Leadership Curriculum
Great leaders don’t just know the way, they show the way.

The best leaders are always learning, and for nearly a century, they’ve been learning from us.
Let Graduate School USA help you achieve your leadership career goals and your agency’s mission.

Visit www.graduateschool.edu/lm for more information.

Accredited by the Accrediting Council for Continuing Education & Training

Graduate School USA is a private, not-for-profit educational institution, not affiliated with the federal government or any federal agency or department.
The demand for resilient, emotionally intelligent, and competent change agents is at an all-time high. Executives, supervisors, and managers face great challenges today: doing more with less, maintaining public trust, and navigating changing priorities. It is important to have the right people in the right jobs, and to provide the appropriate training to prepare them to perform effectively.

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

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.

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!
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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.
The Center for Leadership and Management (CLM) believes that leaders exist, and can affect change, at all levels of an organization. Our long-term 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 learning, 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 ranges 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 Benefit
Graduates of the Center’s programs come away with the following:

- Increased capacity to serve at all levels of the government
- Expanded knowledge and skill sets 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 www.graduateschool.edu/clm, or call 202.314.3580.
Center for Leadership and Management
Aspiring Leader Program

Theme: Foundation of Leadership
Participants: GS 4–6

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.
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

Core Competency-Based Training
- Fundamental leadership competencies
- Oral and written communication
- Facilitation of effective relationships
- Personal branding

Benefit
- 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

To Apply to the Program:
To submit an application, go to register.graduateschool.edu. Select the desired program to view information and apply.

Before applying to the program, please check with your agency’s program coordinator or training officer 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Session</th>
<th>Dates</th>
<th>Year</th>
<th>Application Deadline</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>ALP 2020-1</td>
<td>Week I</td>
<td>March 9–13</td>
<td>2020</td>
<td>Until Filled</td>
<td>Washington, DC</td>
</tr>
<tr>
<td></td>
<td>Week II</td>
<td>April 13–17</td>
<td>2020</td>
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<td>Washington, DC</td>
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<tr>
<td>ALP 2020-2</td>
<td>Week I</td>
<td>July 20–24</td>
<td>2020</td>
<td>Until Filled</td>
<td>Washington, DC</td>
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<tr>
<td></td>
<td>Week II</td>
<td>August 24–28</td>
<td>2020</td>
<td></td>
<td>Washington, DC</td>
</tr>
</tbody>
</table>

*Dates and locations are subject to change.
Theme: Leading Self
Participants: GS 7–11
The New Leader Program is a six-month program designed to develop future public service leaders, with a heavy emphasis on self and team development.
Assessments, experiential learning, and individual development opportunities are integrated into a competency-based learning approach to effectively enhance core leadership competencies.
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.

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

<table>
<thead>
<tr>
<th>DoD Leadership Competency</th>
<th>MyLearn Course Identifier</th>
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<tbody>
<tr>
<td>Lead Teams/Projects</td>
<td>L1304</td>
</tr>
<tr>
<td>Lead Self</td>
<td>L1304</td>
</tr>
</tbody>
</table>
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

Benefit
- 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. 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

<table>
<thead>
<tr>
<th>Program</th>
<th>Session</th>
<th>Dates</th>
<th>Year</th>
<th>Application Deadline</th>
<th>Locations</th>
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<tr>
<td>NLP 2020-1</td>
<td>Week I</td>
<td>March 16–20</td>
<td>2020</td>
<td>February 14, 2020</td>
<td>Washington, DC</td>
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<td></td>
<td>Week II</td>
<td>June 15–19</td>
<td>2020</td>
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<tr>
<td></td>
<td>Week III</td>
<td>September 14–18</td>
<td>2020</td>
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<tr>
<td>NLP 2020-2</td>
<td>Week I</td>
<td>August 17–21</td>
<td>2020</td>
<td>July 17, 2020</td>
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<td></td>
<td>Week II</td>
<td>November 16–20</td>
<td>2020</td>
<td>Or when filled</td>
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<td>Week III</td>
<td>February 22–26</td>
<td>2021</td>
<td></td>
<td>Washington, DC</td>
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</table>

*Dates and locations are subject to change.
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.
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

Assessments
- Leadership Effectiveness Inventory (LEI)
- Conflict Management/Style
- Personality Type
- GSUSA 360° Assessment Tool

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

To Apply to the Program:
To submit an application, go to register.graduateschool.edu. 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.

<table>
<thead>
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<th>Program</th>
<th>Session</th>
<th>Dates</th>
<th>Year</th>
<th>Application Deadline</th>
<th>Locations</th>
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<td>Week 1:</td>
<td>May 4–8</td>
<td>2020</td>
<td>April 12, 2020</td>
<td>Washington, DC</td>
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<td>Week 2:</td>
<td>August 3–7</td>
<td>2020</td>
<td>Or when filled</td>
<td>Washington, DC</td>
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<td>Week 3:</td>
<td>November 2–6</td>
<td>2020</td>
<td></td>
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<td>Week 4:</td>
<td>February 1–5</td>
<td>2021</td>
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<td>Washington, DC</td>
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<tr>
<td>ELP 2021-2</td>
<td>Week 1:</td>
<td>September 13–18</td>
<td>2020</td>
<td>August 14, 2020</td>
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<tr>
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<td>Week 2:</td>
<td>December 6–11</td>
<td>2020</td>
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<td>Week 3:</td>
<td>February 28 – March 5</td>
<td>2020</td>
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<td>San Antonio, TX*</td>
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<td>Week 4:</td>
<td>June 6-11</td>
<td>2021</td>
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<td>Towson, MD</td>
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</table>

*Dates and locations are subject to change.
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.
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

Benefit
• 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. 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

<table>
<thead>
<tr>
<th>Program</th>
<th>Session</th>
<th>Dates</th>
<th>Year</th>
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<td>February 28, 2020</td>
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<td>Week 2:</td>
<td>August 10–14</td>
<td>2020</td>
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<td>Week 3:</td>
<td>December 7–11</td>
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<td>April 5–9</td>
<td>2021</td>
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<td>EPP 2021-2</td>
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<td>January 11–15</td>
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<td>Week 3:</td>
<td>May 17–21</td>
<td>2021</td>
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<td>Week 4:</td>
<td>October 18–22</td>
<td>2021</td>
<td></td>
<td>Washington, DC</td>
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</table>

*Dates and locations are subject to change.
Are you a senior-level executive looking for training and developmental experiences that prepare you to lead at the highest levels? Our Senior Leadership Seminars bring 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 series 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.
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. Washington Executive Seminar focuses on the political aspects of serving as a senior executive in the federal government. Faculty include former House staffers, political appointees, and senior executives from GAO, OMB, or other federal agencies.

June 15–26, 2020 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.

May 18–20, 2020 Washington, DC
September 21–23, 2020 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.

February 25–27, 2020 Washington, DC
April 6–8 2020 Washington, DC
June 10–12, 2020 Washington, DC
September 28–30, 2020 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.

March 25–27, 2020 Washington, DC
June 10–12, 2020 Washington, DC
September 8–10, 2020 Washington, DC
December 2–4, 2020 Washington, DC
Building Effective Organizational Relationships: A Supervisor’s Rx

COMM8210D 2 Days 1.2 CEU $899

While managing the organization’s critical human resource and striving to meet the organization’s goals are an integral part of the supervisor’s job, one of the most important abilities each supervisor needs is knowing how to build quality relationships with those who work with and for them. This two-day course will introduce supervisors to the concepts of Social Intelligence and use the SOCIAL STYLES INVENTORY as a framework for learning how to improve your effectiveness as a supervisor in building, managing, and sustaining quality relationships in the workplace.

WHO SHOULD ATTEND?
Supervisors, team leaders, and managers who want to enhance their relationships with their subordinates, superiors, and peers

LEARNING OUTCOMES
- Build Awareness of Social Styles and Understand your Social Style
- Develop an understanding of ways to use Social Style to enhance your relationships/communications with others
- Learn the relevance and power of the Psychological Contract that in social relationships, especially with one’s supervisor
- Improve personal and operational relationships with subordinates, peers and superiors
- Enhance your skill in giving and receiving feedback

SESSION SCHEDULE
3/11/20 – 3/12/20 .................................. Washington, DC
6/22/20 – 6/23/20 .................................. Washington, DC
9/8/20 – 9/9/220 .................................... Washington, DC

Building Effective Organizational Relationships: An Employee’s Rx

COMM7210D 2 Days 1.2 CEU $899

In today’s work world, workers encounter many challenges. Perhaps no challenge is greater than building, managing, and sustaining quality relationships with coworkers and supervisors. To be successful, one must understand what is involved in building and managing relationships. This two-day course will introduce you to the SOCIAL STYLES INVENTORY and concepts of Social Intelligence. It explores ways of using your social style and social intelligence to build quality relationships and help you become even more skilled in building quality relationships in the workplace.

WHO SHOULD ATTEND?
Any individual who wants to improve their relationship with peers, team members, supervisors, and others

LEARNING OUTCOMES
- Build Awareness of Social Styles and Understand your Social Style
- Develop an understanding of ways to use Social Style to enhance your relationships/communications with others
- Learn the relevance and power of the Psychological Contract that in social relationships, especially with one’s supervisor
- Improve personal and operational relationships with subordinates, peers, and superiors
- Enhance your skill in giving and receiving feedback

SESSION SCHEDULE
3/9/20 – 3/10/20 .................................. Washington, DC
6/24/20 – 6/25/20 ................................. Washington, DC
9/10/20 – 9/11/20 ................................. Washington, DC
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.

WHO SHOULD ATTEND?
Team leaders, supervisors, managers, and professionals in influential positions

SESSION SCHEDULE
3/23/20 – 3/24/20 ......................... Washington, DC
4/20/20 – 4/21/20 ......................... Washington, DC
5/21/20 – 5/22/20 ......................... Washington DC
7/23/20 – 7/24/20 ......................... Washington, DC
9/24/20 – 9/25/20 ......................... Washington, DC
11/23/20 – 11/24/20 ...................... Washington, DC

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 and 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 and take others with you in the future.

WHO SHOULD ATTEND?
Supervisors, managers, branch chiefs, division heads, team leaders, and professionals in influential positions

SESSION SCHEDULE
2/18/20 – 2/19/20 ......................... Washington, DC
4/22/20 – 4/23/20 ......................... Washington, DC
6/8/20 – 6/9/20 ......................... Washington, DC
9/28/20 – 9/29/20 ......................... Washington, DC
11/16/20 – 11/17/20 ...................... Washington, DC

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

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This course is part of the Certificat Program in Grants Management and the Manager Certificat Program.

www.graduateschool.edu  888.744.GRAD  17
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 strong performance can only be preceded by effective preparation. Our leadership and management curriculum is designed to prepare you to fulfil 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. Graduate School USA is committed to remaining an effective partner in assuring the health of 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 information on our current one- to five-day open enrollment courses. We also offer online courses, and contract-only courses that can be delivered on-site.
Certificate  in Leadership, Supervision, and Management

Given the challenges facing government — increased accountability, changing laws and regulations, tighter budgets — the demand for skilled leaders is greater than ever. Graduate School USA’s Certificate 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 www.graduateschool.edu/certificate 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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>CPE</th>
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<tbody>
<tr>
<td>Leadership Skills for Non-Supervisors OR</td>
<td>ADMB7006D</td>
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<tr>
<td>Leadership Skills for Non-Supervisors Online Course</td>
<td>ADMB7506A</td>
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<tr>
<td>From Peer to Leader: Successfully Navigating the Transition</td>
<td>MGMT7125D</td>
<td>0.6 CEU</td>
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<tr>
<td>Jump-Starting High-Performing Teams</td>
<td>TDEV7021D</td>
<td>1.2CEU</td>
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<tr>
<td>Leading Teams and Groups OR</td>
<td>TDEV8500A</td>
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<tr>
<td>Leading Teams and Groups Online Course</td>
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<td>Coaching Skills for Today’s Leaders</td>
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Elective Courses (Select 2)

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<tr>
<td>Principles for Managing Projects</td>
<td>PGM7012D</td>
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<tr>
<td>Facilitator Workshop</td>
<td>TDEV8120D</td>
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<tr>
<td>Fundamentals of Writing</td>
<td>WRIT7010D</td>
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</table>
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**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>CPE</th>
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<tbody>
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<tr>
<td>Federal Human Resources Management for Supervision and Managers</td>
<td>PMGT7102D</td>
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<td>Constructive Conflict Resolution</td>
<td>COMM7004D</td>
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<tr>
<td>Coaching Skills for Today's Leaders</td>
<td>MGMT9002D</td>
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<td>Decision Making and Problem Solving</td>
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**Elective Courses (Select 2)**

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<td>Telework: A Manager’s Perspective</td>
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<tr>
<td>Leadership Communication</td>
<td>MGMT8112D</td>
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</table>

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**

<table>
<thead>
<tr>
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<tr>
<td>Emotionally Intelligent Leaders</td>
<td>LEAD8007L</td>
<td>1.2 CEU</td>
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<tr>
<td>Introduction to Financial Management</td>
<td>FINC70000D</td>
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<td>Strategic Human Capital Management</td>
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**Elective Courses (Select 2)**

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<tr>
<td>EEO for Supervisions and Managers</td>
<td>EEOP8101D</td>
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</table>
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
5/20/20 – 5/21/20 .......................... Washington, DC
6/22/20 – 6/23/20 ............................ Washington, DC
7/22/20 – 7/23/20 ............................ Washington, DC
8/19/20 – 8/20/20 ............................. Washington, DC

www.graduateschool.edu/lm
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.

WHO SHOULD ATTEND?
Team leaders, supervisors, managers, and professionals in influential positions

SESSION SCHEDULE  LOCATION
3/10/20 – 3/13/20  .....................................Washington, DC
4/14/20 – 4/17/20  .....................................Washington, DC
5/12/20 – 5/15/20  .....................................Washington, DC
6/23/20 – 6/26/20  .....................................Washington, DC
7/7/20 – 7/10/20  .....................................Washington, DC
9/22/20 – 9/25/20  .....................................Washington, DC
11/17/20 – 11/20/20  .....................................Washington, DC

From Peer to Leader: Successfully Navigating the Transition
MGMT7125D  1 Day  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.

WHO SHOULD ATTEND?
New team leaders and team members seeking leadership opportunities

SESSION SCHEDULE  LOCATION
1/14/20 – 1/14/20  ...................................Washington, DC
3/10/20 – 3/10/20  ...................................Washington, DC
4/14/20 – 4/14/20  ...................................Washington, DC
6/2/20 – 6/2/20  ......................................Washington, DC
7/7/20 – 7/7/20  ......................................Washington, DC
8/18/20 – 08/18/20  ...................................Washington, DC

This course is part of the Team Leader Certificate Program.

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

DoD Leadership Competency  MyLearn Course Identification
Lead Self  L1779
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.

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

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<th>LOCATION</th>
<th>SESSION SCHEDULE</th>
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<td>7/20/20 – 7/24/20</td>
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<td>Washington, DC</td>
<td>8/17/20 – 8/21/20</td>
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<td>Washington, DC</td>
<td>9/21/20 – 9/25/20</td>
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For more information, visit www.graduateschool.edu/gsa or call 800.787.9074.
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.

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
1/27/20 – 1/31/20 .................................. Washington, DC
2/24/20 – 2/28/20 .................................. Washington, DC
3/16/20 – 3/20/20 .................................. Washington, DC
4/13/20 – 4/17/20 .................................. Washington, DC
4/20/20 – 4/24/20 .................................. Virginia Beach, VA
4/27/20 – 5/1/20 .................................. Virginia Beach, VA
5/11/20 – 5/15/20 ................................. Atlanta, GA
5/18/20 – 5/22/20 .................................. Washington, DC
6/1/20 – 6/5/20 .................................. Washington, DC
6/8/20 – 6/12/20 .................................. San Diego, CA
6/15/20 – 6/19/20 .................................. Washington, DC
6/22/20 – 6/26/20 .................................. Atlanta, GA
7/6/20 – 7/10/20 .................................. Virginia Beach, VA
7/13/20 – 7/17/20 .................................. San Diego, CA
7/13/20 – 7/17/20 .................................. Washington, DC
7/20/20 – 7/24/20 .................................. Denver, CO
7/27/20 – 7/31/20 .................................. Washington, DC
8/3/20 – 8/7/20 .................................. Atlanta, GA
8/10/20 – 8/14/20 .................................. Washington, DC
8/17/20 – 8/21/20 .................................. Denver, CO
8/24/20 – 8/28/20 .................................. Washington, DC
8/31/20 – 9/4/20 .................................. Denver, CO
9/14/20 – 9/18/20 .................................. Washington, DC
9/21/20 – 9/25/20 .................................. San Diego, CA
9/28/20 – 10/2/20 .................................. Washington, DC
10/5/20 – 10/9/20 .................................. San Diego, CA
11/16/20 – 11/20/20 .................................. Washington, DC
12/07/20 – 12/11/20 .................................. Washington, DC

This course is part of the Supervision Certificate Program.

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

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<td>Lead People</td>
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</table>
Jump Starting High-Performing Teams: The Fundamentals

TDEV7021D  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 course. Bring this course on-site to train your entire team cost effectively.

WHO SHOULD ATTEND?
New team leaders and team members seeking leadership opportunities

SESSION SCHEDULE  LOCATION
2/19/20 – 2/20/20 ......................... Washington, DC
4/1/20 – 4/2/20 ............................. Washington, DC
5/19/20 – 5/20/20 ............................. Washington, DC
6/15/20 – 6/16/20 ............................. Washington, DC
7/13/20 – 7/14/20 ............................. Washington, DC
8/3/20 – 8/4/20 .............................. Washington, DC
9/2/20 – 9/3/20 .............................. Washington, DC

Jump Starting High-Performing Teams — Live Online

TDEV7101A  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 course. Bring this course on-site to train your entire team cost effectively.

ONLINE COURSE
• Two half-day online course; two sessions of two hours of live instructor-led interaction per week
• Sessions will include practical individual and group exercises, poll questions, and text and audio discussions.

WHO SHOULD ATTEND?
New team leaders and team members seeking leadership opportunities

SESSION SCHEDULE  LOCATION
5/12/20 – 5/21/20 ............................. Online
9/29/20 – 10/8/20 ............................. Online

This course is part of the Team Leader Certificate Program.

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

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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 www.graduateschool.edu/gsa.
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.

WHO SHOULD ATTEND?
Supervisors, managers, branch chiefs, division heads, team leaders, and professionals in influential positions

SESSION SCHEDULE
LOCATION
2/10/20 – 2/14/20 .......................... Washington, DC
4/6/20 – 4/10/20 .......................... Washington, DC
6/22/20 – 6/26/20 .......................... Washington, DC
7/13/20 – 7/17/20 .......................... Washington, DC
7/20/20 – 7/24/20 .......................... 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.

WHO SHOULD ATTEND?
Supervisors, managers, branch chiefs, division heads, team leaders and professionals in influential positions

SESSION SCHEDULE
LOCATION
1/28/20 – 1/29/20 .......................... Washington, DC
5/6/20 – 5/7/20 .......................... Washington, DC
6/16/20 – 6/17/20 .......................... Washington, DC
7/6/20 – 7/7/20 .......................... Washington, DC
8/4/20 – 8/5/20 .......................... Washington, DC

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

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This course is part of the Supervision Certification Program.
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.

WHO SHOULD ATTEND?
Supervisors, managers, branch chiefs, division heads, and professionals in influential positions

SESSION SCHEDULE LOCATION
2/11/20 – 2/13/20 ...................... Washington, DC
3/9/20 – 3/11/20 ...................... Washington, DC
4/6/20 – 4/8/20 ...................... Washington, DC
5/20/20 – 5/22/20 ...................... Washington, DC
6/9/20 – 6/11/20 ...................... Washington, DC
6/16/20 – 6/18/20 ...................... Virginia Beach, VA
6/23/20 – 6/25/20 ...................... Virginia Beach, VA
7/8/20 – 7/10/20 ...................... Washington, DC
8/11/20 – 8/13/20 ...................... Washington, DC
9/21/20 – 9/23/20 ...................... Washington, DC
10/13/20 – 10/15/20 ...................... Washington, DC
11/4/20 – 11/6/20 ...................... Washington, DC
12/8/20 – 12/10/20 ...................... Washington, DC

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
3/24/20 – 0/25/20 ...................... Washington, DC
4/14/20 – 4/15/20 ...................... Washington, DC
5/18/20 – 5/19/20 ...................... Washington, DC
6/23/20 – 6/24/20 ...................... Washington, DC
07/15/20 – 7/16/20 ...................... Washington, DC
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8/12/20 – 8/13/20 ...................... Washington, DC
8/18/20 – 8/19/20 ...................... Washington, DC
9/3/20 – 9/4/20 ...................... Washington, DC
11/16/20 – 11/17/20 ...................... Washington, DC

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Accredited by the Accrediting Council for Continuing Education & Training
Coaching Skills for Today’s Leaders

MGMT9002D  1 Day  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.

WHO SHOULD ATTEND?
Supervisors, managers, branch chiefs, division heads, team leaders, and professionals in influential positions

SESSION SCHEDULE  LOCATION
1/29/20 – 1/29/20 ..................................................Washington, DC
3/10/20 – 3/10/20 ..................................................Washington, DC
5/6/20 – 5/6/20 ..................................................Washington, DC
7/1/20 – 7/1/20 ..................................................Washington, DC
9/1/20 – 9/1/20 ..................................................Washington, DC

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.

Convenience
• Choose the best time to learn, based on employee workloads and schedules.
• Select courses to fit your needs.

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

For more information, visit www.graduateschool.edu/onsite or call 800.787.9074.
Leading Teams and Groups

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.

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

<table>
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<tr>
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<tbody>
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This course applies towards completion of the DoD Financial Management Certification Program.

DoD Leadership Competency MyLearn Course Identifiers

Lead Teams/Projects L3104

www.graduateschool.edu/lm
Leading Teams and Groups — Live 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.

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

2/24/20 – 3/4/20 ......................... Online
6/15/20 – 6/24/20 ....................... Online
9/28/20 – 10/7/20 ...................... Online

This course is part of the Team Leader Certification Programs.

Build the Skills for MISSION SUCCESS!

Training for the Department of Defense

GSUSA's courses cover critical DoD developmental areas and prepare you and your organization to succeed.

If you are seeking DoD financial management certification GSUSA has more than 100 courses that are mapped to DoD competencies, each of which is available for individual registration or for on-site delivery.

For more information, visit www.graduateschool.edu/defense or call 888.744.GRAD.
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.

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).

This course is part of the Team Leader Certification Program.

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

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SESSION SCHEDULE  LOCATION
1/14/20 – 1/15/20  ....................................... Washington, DC  
1/28/20 – 1/29/20  ....................................... Washington, DC  
2/18/20 – 2/19/20  ....................................... Washington, DC  
3/24/20 – 3/25/20  ....................................... Washington, DC  
4/8/20 – 4/9/20  ....................................... Washington, DC  
4/21/20 – 4/22/20  ....................................... Washington, DC  
5/6/20 – 5/7/20  ....................................... Washington, DC  
5/12/20 – 5/13/20  ....................................... Virginia Beach, VA  
5/18/20 – 5/19/20  ....................................... Washington, DC  
6/3/20 – 6/4/20  ....................................... Washington, DC  
6/11/20 – 6/12/20  ....................................... Denver, CO  
6/16/20 – 6/17/20  ....................................... Virginia Beach, VA  
6/23/20 – 6/24/20  ....................................... Washington, DC  
6/25/20 – 6/26/20  ....................................... Denver, CO  
7/6/20 – 7/7/20  ....................................... Washington, DC  
7/14/20 – 7/15/20  ....................................... Atlanta, GA  
7/16/20 – 7/17/20  ....................................... Denver, CO  
7/22/20 – 7/23/20  ....................................... Washington, DC  
7/28/20 – 7/29/20  ....................................... San Diego, CA  
8/5/20 – 8/6/20  ....................................... Washington, DC  
8/11/20 – 8/12/20  ....................................... Denver, CO  
8/12/20 – 8/13/20  ....................................... Atlanta, GA  
8/18/20 – 8/19/20  ....................................... Washington, DC  
8/25/20 – 8/26/20  ....................................... Virginia Beach, VA  
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9/22/20 – 9/23/20  ....................................... Virginia Beach, VA  
9/29/20 – 9/30/20  ....................................... Washington, DC  
10/13/20 – 10/14/20  ....................................... Washington, DC  
10/20/20 – 10/21/20  ....................................... Virginia Beach, VA  
10/28/20 – 10/29/20  ....................................... Washington, DC  
11/16/20 – 11/17/20  ....................................... Washington, DC  
12/8/20 – 12/9/20  ....................................... Washington, DC
Leadership Skills for Non-Supervisors — Live 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.

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

SESSION SCHEDULE  LOCATION
2/11/20 – 2/20/20 ...............................Online
6/2/20 – 6/11/20 .................................Online
9/15/20 – 9/24/20 ...............................Online

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
7/14/20 – 7/14/20 ...............................Washington, DC
Administrative Officer Workshop

MGMT8102D  2 Days  1.2 CEU  $799

Learn what is expected of an administrative office and what it takes to excel and stay ahead of ever-changing priorities. A must for all federal administrative officer and staff, this fast-paced, three-day seminar provides you with a practical look at the functions of the administrative office, 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 officer 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
5/20/20 – 5/22/20 ...................... Washington, DC
6/16/20 – 6/18/20 ...................... Denver, CO
7/14/20 – 7/16/20 ...................... Virginia Beach, VA
7/28/20 – 7/30/20 ...................... Washington, DC
9/15/20 – 9/17/20 ...................... Washington, DC

www.graduateschool.edu/lm
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.

WHO SHOULD ATTEND?
Supervisors, managers, branch chiefs, division heads, team leaders, and professionals in influential positions

SESSION SCHEDULE
4/21/20 – 4/22/20 .............................. Washington, DC
6/17/20 – 6/18/20 .............................. Washington, DC
8/11/20 – 8/12/20 .............................. Washington, DC

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
5/5/19 – 5/5/19 .................................. 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
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.

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
2/26/20 – 2/27/20 ..................Washington, DC
04/01/20 – 4/2/220 ..................Washington, DC
5/19/20 – 5/20/20 ..................Washington, DC
8/5/20 – 8/6/20 ..................Washington, DC
9/1/20 – 9/2/20 ..................Washington, DC

Offic 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
4/20/20 – 4/22/20 ..................Washington, DC
5/19/20 – 5/21/20 ..................Washington, DC
6/8/20 – 6/10/20 ..................Washington, DC
7/22/20 – 7/24/20 ..................Washington, DC
9/23/20 – 9/25/20 ..................Washington, DC

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

DoD Leadership Competency  MyLearn Course Identifier
Lead Teams/Projects  L1734

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

PROJ7020D 1 Day 0.6 CEU $699

This course provides a broad overview of project management using a standardized methodology, focusing on how to coordinate the most common (and useful) project deliverables. In this course, participants will learn how to approach tasks, armed with an understanding of project management and its consistent processes. They will become familiar with a standardized approach to project management and create common project management deliverables throughout the project life cycle.

LEARNING OUTCOMES

• Discuss the value of project management
• Describe common project management terms and concepts
• Create useful project management deliverables
• Use project management tools to manage project stakeholders

WHO SHOULD ATTEND?

• Individuals seeking a high-level, general understanding of project management
• Individuals working on project teams, or leading project teams
• Individuals seeking Professional Development Units
• Individuals seeking a comprehensive review of the PMI framework

SESSION SCHEDULE LOCATION
3/30/20 – 3/30/20 ✽ Washington, DC
5/12/20 – 5/12/20 ✽ Washington, DC
7/14/20 – 7/14/20 ✽ Washington, DC
9/23/20 – 9/23/20 ✽ Washington, DC
10/21/20 – 10/21/20 ✽ Washington, DC

Principles for Managing Projects

PGMT7012D 2 Days 1.2 CEU $1,299

This engaging introductory course is ideal for those seeking to understand the principles of managing projects in a professional setting. Participants discuss critical concepts in the life cycle of a project, examine the importance of different project roles, apply core project management tools using a working project, discuss effective ways to identify and manage key stakeholders, and more. Participants depart with a straightforward framework to effectively manage projects and key skills to support project success.

LEARNING OUTCOMES

• Describe general project management concepts and terminology
• Identify key project team roles and responsibilities
• Describe the importance of proper tracking to meet project commitments
• Apply basic project management tools and techniques

WHO SHOULD ATTEND?

Office professionals seeking a general understanding of project management tools and techniques; individuals who manage small, informal projects and seek a simple process/methodology to follow; employees who are periodically assigned to work on project teams

SESSION SCHEDULE LOCATION
2/12/20 – 2/13/20 ✽ Washington, DC
3/17/20 – 3/18/20 ✽ Washington, DC
4/20/20 – 4/21/20 ✽ Washington, DC
5/13/20 – 5/14/20 ✽ Washington, DC
6/15/20 – 6/16/20 ✽ San Diego, CA
6/22/20 – 6/23/20 ✽ Virginia Beach, VA
6/23/20 – 6/24/20 ✽ Washington, DC
7/15/20 – 7/16/20 ✽ Washington, DC
7/20/20 – 7/21/20 ✽ Denver, CO
8/17/20 – 8/18/20 ✽ San Diego, CA
8/18/20 – 8/19/20 ✽ Washington, DC
9/9/20 – 9/10/20 ✽ Washington, DC
9/14/20 – 9/15/20 ✽ Atlanta, GA
10/7/20 – 10/8/20 ✽ Washington, DC
11/2/20 – 11/3/20 ✽ Washington, DC
12/7/20 – 12/8/20 ✽ 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 mindset into your everyday activities and how to approach situations in a collaborative and self-directed manner.

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
2/21/20 – 2/22/20 .........................Washington, DC
4/14/20 – 4/15/20 .........................Washington, DC
6/1/20 – 6/2/20 ..........................Washington, DC
7/9/20 – 7/10/20 .........................Washington, DC
8/11/20 – 8/12/20 .........................Washington, DC

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

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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.

WHO SHOULD ATTEND?
Supervisors, managers, branch chiefs, division heads, team leaders, and professionals in influentia positions

SESSION SCHEDULE  LOCATION
3/17/20 – 3/19/20 .........................Washington, DC
4/1/20 – 4/3/20 ..........................Washington, DC
5/1/20 – 5/14/20 ..........................Washington, DC
6/1/20 – 6/3/20 ..........................Washington, DC
7/14/20 – 7/16/20 ..........................Washington, DC
8/10/20 – 8/12/20 ..........................Washington, DC
9/22/20 – 9/24/20 ..........................Washington, DC

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<td>Reporting and Analysis</td>
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**Systems 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

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**The Power of Influencing over Authority**

MGMT7120D 1 Day 0.6 CEU $499

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

**WHO SHOULD ATTEND?**

New team leaders and team members seeking leadership opportunities

**SESSION SCHEDULE**

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The Power of Influencing over Authority — Live Online

MGMT7120A  1 Day  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.

- Two half-day online course sessions; three hours of live instructor-led interaction per day
- Sessions will include practical individual and group exercises, poll questions, and text and audio discussions.

WHO SHOULD ATTEND?

New team leaders and team members seeking leadership opportunities

SESSION SCHEDULE    LOCATION
5/11/20 – 05/13/20 ................. Online
9/21/20 – 9/23/20 ................. Online

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
1/14/20 – 1/15/20 .................. Washington, DC
2/11/20 – 2/12/20 .................. Washington, DC
3/19/20 – 3/20/20 ................. Washington, DC
4/7/20 – 4/8/20 .................... Washington, DC
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7/13/20 – 7/14/20 ................. Washington, DC
8/3/20 – 8/4/20 .................... Washington, DC
9/2/20 – 9/3/20 .................... Washington, DC
10/6/20 – 10/7/20 ................. Washington, DC
11/4/20 – 11/5/20 ................. Washington, DC

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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 at roles the various agencies and influencers of congressional actions pla.

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

www.graduateschool.edu/lm
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.

WHO SHOULD ATTEND?
Supervisors, managers, branch chiefs, division heads, team leaders, and professionals in influential positions

SESSION SCHEDULE
Available By Contract Only

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

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