COURSE SYLLABUS

Aspiring Leader Program

This six-week program is designed to prepare employees for leadership and professional growth. Understanding the importance of planning early in one's career, this program guides participants to develop a strategy for personal leadership and career development. The program has a target audience of GS professionals up to the Grade 7 level, or those who possess an equivalent classification in a wage grade series or in the private sector.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/aspiring-leader-program



CustomerRelations@graduateschool.edu • (888) 744-4723

Course Outline

Module 1: Setting the Stage for Career Growth

- Participate in the program overview and understand requirements for completion.
- Develop a personalized Career Blueprint to guide professional growth.
- Strengthen written communication skills through the Fundamentals of Writing session.
- Enhance public speaking abilities with targeted presentation skills training.
- Learn strategies for building and maintaining a strong professional network.

Module 2: Leadership Skills for Long-Term Success

- Master effective interpersonal communication techniques for professional environments.
- Navigate workplace conflict using practical strategies for resolution.
- Foster a results-driven culture to improve team and organizational performance.
- Deliver a Career Portfolio presentation showcasing development and achievements.
- Celebrate program completion at the Graduation Ceremony.