11–13; Duration: 9 months

- Assess developmental strengths and needs in relation to the Executive Core Qualifications.
- Create a personalized leadership development plan.
- Engage in real-time practical learning applications.
- Prepare for leadership and management positions at an earlier career stage.

Program Components

Experiential Learning

- Leadership Development Plan
- 60-Day Developmental Assignment
- Executive Interviews
- Shadow Assignment
- Leadership Readings
- Community Service Project
- Learning Team Project

Core Competency-Based Training

- Leading teams
- Individual skill building for leadership success
- Leading in a changing environment
- Celebrating success and recognizing growth as a leader

Benefits

- Organizational return on investment (ROI)
- Increased external awareness/visibility
- Enhanced management effectiveness

Assessments

- Leadership Effectiveness Inventory (LEI)
- Conflict Management/Styles
- Personality Type

To Apply to the Program:

To submit an application, go to register.graduateschool.edu/modules. Select the desired program to view information and apply.

Before applying to the program, please check with your agency's program coordinator or training office to see if there is an internal competitive process.

Program Schedule and Tuition* (Tuition does not include travel, meals, or lodging.)

These sessions are open to all federal, state, and county employees, as well as employees in the private sector. Select the program that best suits your schedule. **Executive Leadership Program** tuition is \$4,829.

You must complete all training weeks and activities related to program components to fulfill program requirements.

Program	Session	Dates	Year	Application Deadline	Locations
ELP 2020-1	Week 1:	May 6-10	2019	April 12, 2019 Or when filled	Washington, DC
	Week 2:	August 5-9	2019		Washington, DC
	Week 3:	November 4-8	2019		Washington, DC
	Week 4:	February 3-7	2020		Washington, DC
ELP 2020-2	Week 1:	September 15-20	2019	August 14, 2019 Or when filled	Norfolk, VA
	Week 2:	December 1-6	2019		Tampa, FL*
	Week 3:	March 1-6	2020		Hampton, VA*
	Week 4:	May 31 – June 5	2020		Towson, MD

*Dates and locations are subject to change.

Center for Leadership and Management Executive Potential Program

2019
Dates



Participants: GS 13-15

Senior-level managers

The Executive Potential Program is a 12-month competency-based leadership development program that provides training and developmental experiences for high-potential GS 13–15s and prepares them to lead effectively at senior levels in the federal government. The curriculum is focused on the ECQ of Leading Change and transforming senior managers into change leaders.

For more information about the Executive Potential Program, please contact clm@graduateschool.edu or call the Center for Leadership and Management at (202) 314-3580.

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Program Objectives:

Target Audience: GS 13–15; Duration: 12 months

- Prepare participants for senior leadership positions within the federal government.
- Assess and develop participants' aptitude and capabilities in relation to the Executive Core Qualifications through experiential training methods.
- Enable participants to work in tandem with federal agencies to identify and solve real organizational problems.
- Expose participants to leadership and management best practices of both governmental and non-governmental organizations.

Program Components

Experiential Learning

- Action Learning Team Project
- Two 60-Day Developmental Assignments
- Senior Executive Service (SES) Interviews
- Shadow Assignments
- Leadership Readings
- Retention of a Mentor

Core Competency-Based Training

- The Leadership Mind-Set
- Leading Change
- Creative and Innovative Practices in Leadership
- Vision as a Leadership Catalyst

Assessments

- Leadership Effectiveness Inventory
- Leading Change

Benefits

- Identify and capitalize on individual strengths
- Develop more effective leaders to better lead the organization
- Provide high return on investment for the organization

To Apply to the Program:

To submit an application, go to register.graduateschool.edu/modules. Select the desired program to view information and apply.

Before applying to the program, please check with your agency's program coordinator or training office to see if there is an internal competitive process.

Program Schedule and Tuition (Tuition does not include travel, meals, or lodging.)

The EPP Program is open to full-time public service, uniformed military, or contract employees at the GS 13–15 or equivalent levels who have demonstrated significant leadership potential. Tuition is \$6,879.

You must complete all training weeks and activities related to Program components to fulfill Program requirements.

Program	Session	Dates	Year	Application Deadline	Locations
EPP 2020-1	Week 1:	April 29 – May 3	2019	March 15, 2019 Or when filled	Washington, DC
	Week 2:	August 19-23	2019		Washington, DC
	Week 3:	December 9-13	2019		Washington, DC
	Week 4:	April 27 – May 1	2020		Washington, DC
EPP 2020-2	Week 1:	October 7-1	2019	August 30, 2019 Or when filled	Washington, DC
	Week 2:	January 13-17	2019		Washington, DC
	Week 3:	May 11-15	2020		Washington, DC
	Week 4:	October 5-9	2020		Washington, DC

*Dates and locations are subject to change.

Center for Leadership and Management Senior Leadership Seminars

2019
Dates



Are you a senior-level executive looking for training and developmental experiences that prepare you to lead at the highest levels? Our Senior Leadership Program brings together an array of courses that touch on the five key leadership competencies of Building Coalitions, Business Acumen, Leading People, Leading Change and Results Driven. You can take each course separately or take all four over time to earn a special "Senior Leader" certificate. Courses included in the program include Leading People; Managing for Results; Executive Survival Skills; and the Washington Executive Seminar, a two-week, 80-hour course focused on Leadership in a Political World.

For more information about the Senior Leadership Seminar, please contact clm@graduateschool.edu or call the Center for Leadership and Management at (202) 314-3580.

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Program Objectives

Target Audience: Restricted to GS 14-15; Location: Washington, DC, or at your location for groups of 15 or more

- Provides ECQ training for agency CDP programs
- Develops competencies essential for senior leadership positions

Washington Executive Seminar

EXEC9904L 10 days 6 CEU \$3,799

Focus on the Executive Core Qualification (ECQ): Building Coalitions, placing an emphasis on the competencies External Awareness, Political Savvy, Influencing/Negotiating, and Oral Communication.

In this two-week, non-residential program, participants engage in individual and group activities, exercises, simulations, and presentations. The Executive Seminar focuses on the political aspects of serving as a senior executive in the federal government. Faculty includes former House staffers, political appointees, and senior executives from GAO, OMB, and other federal agencies.

This course applies towards completion of the DoD Financial Management Certification Program.

June 10-21, 2019 Washington, DC
October 21 – November 1, 2019..... Washington, DC

Executive Survival Skills

EXEC9911L 3 days 1.8 CEU \$1,699

Address the theoretical and practical leadership aspects essential for survival in today’s changing environment. Examine how the leader’s attitude, values, and beliefs influence organizational performance. Analyze your critical-thinking/decision-making processes and apply strategies to improve them. Learn to be resilient, overcome setbacks, and avoid career derailment in the rapidly changing, high-pressure environment of executive leadership.

This course applies towards completion of the DoD Financial Management Certification Program.

January 23-25, 2019 Washington, DC
April 1-3 2019..... Washington, DC
June 3-5, 2019 Washington, DC
September 23-25, 2019..... Washington, DC

Managing for Results

EXEC9913L 3 days 1.8 CEU \$1,699

Today’s federal leaders are expected to plan for and measure performance to demonstrate that the agencies and programs they manage are viable and achieving results. Learn strategies to achieve measurable performance gains in your organization. Explore organizational issues affecting performance measurement, the balanced scorecard, accountability, entrepreneurial approaches to improvement, and how to manage stakeholder expectations.

This course applies towards completion of the DoD Financial Management Certification Program.

March 11-13, 2019 Washington, DC
May 20-22, 2019..... Washington, DC
September 16-18, 2019..... Washington, DC

Leading People

EXEC9912L 3 days 1.8 CEU \$1,699

Develop insight into critical leadership behaviors and how to adapt them to the needs of your organization through this highly interactive seminar. Explore the Executive Core Qualification (ECQ): Leading People, and the fundamental leadership competencies. Examine trust and integrity as the foundations for leadership while learning to maximize performance. Learn team leadership and how to create a “Culture of Greatness” through coaching and empowerment.

This course applies towards completion of the DoD Financial Management Certification Program.

February 11-13, 2019 Washington, DC
April 10-12, 2019..... Washington, DC
June 12-14, 2019 Washington, DC
September 9-11, 2019..... Washington, DC



Certificate Programs

Develop the **in-depth** knowledge that can lead to career success.

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Visit graduateschool.edu/certificates for more information.

LEADERSHIP AND MANAGEMENT

Your Success is Our Mission.

Now more than ever, when budgets are tight and change is a constant, good leadership is vital to the health of your organization — at every level of responsibility.

At Graduate School USA, we know that your organization's great performance can only be preceded by great preparation. Our leadership and management curriculum is designed to prepare you to fulfill your potential while strengthening both your individual and organizational performance.



Producing High-Performing Leaders

Qualified and competent leaders and managers are needed at all levels of government, especially today. Graduate School USA is invested in remaining an effective partner in assuring the health of the government in its role of public service. Our courses are curated to meet the needs of leaders and managers today, so they can produce results tomorrow.

Practical Training Tied to Core Competencies

Many of our courses are suitable for individuals at various levels. By providing practices, knowledge, principles, and skills that integrate a range of approaches, these courses help 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 training that assists a spectrum of learners, from those who wish to enhance their career development to those managers who wish to prepare for the Senior Executive Service.

This section of the catalog provides a listing of our current one-to-five day open enrollment courses. We also offer contract-only classes that can be delivered on-site, and online courses.



Certificates in Leadership, Supervision, and Management

Given the challenges facing government today—increased accountability, changing laws and regulations, tighter budgets—the demand for skilled leaders is greater than ever. Graduate School USA's Certificates of Accomplishment in Leadership, Supervision, and Management provide the education and foundation to develop individuals who are critical to the successful operation of the public sector.

For more information or to register, visit graduateschool.edu/certificates or call (888) 744-GRAD.



Team Leader Certificate Program

The Team Leader Certificate Program helps individuals develop the necessary skills to lead and manage effective teams. Participants are prepared to leverage the power of teams to provide solutions to problems, drive innovation, and enhance organizational capabilities. The program will address necessary skills for meeting the special challenges of leading teams in the public sector.

Required Courses

Course Title	Course Code	CPE
Leadership Skills for Non-Supervisors OR	ADMB7006D	1.2 CEU
Leadership Skills for Non-Supervisors Online Course	ADMB7506A	1.8 CEU
From Peer to Leader: Successfully Navigating the Transition	MGMT7125D	0.6 CEU
Jump-Starting High-Performing Teams	TDEV7021D	1.2CEU
Leading Teams and Groups OR	TDEV8500A	1.8 CEU
Leading Teams and Groups Online Course	TDEV8500A	1.8CEU
Coaching Skills for Today's Leaders	MGMT9002D	0.6 CEU

Elective Courses (Select 2)

Course Title	Course Code	CPE
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

Supervision Certificate Program

Focusing on key supervisory competencies of communication and developing others, the Supervisor Certificate Program prepares participants to lead successfully and inspire those they supervise. The curriculum addresses such skills as delegation, motivation, coaching, and mentoring—all associated with managing the performance of others.

Required Courses

Course Title	Course Code	CPE
Introduction to Supervision	SUPV7001D	3.0 CEU
Federal Human Resources Management for Supervision 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 and Problem Solving	MGMT8102D	1.2 CEU

Elective Courses (Select 2)

Course Title	Course Code	CPE
Writing for Results	WRIT7110D	1.2 CEU
Telework: A Manager's Perspective	MGMT9021D	0.3 CEU
Leadership Communication	MGMT8112D	1.2 CEU

Manager Certificate Program

Effective government managers are responsible for creating and maintaining an environment that ensures agency success. Through this curriculum, participants learn to create a framework for enabling change and organizational dynamics, exploring such critical issues as setting and implementing management controls; aligning human capital efforts; and being attuned to political dynamics.

Required Courses

Course Title	Course Code	CPE
Introduction to Management*	MGMT7099D	3.0 CEU
Emotionally Intelligent Leaders	LEAD8007L	1.2 CEU
Introduction to Financial Management	FINC70000D	24 CEU
Strategic Human Capital Management	PMGT7015D	1.2 CEU

Elective Courses (Select 2)

Course Title	Course Code	CPE
Executive View of Project Management	PROJ9003D	0.6 CEU
EEO for Supervisions and Managers	EEOP8101D	1.2 CEU

* This course is for those who have been managing for three years or less or: If you have been a manager for more than three years and have previously attended Graduate School USA's Introduction to Management course, please submit an essay to the Certificate Course Manager documenting your management experience and expertise.

Essential Survival Skills for Supervisors and Managers



graduateschool.edu/lm

Critical Thinking

ADMB8146D

2 Days

1.2 CEU

\$649

Learn strategies to deepen your thinking about various workplace topics. Enhance memory skills and build greater understanding. Apply your ideas effectively, and analyze arising issues in depth. Evaluate products, services, and procedures. Enhance your deductive and inductive reasoning to build strong logical arguments. Avoid the logical fallacies that trip up many writers and thinkers. Think with greater depth and clarity for improved effectiveness on the job.

WHO SHOULD ATTEND?

All individuals who want to improve their ability to solve complex problems and increase their professional and personal effectiveness

SESSION SCHEDULE

5/1/19 - 5/2/19 Washington, DC

6/13/19 - 6/14/19 Washington, DC

7/23/19 - 7/24/19 Washington, DC

8/21/19 - 8/22/19 Washington, DC

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Emotionally Intelligent Leaders

LEAD8007L 2 Days 1.2 CEU \$899

Effective leaders come in all shapes and sizes, but a common characteristic is a high degree of what psychologists call “emotional intelligence.” Research indicates that not only is emotional intelligence more important than technical skills or traditional cognitive skills in shaping leadership effectiveness, but an organization’s success is directly related to the emotional intelligence level of its leaders. As the working environment continues to change, emotional intelligence skills become increasingly important in determining who succeeds and who fails. Learn how to assess, develop, and apply the emotionally intelligent competencies required for a leadership position.

This course applies towards completion of the DoD Financial Management Certification Program.

This course is part of the Manager Certificate Program.

WHO SHOULD ATTEND?

Team leaders, supervisors, managers, and professionals in influential positions

SESSION SCHEDULE	LOCATION
1/29/19 - 1/30/19.....	Washington, DC
3/20/19 - 3/21/19.....	Washington, DC
4/8/19 - 4/9/19.....	Washington, DC
5/23/19 - 5/24/19.....	Washington, DC
7/9/19 - 7/10/19.....	Washington, DC
9/12/19 - 9/13/19.....	Washington, DC
11/12/19 - 11/13/19.....	Washington, DC

Facilitator Workshop

TDEV8120D 4 Days 2.4 CPE \$1,149

Keep meetings, group discussions and other activities organized and on schedule. Develop your own style of facilitation by learning group dynamics, strategic management of decision making and problem solving. Discover time-tested techniques for managing conflict, methods of intervention, and effective listening and feedback.

This course is part of the Team Leader Certificate Program.

WHO SHOULD ATTEND?

Team leaders, supervisors, managers, and professionals in influential positions

SESSION SCHEDULE	LOCATION
2/19/19 - 2/22/19.....	Washington, DC
4/16/19 - 4/19/19.....	Washington, DC
6/25/19 - 6/28/19.....	Washington, DC
7/22/19 - 7/25/19.....	Washington, DC
8/20/19 - 8/23/19.....	Washington, DC



Schedule

Contract GS-10F-0228P

Graduate School USA is an approved contract holder to provide training and consulting services under Professional Services Schedule, SIN C874.

We can provide customized support to your agency to help you meet your annual training requirements. Visit graduateschool.edu/gsa.

From Peer to Leader: Successfully Navigating the Transition

MGMT7125D 1 Days 0.6 CEU \$449

Address the changing relationship dynamics inherent in supervising former peers and learn specific techniques and strategies for success. Learn to develop new, appropriate relationships with former peers, establish new guidelines and rules of engagement, and leverage previous relationships. Build and cultivate a new network of workplace peers to ensure success.

This course is part of the Team Leader Certificate Program.

WHO SHOULD ATTEND?

New team leaders and team members seeking leadership opportunities

SESSION SCHEDULE	LOCATION
4/10/19 - 4/10/19.....	Washington, DC
5/22/19 - 5/22/19.....	Washington, DC
6/12/19 - 6/12/19.....	Washington, DC
7/24/19 - 7/24/19.....	Washington, DC

Introduction To Management

MGMT7099D 5 Days 3 CPE \$1,399

Cross the threshold into a key government position with the knowledge acquired in this comprehensive training for new and prospective managers. Learn about the four seemingly daunting challenges managers face and explore, through a variety of experiential and developmental tools, how to handle them. Learn exciting concepts such as the Pygmalion effect; the CTEC (characterize, target, evaluate, and celebrate) coaching process; the discipline of reflection; the Trump vs. Gandhi power model; and the art of persuasion. OPM's leadership competencies are at the heart of this course, and a detailed self-assessment is provided to guide you on the path of further development.

This course applies towards completion of the DoD Financial Management Certification Program.

This course is part of the Manager Certificate Program.

WHO SHOULD ATTEND?

New managers, participants in management development programs, current supervisors, and prospective managers interested in developing strong management knowledge and skills

SESSION SCHEDULE	LOCATION
3/11/19 - 3/15/19.....	Washington, DC
5/13/19 - 5/17/19.....	Washington, DC
6/3/19 - 6/7/19.....	Washington, DC
7/22/19 - 7/26/19.....	Washington, DC
8/19/19 - 8/23/19.....	Washington, DC

Introduction to Supervision

SUPV7001D 5 Days 13 CEU \$1,499

Learn solid supervisory techniques in our flagship course. Discover strategies to supervise employees while exploring the latest trends in the federal workforce. Learn the basics of coaching, delegation, communication, and motivation, and discover the necessary ingredients to understand your new role.

This course applies towards completion of the DoD Financial Management Certification Program.

This course is part of the Supervision Certificate Program.

WHO SHOULD ATTEND?

New supervisors, managers, or team leaders, and also participants in supervisory development programs. Experienced supervisors can also update their leadership competencies. New managers should take Introduction to Management (MGMT7099D).

SESSION SCHEDULE	LOCATION
1/28/19 - 2/1/19	Washington, DC
2/25/19 - 3/1/19	Washington, DC
3/18/19 - 3/22/19	Washington, DC
4/15/19 - 4/19/19	Washington, DC
5/6/19 - 5/10/19	Washington, DC
6/3/19 - 6/7/19	Washington, DC
6/24/19 - 6/28/19	Washington, DC
7/8/19 - 7/12/19	Washington, DC
7/29/19 - 8/2/19	Washington, DC
8/5/19 - 8/9/19	San Francisco, CA
8/19/19 - 8/23/19	Denver, CO
8/26/19 - 8/30/19	Washington, DC
9/23/19 - 9/27/19	Washington, DC
10/21/19 - 10/25/19	Washington, DC
11/18/19 - 11/22/19	Washington, DC
12/9/19 - 12/13/19	Washington, DC

Jump-Starting High-Performing Teams: The Fundamentals

TDEV7021 2 Days 1.2 CEU \$799

Learn the essential skills for establishing healthy group dynamics and developing a strong team. Whether you are a team leader or team member, gain the skills necessary for effective team performance in this highly interactive. Bring this course on-site to train your entire team cost effectively.

This course is part of the Team Leader Certificate Program.

WHO SHOULD ATTEND?

New team leaders and team members seeking leadership opportunities

SESSION SCHEDULE	LOCATION
4/3/19 - 4/4/19	Washington, DC
5/21/19 - 5/22/19	Washington, DC
6/17/19 - 6/18/19	Washington, DC
7/24/19 - 7/25/19	Washington, DC
8/19/19 - 8/20/19	San Francisco, CA

Leading Change

MGMT7201 5 Days 3 CPE \$1,699

Gain the knowledge and skills you need to help shape the future of your organization. Explore various tools for understanding and facilitating change, and strategies for managing and shaping change. Discover the endless possibilities for exercising true leadership.

This course applies towards completion of the DoD Financial Management Certification Program.

WHO SHOULD ATTEND?

Supervisors, managers, branch chiefs, division heads, team leaders, and professionals in influential positions

SESSION SCHEDULE	LOCATION
3/25/19 - 3/29/19	Washington, DC
5/6/19 - 5/10/19	Washington, DC
7/8/19 - 7/12/19	Washington, DC
8/19/19 - 8/23/19	Washington, DC

Leadership Communication

MGMT8112D 2 Days 1.2 CPE \$799

Become the leader whom people want to follow. Focus on one of the most crucial competencies of a good collaborative leader: strong communication. Learn to connect with people to build trust and loyalty, and how to use emotional intelligence to build rapport; learn how to bridge and leverage cultural and generational distances, and how to use these skills to reach consensus, build teams, and develop better workers.

This course is part of the Supervision Certificate Program.

WHO SHOULD ATTEND?

Supervisors, managers, branch chiefs, division heads, team leaders and professionals in influential positions

SESSION SCHEDULE	LOCATION
5/2/19 - 5/3/19	Washington, DC
6/6/19 - 6/7/19	Washington, DC
7/11/19 - 7/12/19	Washington, DC



Contract GS-10F-0228P

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Leadership Essentials

MGMT7020D 3 Days 1.8 CPE \$1,079

Unlock your ability to lead effectively with this in-depth course. Learn the difference between leading and managing; explore proven techniques for communicating effectively; think strategically; and move from a reactive environment to a proactive one.

This course applies towards completion of the DoD Financial Management Certification Program.

WHO SHOULD ATTEND?

Supervisors, managers, branch chiefs, division heads, and professionals in influential positions

SESSION SCHEDULE

LOCATION

2/4/19 - 2/6/19	Washington, DC
4/8/19 - 4/10/19	Washington, DC
5/6/19 - 5/8/19	Washington, DC
6/3/19 - 6/5/19	Washington, DC
6/4/19 - 6/6/19	Virginia Beach, VA
6/18/19 - 6/20/19	San Francisco, CA
7/8/19 - 7/10/19	Washington, DC
7/9/19 - 7/11/19	San Francisco, CA
8/5/19 - 8/7/19	Washington, DC
9/9/19 - 9/11/19	Washington, DC
11/4/19 - 11/6/19	Washington, DC
12/2/19 - 12/4/19	Washington, DC

On-site Training

What's in it for you:



Cost Savings

As your organization's training needs increase, so does the need to minimize the costs associated with it. By bringing Graduate School USA's courses to your location, you can eliminate the cost of sending your staff to another site. Choosing on-site training means your organization will:

- Eliminate travel costs, such as employee airfare, transportation, per diem, parking, and rental cars.
- Maximize employee training time with no need for travel, overtime, or compensatory pay.
- Save with pricing levels based on number of participants.

Convenience

- Choose the best time to learn, based on workloads and schedules.
- Experience turnkey delivery—pick the training, time, and place, and we handle the rest.

Relevance

- Tailor off-the-shelf training and incorporate examples and content specific to your agency.

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800.787.9074.

Leading People and Successful Teams



graduateschool.edu/lm

Customer Service Excellence

ADMB7003D 2 Days 1.2 CEU \$679

Become "customer-driven" and learn how to take service to the top, inspiring others to provide quality service. Gain proficiency in identifying your internal and external customers. Discover the latest methods for enhancing customer service and handling problems, including anticipating and responding to customers' needs.

WHO SHOULD ATTEND?

Anyone working directly with internal or external customers

SESSION SCHEDULE

LOCATION

2/7/19 - 2/8/19	Washington, DC
5/21/19 - 5/22/19	Washington, DC
6/25/19 - 6/26/19	Washington, DC
8/6/19 - 8/7/19	Washington, DC
9/24/19 - 9/25/19	Washington, DC

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Coaching Skills for Today's Leaders

MGMT9002D 1 Days 0.6 CEU \$549

Coaching is an essential skill for leaders at all levels. Learn to develop productive employees and build effective teams. Review various coaching methods to motivate others, capitalize on their strengths, and build trust that will foster growth. Learn how to give constructive feedback, maximize coaching opportunities, and avoid common pitfalls.

This course applies towards completion of the DoD Financial Management Certification Program.

This course is part of the Team Leader and Supervision Certificate Program.

WHO SHOULD ATTEND?

Supervisors, managers, branch chiefs, division heads, team leaders, and professionals in influential positions

SESSION SCHEDULE	LOCATION
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3/22/19 - 3/22/19.....	Washington, DC
5/15/19 - 5/15/19.....	Washington, DC
5/15/19 - 5/15/19.....	San Francisco, CA
7/22/19 - 7/22/19.....	Washington, DC
10/9/19 - 10/9/19.....	Washington, DC

Leading Teams and Groups

TDEV8200D 3 Days 3 CPE \$1,079

Acquire the knowledge and best practices you need to be an outstanding team/group leader. Bring your team/group to a higher level by confidently managing tasks and motivating members to be the best they can be.

This course is part of the Team Leader Certificate Program.

WHO SHOULD ATTEND?

Managers and leaders of task forces, teams, or work groups. This course is also ideal for anyone who is responsible for building and facilitating teams.

SESSION SCHEDULE	LOCATION
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2/19/19 - 2/21/19.....	Washington, DC
3/19/19 - 3/21/19.....	Washington, DC
4/16/19 - 4/18/19.....	Washington, DC
5/14/19 - 5/16/19.....	Washington, DC
6/4/19 - 6/6/19.....	Washington, DC
6/11/19 - 6/13/19.....	San Francisco, CA
7/9/19 - 7/11/19.....	Washington, DC
7/23/19 - 7/25/19.....	Seattle, WA
8/6/19 - 8/8/19.....	Washington, DC
9/17/19 - 9/19/19.....	Washington, DC
10/15/19 - 10/17/19.....	Washington, DC
11/5/19 - 11/7/19.....	Washington, DC

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- Choose the best time to learn based on your work load.
- Customize the training so it is specific to your agency.

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Leading Teams and Groups — Online

TDEV8500A Online 1.8 CPE \$1,079

Acquire the knowledge and best practices you need to be an outstanding team/group leader. Bring your team/group to a higher level by confidently managing tasks and motivating members to be the best they can be.

This course is part of the Team Leader Certificate Program.

ONLINE COURSE

- Two-week online course; two sessions of two hours of live instructor-led interaction per week
- Individual and group exercises
- Online assignments and discussion forums
- Instructor-facilitated with emphasis on peer learning

Equivalent Classroom Course: Leading Teams and Groups (TDEV8200D)

WHO SHOULD ATTEND?

Managers and leaders of task forces, teams, or work groups. This course is also ideal for anyone who is responsible for building and facilitating teams.

SESSION SCHEDULE LOCATION

2/25/19 - 3/6/19 1 p.m. Eastern
6/17/19 - 6/26/19 1 p.m. Eastern
9/16/19 - 9/25/19 1 p.m. Eastern

Leadership Skills for Non-Supervisors

ADMB7006D 3 Days 3 CPE \$1,079

Gain the respect and support of others by learning essential leadership skills. Master handling different personality types; delegating effectively; overcoming conflict without making enemies; and building stronger, more successful, teams.

This course applies towards completion of the DoD Financial Management Certification Program.

This course is part of the Team Leader Certificate Program.

WHO SHOULD ATTEND?

Individuals who lead others, office coordinators, and other non-supervisory employees who want to improve their leadership skills. New supervisors should take Introduction to Supervision (SUPV7001D).

SESSION SCHEDULE LOCATION

1/15/19 - 1/16/19 Washington, DC
1/30/19 - 1/31/19 Washington, DC
2/19/19 - 2/20/19 Washington, DC
3/6/19 - 3/7/19 Washington, DC
3/26/19 - 3/27/19 Washington, DC
4/10/19 - 4/11/19 Washington, DC
4/30/19 - 5/1/19 Washington, DC
5/15/19 - 5/16/19 Washington, DC
6/4/19 - 6/5/19 Washington, DC
6/12/19 - 6/13/19 San Francisco, CA
6/18/19 - 6/19/19 Washington, DC
6/19/19 - 6/20/19 Virginia Beach, VA
6/26/19 - 6/27/19 Denver, CO
7/10/19 - 7/11/19 Washington, DC
7/10/19 - 7/11/19 Virginia Beach, VA
7/17/19 - 7/18/19 San Francisco, CA
7/30/19 - 7/31/19 Washington, DC
8/14/19 - 8/15/19 Washington, DC
8/27/19 - 8/28/19 Washington, DC
9/4/19 - 9/5/19 Washington, DC
9/24/19 - 9/25/19 Washington, DC
10/8/19 - 10/9/19 Washington, DC
11/5/19 - 11/6/19 Washington, DC
12/4/19 - 12/5/19 Washington, DC



Leadership Skills for Non-Supervisors — Online

ADMB756A Online 1.2 CPE \$799

Gain the respect and support of others by learning essential leadership skills. Master handling different personality types, delegating effectively, overcoming conflict without making enemies, and building stronger, more successful teams.

This course is part of the Team Leader Certificate Program.

ONLINE COURSE

- Two-week online course; three hours of live instructor-led interaction per week
- Individual and group exercises and text chat
- Weekly assignments
- Instructor-facilitated discussion forums
- Equivalent Classroom Course: Leadership Skills for Non-Supervisors (ADMB7006D)

WHO SHOULD ATTEND?

Individuals who lead others, office coordinators, and other non-supervisory employees who want to improve their leadership skills. New supervisors should take Introduction to Supervision (SUPV7001D).

SESSION SCHEDULE	LOCATION
2/12/19	1 p.m. Eastern
6/4/19	1 p.m. Eastern
9/3/19	1 p.m. Eastern

Managing Employee Trust

SUPV7089D 1 Day 0.6 CPE \$449

Increase the effectiveness and efficiency of your team by building trust. Statistical research documents that trust drives about two-thirds of organizational performance. Participants will complete a survey entitled "Organizational Communications," enabling them to identify trust shortfalls at their agency. Based on learning during the course, participants will formulate a specific plan to enhance agency trust and performance. This plan will include actions the participant directly controls, as well as persuading other leaders to work at building trust and enhancing agency productivity.

WHO SHOULD ATTEND?

Team leaders, supervisors, managers, and professionals in influential positions

SESSION SCHEDULE	LOCATION
7/17/19 - 7/17/19	Washington, DC
9/4/19 - 9/4/19	Washington, DC



Schedule
Contract GS-10F-0228P

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Managing Multiple Priorities

ADMB7007D 1 Day 0.6 CPE \$449

Regain control over your workload, increase your efficiency, and ease your stress. Learn ways to dig out from beneath the mountain of paperwork, emails, and assignments, and eliminate anxiety over and frustration about your many responsibilities. Discover strategies for goal setting and prioritizing, as well as methods for overcoming procrastination. Learn to handle professional challenges with confidence!

WHO SHOULD ATTEND?

All individuals who want to learn practical skills to manage and gain control over their workloads, increase their efficiency, set goals, prioritize tasks, and overcome procrastination

SESSION SCHEDULE	LOCATION
2/6/19 - 2/6/19	Washington, DC
4/17/19 - 4/17/19	Washington, DC
6/5/19 - 6/5/19	Washington, DC
6/26/19 - 6/26/19	Washington, DC
7/24/19 - 7/24/19	Washington, DC
8/21/19 - 8/21/19	Washington, DC
9/17/19 - 9/17/19	Washington, DC

Where Government Contractors Go For Training

Did you know that the same training we provide to the federal government is also available to government contractors?

As a leading provider of training and professional development for the federal government, our purpose is to help support organizational missions. If that mission includes the support of government contractors, we are here to help.

A well-trained and knowledgeable staff is important. We can work with you and your contractors to help ensure they are trained in various functions of government. From a complete knowledge of federally mandated laws and guidelines to knowing how to work in a government office environment, we can provide the tools to help your contractors be successful.

For more information on training opportunities for government contractors, please contact our Business Development team at 1.800.787.9074.





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At Graduate School USA, we know that getting the proper training to prepare yourself for the real-life challenges you face every day is important. That's why many of our classes are guaranteed to run as scheduled.

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Planning, Managing and Problem Solving



graduateschool.edu/lm

Administrative Officers Workshop

MGMT8102D **2 Days** **1.2 CEU** **\$799**

Learn what is expected of an administrative officer and what it takes to excel and stay ahead of ever-changing priorities. A must for all federal administrative officers and staff, this fast-paced, three-day seminar provides you with a practical look at the functions of the administrative officer, including the roles of information broker, communications expert, office manager, change agent, budget analyst, and acquisition specialist. Topics of current interest, such as new human resources practices and federal performance management, are provided through recorded presentations by subject experts, followed by in-class discussions.

WHO SHOULD ATTEND?

Administrative officers at the regional and headquarters level and others who perform administrative duties. Participants who took the course three or more years ago are encouraged to return to refresh their knowledge and skills.

SESSION SCHEDULE

LOCATION

4/16/19 - 4/18/19.....	Washington, DC
6/17/19 - 7/11/19.....	Washington, DC
7/15/18 - 7/17/19.....	Virginia Beach, VA
7/30/19 - 8/1/19.....	Washington, DC
8/20/19 - 8/22/19.....	Washington, DC
9/17/19 - 9/19/19.....	Denver, CO

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Decision Making and Problem Solving

MGMT8102D 2 Days 1.2 CEU \$799

Learn strategies to improve the impact of your decisions. Learn how to evaluate the possible outcomes of various decisions. You increase your productivity and gain confidence as you learn a variety of decision-making strategies and how to resolve problems constructively.

This course applies towards completion of the DoD Financial Management Certification Program.

WHO SHOULD ATTEND?

Supervisors, managers, branch chiefs, division heads, team leaders, and professionals in influential positions

SESSION SCHEDULE

5/6/19 - 5/7/19	Washington, DC
7/31/19 - 8/1/19	Washington, DC

Negotiating Techniques

MGMT914D 2 Days 1.2 CPE \$699

Learn to create win-win situations and improve work relationships with colleagues, employees, customers, and others. Focus on issues of negotiation, including using multiple strategies; applying the no-fault formula; interest-based methods; and empathy in the negotiation process.

This course applies towards completion of the DoD Financial Management Certification Program.

WHO SHOULD ATTEND?

New managers, participants in management development programs, current supervisors, and prospective managers interested in developing strong management knowledge and skills

SESSION SCHEDULE

LOCATION

1/30/19 - 1/31/19	Washington, DC
4/8/19 - 4/9/19	Washington, DC
5/16/19 - 5/17/19	Washington, DC
6/3/19 - 6/4/19	Washington, DC
7/23/19 - 7/24/19	San Francisco, CA
8/13/19 - 8/14/19	Washington, DC



Schedule
Contract GS-10F-0228P

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Office Management

ADMB7009D 3 Days 1.8 CPE \$899

Raise the performance level of your office by implementing practical strategies gained through hands-on experience. Acquire skills in team building, goal setting, leadership development, conflict resolution, and decision making. Become adept at working with others to set goals, improve performance, and develop your leadership skills.

WHO SHOULD ATTEND?

All individuals who want to learn practical skills to manage and gain control over their workloads, increase their efficiency, set goals, prioritize tasks, and overcome procrastination

SESSION SCHEDULE	LOCATION
4/22/19 - 4/24/19	Washington, DC
7/23/19 - 7/25/19	Washington, DC
9/9/19 - 9/11/19	Washington, DC

Preparing to Lead in the 21st Century

MGMT9020D 2 Days 1.2 CPE \$799

Gain a fundamental understanding of leadership and an increased awareness of your own leadership capacities. Receive opportunities to experience personal leadership while building skills in self-awareness and critical thinking. Discover how to integrate a leadership mind-set into your everyday activities and how to approach situations in a collaborative and self-directed manner.

This course applies towards completion of the DoD Financial Management Certification Program.

WHO SHOULD ATTEND?

New managers, participants in management development programs, current supervisors, and prospective managers interested in developing strong management knowledge and skills

SESSION SCHEDULE	LOCATION
1/23/19 - 1/24/19	Washington, DC
5/22/19 - 5/23/19	Washington, DC
8/5/19 - 8/6/19	Washington, DC

ON-SITE TRAINING

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- Customize the training so it is specific to your agency.

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Problem Solving

ADMB8129D 2 Days 1.2 CEU \$649

Understand problem solving as a process that relates to all positions in all agencies. Learn critical- and creative-thinking strategies to enhance your problem-solving abilities. Define problems by thoroughly analyzing their causes and effects. Brainstorm possible solutions and decide which one would work best at your unit or department. Apply your proposed solution and evaluate it, discovering what works well and what could be improved. Then implement your solution and monitor it. Learn to solve problems by yourself and also as part of a group or larger organization.

This course applies towards completion of the DoD Financial Management Certification Program.

WHO SHOULD ATTEND?

Supervisors, managers, branch chiefs, division heads, team leaders, and professionals in influential positions

SESSION SCHEDULE	LOCATION
4/16/19 - 4/17/19.....	Washington, DC
6/24/19 - 6/25/19.....	Washington, DC
7/30/19 - 7/31/19.....	Washington, DC

Strategic Planning for Government Organizations

MGMT9200D 3 Days 1.8 CPE \$979

Use strategic planning, lessons learned from Government Performance and Results Act (GPRA) implementation, and practical guidance to create a solid framework to meet your organization’s challenges. Discover how to develop and use mission statements, strategic plans, and performance plans to achieve measurable results. Bridge the gap between strategic planning and the budget process and learn how the management scorecard is linked to GPRA

This course applies towards completion of the DoD Financial Management Certification Program.

WHO SHOULD ATTEND?

Supervisors, managers, branch chiefs, division heads, team leaders, and professionals in influential positions

SESSION SCHEDULE	LOCATION
1/29/19 - 1/31/19.....	Washington, DC
4/2/19 - 4/4/19.....	Washington, DC
5/15/19 - 5/17/19.....	Washington, DC
6/24/19 - 6/26/19.....	Washington, DC
8/5/19 - 8/7/19.....	Washington, DC
8/6/19 - 8/8/19.....	San Francisco, CA
9/30/19 - 10/2/19.....	Washington, DC

System Thinking

LEAD8100L 2 Days 1.2 CEU Contract Only

Find out how your organization really works and gain insight into tackling workplace issues through systems thinking. Develop systems thinking skills for everyday use. Assist work teams with complex problems and design appropriate interventions by learning the vocabulary for communicating about systems, casual diagramming techniques and the use of systems archetypes in practical settings.

WHO SHOULD ATTEND?

This course is ideal for executives who want to understand how systems thinking can help them and their organizations be more productive using various tools like Lean Six Sigma and risk reduction strategies. In order to receive a certificate of completion for Systems Thinking, learners must attend all days of instruction and complete all course requirements.

In order to receive a certificate of completion for Congressional Operations Workshop, learners must attend all days of instruction and complete program requirements.

SESSION SCHEDULE

Available by Contract Only

The Leadership Challenge®

LEAD8010L 2 Days 1.2 CPE \$1149

“Leadership is about how leaders mobilize others to want to get extraordinary things done.”
Jim Kouzes & Barry Posner

The Leadership Challenge® is the solution for you if you want to become the very best leader in every aspect of your life. Discuss practices leaders use to transform values into actions, visions into realities, obstacles into innovations, and risks into rewards. Based on the research of award-winning and best-selling authors, Jim Kouzes and Barry Posner, learn the Five Best Practices of Exemplary Leadership identified through their research. Explore how you can go places you have never been before, and also take others with you in the future.

This course applies towards completion of the DoD Financial Management Certification Program.

WHO SHOULD ATTEND?

Supervisors, managers, branch chiefs, division heads, team leaders, and professionals in influential positions

SESSION SCHEDULE	LOCATION
2/19/19 - 2/20/19	Washington, DC
4/23/19 - 4/24/19	Washington, DC
6/10/19 - 6/11/19	Washington, DC
11/14/19 - 11/15/19	Washington, DC

The Power of Influence over Authority

MGMT7120D 1 Days 0.6 CEU \$499

Great leaders leverage their power and authority to influence others. While authority and power may lead to compliance, a more powerful force, influence, leads to commitment. Discover the key elements associated with influencing others: the strategic use of power; motivating your employees; and building and nurturing trust.

This course applies towards completion of the DoD Financial Management Certification Program.

This course is part of the Team Leader Certificate Program.

WHO SHOULD ATTEND?

New team leaders and team members seeking leadership opportunities

SESSION SCHEDULE	LOCATION
6/18/19 - 6/18/19.....	Washington, DC
7/17/19 - 7/17/19.....	Washington, DC

Time Management

ADMB7028D 3 Days 1.8 CEU \$899

Discover practical techniques for managing time and increasing your professional and personal effectiveness. Learn how to devote time to the most important tasks and goals; how to organize yourself; and how to organize your environment. Implement strategies for handling interruptions, anticipating deadlines, and motivating yourself.

WHO SHOULD ATTEND?

All individuals who want to learn practical skills to manage their time and increase their professional and personal effectiveness

SESSION SCHEDULE	LOCATION
2/12/19 - 2/13/19.....	Washington, DC
3/21/19 - 3/22/19.....	Washington, DC
6/10/19 - 6/11/19.....	Washington, DC
7/24/19 - 7/25/19.....	Washington, DC
8/29/19 - 8/30/19.....	Washington, DC

Understanding Government Directives and Policy



graduateschool.edu/lm

Congressional Operations Workshop

LEAD9200L

2 Days

1.2 CEU

Contract Only

This course provides a comprehensive overview of congressional operations, culture, and the legislative process. Participants come away with a deeper understanding of Congress as an institution; the committee system; communication with members and staff; business on the Senate and House floors; resolving differences; the budget process; and key resources.

WHO SHOULD ATTEND?

This course is ideal for executives who want a better understanding of the complex workings of Congress and of the roles the various agencies and influencers of congressional actions play.

In order to receive a certificate of completion for Congressional Operations Workshop, learners must attend all days of instruction and complete program requirements.

SESSION SCHEDULE

Available by Contract Only

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Writing ECQ Statements

LEAD9100L

1 Day

.6 CEU

Contract Only

Review the history and requirements of the Senior Executive Service with a focus on policies, procedures and the application process. Use the Office of Personnel and Management's guidelines for writing Executive Core Qualification statements (ECQs) to gain an understanding of the competencies that comprise each ECQ. You are guided through a self-assessment and will write ECQ statements with the assistance of a coach.

WHO SHOULD ATTEND?

This course is ideal for executives who want to better understand the process for applying to the SES and get practical guidance on how to capture their key accomplishments using the Writing ECQ statements framework. In order to receive a certificate of completion for Writing ECQ Statements, learners must attend all days of instruction and complete all course requirements.

SESSION SCHEDULE

Available by Contract Only

Telework: A Manager's Perspective

MGMT9021D

Contract Only

Discuss how to motivate and equip managers to initiate telework agreements. Discover the requirements of the Telework Enhancement Act of 2010 (Public Law 111-292), and discuss the benefits and challenges of implementing those requirements. Recognize the similarities in managing on-site and off-site employees, and learn tips for managing teams through a successful telework program. Analyze position descriptions and employee characteristics to assess suitability for telework and explore real-life team scenarios. Discover helpful resources, including links to online tools, for use back at the office. Leave this course one step closer to implementing a successful telework program.

This course applies towards completion of the DoD Financial Management Certification Program.

WHO SHOULD ATTEND?

Supervisors, managers, branch chiefs, division heads, team leaders, and professionals in influential positions

SESSION SCHEDULE

Available By Contract Only

ON-SITE TRAINING

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