COURSE SYLLABUS

Master Certificate in Federal Financial Management - Level IV Certificate Program

This capstone-level certificate course prepares seasoned federal financial professionals to lead teams and supervise operations within the federal financial management environment. Learn leadership, strategic decision-making, and advanced financial oversight.

> Group classes (Washington, DC) and onsite training are available for this course.
> For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/certificates/master-certificate-in-federal-financial-management-level-iv-2024-april-requirements



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Course Outline

This package includes these courses

- Leading Teams and Groups Course (24 Hours)
- Decision Making and Problem Solving Course (16 Hours)
- Leadership Communication Course (16 Hours)
- Strategic Planning for Government Organizations Course (24 Hours)
- Advanced Appropriations Law Course (24 Hours)
- Activity Costing Executive Seminar for Performance Accountability Course (8 Hours)

Leading Teams and Groups Course

Learn best practices for team leadership, including defining roles, managing conflicts, and evaluating performance. This course equips leaders with tools to inspire teams and achieve organizational goals.

- Defining team leader roles and responsibilities.
- Setting team mission, goals, and roles.
- Managing conflicts and motivating team members.
- Leading virtual teams effectively.
- Evaluating team and group performance.

Decision Making and Problem Solving Course

Learn strategies to enhance your decision-making and problem-solving abilities in professional settings. This course equips

participants with tools to make thorough decisions and resolve issues constructively.

- Understand environmental factors influencing decisions.
- Learn structured processes for decision-making and problem-solving.
- Develop strategies to address challenges effectively.
- Enhance group collaboration in decision-making scenarios.
- Apply practical tools to make impactful and constructive choices.

Leadership Communication Course

Learn how to connect with people, build rapport, and bridge cultural and generational gaps to enhance leadership effectiveness. This course focuses on emotional intelligence, conflict resolution, and strategies for achieving consensus and driving results.

- Analyze the importance of strong leadership communication.
- Discuss the results of effective communication.
- Explore the elements of essential communication
- Practice strategies for better listening, connecting, building trust and consensus, bridging generational differences, and using emotional intelligence.
- Learn the benefits of developing a layered internal communication strategy.
- Learn how to use technology more effectively to communicate.
- Discuss strategies for conflict and change communication.

Strategic Planning for Government Organizations Course

This course provides practical guidance on creating mission statements, strategic plans, and performance measures to meet organizational challenges. Participants will bridge the gap between strategic planning and budgeting while aligning operations with measurable goals.

- Steps for developing, implementing, and managing a strategic plan.
- Creating measurable strategic goals and performance measures.
- Aligning organizational units with strategic objectives.
- Using performance measures to manage and monitor operations.
- Bridging strategic planning with the budget process and management scorecards.

Advanced Appropriations Law Course

Designed for those who have completed foundational appropriations law training, this advanced three-day course emphasizes real-world legal reasoning. Participants use GAO's Red Book and virtual research tools to resolve challenging obligation and funding queries.

- Provide authoritative guidance to decision makers on the legality of proposed actions.
- Use federal appropriations only for the purposes intended.
- Observe & adhere to critical time frames of federal appropriations.
- Avoid violations of the Antideficiency Act.
- Apply appropriations language to a specific situation.
- Use a reliable process for researching and making recommendations. on the proper use of federal funds.

Activity Costing Executive Seminar for Performance Accountability Course

- Understand the application and requirements of managerial accounting.
- Learn about the mechanics of activity based costing and the classification of costs.
- Recognize and avoid the pitfalls of misapplied costing approaches.
- Learn how to get started using activity based costing in your organization.
- Apply activity based costing to decisions and mission performance.