

Certificate in Executive Leadership

The Certificate in Executive Leadership program is designed to impart the skill sets mid-level managers need to become organizational leaders and advance to senior positions within their organizations. Emphasis is placed on improving participants' ability to motivate teams, 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 non-profit professionals.

Core Competencies

- 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, business 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.

Application and Registration

A completed application requires: The online application, a \$35 application fee, an official transcript from the highest degree earned, and a brief resume or curriculum vitae. All documents must be submitted for consideration to the selection committee. If admitted, program participants are responsible for registering for each course individually. For further details or to make an appointment with the program director, please call 202.687.7000 or visit ccpe.georgetown.edu.

Leadership through reflection and action

Faculty

James Angel, Ph.D.

Robert Rovinsky, Ph.D.

Jeanine Turner, Ph.D.

Douglas McCabe, Ph.D.

Bartholomew Timm, MBA

Registration

CCPE.GEORGETOWN.EDU

Please visit us online for course descriptions, faculty bios, application, and registration.

202.687.7000

You may also call to speak with a program advisor.

Location & Times

Courses take place at the Georgetown University Clarendon Campus
3101 Wilson Blvd,
Suite 200
Arlington, VA 22201

Across from the Clarendon Metro station

Courses meet on Saturdays from 9:00 am to 6:00 pm

Tuition

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|---------------------------|----------------|
| Per course | \$1,100.00 |
| Total certificate tuition | \$5,500.00 |
| Total materials cost | approx \$50.00 |

Contact the CCPE office for group registration rates.

Required

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| Leadership, Vision, and Strategy | (16hrs) | January 30 & February 13 |
| Managing Communication and Conflict | (16hrs) | February 20 & February 27 |
| Leading and Motivating People | (16hrs) | March 20 & March 27 |
| Building an Effective Business Foundation: <ul style="list-style-type: none">• Corporate Financial Strategy or• Fiscal Leadership in Government | (16hrs) | April 10 & April 24 |
| Leading and Executing Change | (16hrs) | May 22 & June 5 |

Course Description Highlights

Leadership Vision and Strategy

In this innovative course offering, you will learn the skills to develop and execute your organization's vision and mission, and align your organizational objectives with your personal goals. You will also hone your skills as a visionary leader who moves beyond thinking outside of the box to defining the box.

Leading and Executing Change

Participants will learn the tools and methods to incorporate vision, execute strategic planning models, motivate, influence and inspire. You will learn to clearly define and communicate organizational objectives, and lead by making proactive decisions.

Leading and Motivating People

This is an advanced course in managing employees and organizations for high performance. Special emphasis is placed on the design and creation of high performance work environments. Specific topics include public policy as they relate to employment; workforce planning, recruitment, and selection; performance appraisal; employee involvement; and business strategy integration. The role of employment contracts and intraorganizational negotiation will also be analyzed.

Managing Communication and Conflict

You will gain insight into developing a power base, using that base to influence others, and achieving your agenda amidst the politics of organizational life. You will improve your political savvy by better identifying internal and external sources that impact your organization. You will outline a clear problem solving approach by recognizing alternative courses of action and securing the best intervention alternative.

Building an Effective Business Foundation: Corporate Financial Strategy

Participants will learn the tools and methods to incorporate vision, execute strategic planning models, motivate, influence and inspire. You will learn to clearly define and communicate organizational objectives, and lead your team by making proactive decisions. The ability to meet or exceed financial targets is a core competency for executive leaders.

Building an Effective Business Foundation: Fiscal Leadership in Government

This course is specifically designed for federal employees seeking greater business understanding in financial management both to equip them to work with and for Chief Financial Officers and as preparation for the Senior Executive Service or equivalent positions of government leadership. It will allow you to gain critical confidence in financial and budgeting matters to provide fiscal leadership within the federal government.

Online Application

To apply, please visit <https://app.applyyourself.com/?id=scsgtu>.

Mail official transcripts to:

Georgetown University
School of Continuing Studies
Admissions Office
3307 M Street NW
2nd Floor
Washington, DC 20057-1006

Prerequisites

Participants in the certificate program must have a four-year degree and at least five years of experience in a supervisory or executive position in the private, public, or non-profit sectors. Requests for exceptions must be made in writing to the program director at CCPE. A bachelor's degree from an accredited university and the TOEFL examination for non-native speakers of English.

Certificate Requirements

All five courses must be completed within a two-year period to receive the certificate. Courses do not have to be completed in sequence. Upon completion of the program, students receive a Certificate in Executive Leadership from Georgetown University. Program participants will complete an Experiential Learning Opportunity, a presentation which applies the learning, concepts, frameworks and tools gained in courses to their professional lives.

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.