COURSE SYLLABUS

Applying Management Skills to Meet Organizational Goals Course

Gain practical leadership skills in managing budgets, human resources, and technology to align team performance with organizational priorities.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/applying-management-skills-to-meet-organizational-goals

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Course Outline

Module 1: Qualities of Effective Management

- See the “big picture” and align projects with mission, vision, and strategy.
- Build political savvy—relationships, influence, and awareness of organizational dynamics.
- Spot common barriers (poor communication, lack of delegation, weak relationships; skills gaps, conflict avoidance, resistance to change).
- Apply strategies to strengthen communication, delegate consistently, develop skills, address conflict, accept change, and keep a results focus.

Module 2: Financial Management Foundations

- Understand the federal budget cycle—formulation, congressional action, execution, and audit/review.
- Know key roles (CFO, budget analysts, accountants, auditors) and ethical/controls framework (A-11, A-123, GAO “Red Book,” Prompt Payment Act).
- Follow the transaction lifecycle from appropriation and apportionment to obligation, certification, and disbursement with required reporting.
- Apply strategies for effective stewardship: plan and justify budgets, execute within authority, monitor with metrics, and prepare for audits.

Module 3: Human Capital Management Foundations

- Define strategic HCM and OPM’s Human Capital Framework: Strategic Planning & Alignment, Talent Management, Performance Culture, Evaluation.
- Connect culture and mission to hiring, development, performance, and rewards; review PMA priorities and GAO success factors.
- Address trends—accountability, competition for talent, changing worker expectations, and shifting HR/manager roles.
- Clarify responsibilities at strategic, operational, and employee levels: workforce planning, development, performance management, labor relations.
- Measure and improve with data (e.g., HRStat), outcome metrics, and continuous evaluation for mission results.

Module 4: Technology Management Foundations

- Explain technology’s role (communication, automation, remote work, analytics, security) and survey current/emerging tools (IoT, cloud, biometrics, AI/RPA).
- Identify manager responsibilities: selecting solutions, modernization, governance, accessibility, cybersecurity, and policy compliance.

- Align tech to strategic plans; implement with clear objectives, stakeholder engagement, security/privacy, and change-management communications.
- Evaluate and sustain: track post-implementation performance and costs, plan scalable improvements, and deliver targeted training based on needs assessments.