



GEORGETOWN UNIVERSITY

CERTIFICATE IN EXECUTIVE LEADERSHIP

The Certificate in Executive Leadership program is designed to impart the skill sets managers need to become organizational leaders and advance to senior positions within their organizations. Emphasis is placed on improving your ability to motivate your team, enhance business relationships, and achieve organizational objectives. Moreover, executives learn to achieve favorable outcomes through teamwork, partnerships, and coalition building. Through the program, executives develop lifelong relationships and join a network of high profile industry, government, and nonprofit professionals.

- Develop core leadership skills and competencies in communication, performance management, group dynamics, team building, workplace ethics, negotiation, and collaboration
- Understand organizational culture and dynamics in order to lead change and organizational transformation
- Develop healthy, effective organizations, units, and teams with compelling public identities
- Master business practices including planning, management, analysis, and budgeting
- Develop a power base and use that power to influence others within the politics of organizational life.

REQUIRED COURSES

Leadership, Vision, and Strategy (16hrs)

September 12, 19

Leading and Motivating People (16hrs)

October 10, 24

Managing Communication and Conflict (16hrs)

November 7, 21

Leading and Executing Change (16hrs)

December 5, 12

REQUIRED COURSES (cont'd)

Building an Effective Business Foundation: (choose one)

Corporate Financial Strategy (16hrs)

October 17, 31

Fiscal Leadership in Government (16hrs)

October 17, 31

ELECTIVE COURSES

Career Optimization: Executive Coaching

Leadership Retreat

Developing Executive Presence

APPLICATION AND REGISTRATION: The application consists of an application form, a \$35 application fee, an original transcript from the highest degree earned, and a brief resume or curriculum vitae. All documents must be submitted for consideration by the selection committee. If admitted, participants are responsible for registering for each class individually. For further program details or to make an appointment with the program director, please call (202) 687-7000 or visit ccpe.georgetown.edu.

CERTIFICATE REQUIREMENTS: All five courses must be completed within a two-year period to receive the Certificate in Executive Leadership. The courses do not have to be completed in sequence. Upon completion of the program, students receive a Certificate in Executive Leadership from Georgetown University.

CONTINUING EDUCATION UNITS (CEUs): Each course is 16 contact hours or 1.6 CEUs. The certificate program comprises 80 contact hours or 8.0 CEUs. Electives do not count toward the certificate.

TUITION: The tuition fee for each course is \$1,100.00. Tuition is paid per course. The total tuition fee for the certificate program is \$5,500.00.

LOCATION: Courses take place at the Georgetown University – Clarendon Campus in Arlington, VA across from the Clarendon Metro station.

FACULTY: Paul Almeida; James Angel; Douglas McCabe; Bartholomew Timm; Jeanine Turner; Robert Rovinsky; Jeanine Cogan.

MORE INFORMATION: Please visit ccpe.georgetown.edu for application, course descriptions, and faculty bios. You may also call 202-687-7000 to speak with a program advisor.

Paul Almeida, Ph.D.

Paul Almeida is an Associate Professor and Dean's Research Fellow at the McDonough School of Business at Georgetown University. Professor Almeida's expertise is in the area of strategic management, with a focus on technology and international business. His research focuses on the study of innovation and knowledge and its relationship to the competitiveness of firms, high technology regions and countries. An important focus of Professor Almeida's professional life is in introducing and applying the latest business ideas, frameworks and tools to professional organizations. He achieves this through consulting, executive education and corporate seminars with organizations including Microsoft, Gucci, IBM, AT&T, Bechtel, BAE Systems, Kimberly Clarke, ENI, the World Bank, NPR, and the Department of Agriculture.

Douglas M. McCabe, Ph.D.

Douglas M. McCabe, Professor of Management, McDonough School of Business, Georgetown University, is the author of more than 200 articles, monographs, papers, and presentations delivered at scholarly and professional meetings in the area of employee relations. He has appeared more than 125 times on international, national and local television, and radio programs as the major networks have sought his views on critical issues. His current research focuses on organizational due process, grievance procedures and systems, and ethical and international issues in employee rights. Recipient of The Joseph F. LeMoine Award for Undergraduate and Graduate Teaching Excellence, Douglas McCabe has a Ph.D. in industrial and labor relations from Cornell University.

Bartholomew J. Timm

Bartholomew J. Timm joined the faculty at the McDonough School of Business at Georgetown University after founding the International Cardiovascular-Kidney Institute at Georgetown University in 2003. He teaches Organizational Behavior, Change Management and Leadership in the MBA program. Bart has considerable experience in business and has held a number of senior executive positions. After several years as a US Naval officer, he joined AT&T where he was a member of the divestiture task force instrumental in the break up of AT&T. He was the CEO of a multipurpose Home Health Care company, a pharmaceutical executive responsible for \$100 million in revenue, and the Chief Operating Officer for the National Association for Home Care, located in Washington, D.C. He earned his MBA from the University of Notre Dame. He is a professional speaker and the author of several published articles and books.

James J. Angel, Ph.D.

James Angel is Associate Professor of Finance at the McDonough School of Business at Georgetown University, where he teaches in the graduate and executive programs. For the year 1999-2000 Professor Angel was the Visiting Academic Fellow at the NASD, where he participated in several studies of The Nasdaq Stock Market, Inc. His research focuses on the operation of financial markets in the United States and other countries. He currently serves on the OTCBB Advisory Board, and he has served as Chair of the Nasdaq Economic Advisory Board. After graduating from the California Institute of Technology, he began his career as a Rate Engineer at Pacific Gas and Electric Company. Following an MBA from Harvard Business School, he worked developing equity risk models at BARRA, Inc. Dr. Angel earned a Ph.D. in finance from the University of California at Berkeley, and then joined the faculty of Georgetown in 1991.

Jeanine W. Turner, Ph.D.

Jeanine Turner, Assistant Professor of Management, McDonough School of Business, Georgetown University, is a Member of the Academy of Management, the National Communication Association, and the American Telemedicine Association. Her research interests include implementation and use of communication technologies within organizations, virtual organizations, computer-mediated social support, and telemedicine. She works with organizations on using the communication process in a persuasive way, specifically within the context of executive presentations, business writing, and one-on-one communication. She has a Ph.D. from Ohio State University.