



Center for Leadership Development

Executive Communication Skills

Successful Federal executives rely heavily on effective communication with colleagues and team members as they work to fulfill the their agencies’ strategic vision. This interactive course offers theories and practice for essential interactions when leading during periods of change.

- Explore the key concepts of effective leadership and communication.
- Develop new leadership skills by focusing on your own work experiences.
- Learn tools and strategies for overcoming barriers to change in your organization using effective interpersonal communication.



Enhance Your Communication and Leadership Skills with Personalized Attention and Feedback

This fast-paced course uses role-playing exercises, simulations of real-world experiences, and other small- and large-group activities to improve the communication skills Federal executives need to convey their message effectively.

The small class size—one faculty member for every four or five executives—guarantees personal attention to address your unique needs and overcome your personal leadership challenges.

COMPETENCIES

- Influencing & Negotiating
- Interpersonal Skills
- Leveraging Diversity
- Oral Communication
- Team Building

TUITION

\$4,680

Tuition at FEI includes meals and lodging.

DATES

March 30–Apr 3, 2015 FEI
 Aug 24–28, 2015..... FEI

LOCATIONS

Federal Executive Institute (FEI) in Charlottesville, VA

The FEI facility is located in a campus setting near the University of Virginia and the Blue Ridge Mountains, approximately two hours southwest of Washington, DC.

To register, please go to [HTTPS://LEADERSHIP.OPM.GOV/PROGRAMS.ASPX?C=52](https://LEADERSHIP.OPM.GOV/PROGRAMS.ASPX?C=52)

“I received invaluable feedback from my peers and the instructors about areas where I should personally focus in order to improve my communication skills and my overall ability to influence change.”

Register Now for Executive Communication Skills

This course is designed for Senior Executive Service (SES) members, GS-15s and their equivalents in state, local and international government.

In a 1:5 faculty-to-student-ratio environment, participants will benefit from receiving feedback from their peers and instructors on a personal level.

Use the Power of Communication to Inspire Teams to Follow Your Lead

- Explore the theory behind and application of effective leadership and communication skills.
- Practice enhanced listening, inquiry and feedback skills.
- Become better prepared to lead your colleagues in a changing world.
- Devise new ways to communicate your vision and encourage others to follow your lead.

“The course provided a simple, useful model for effective communications. Strong reinforcement of “change leadership” concepts and techniques.”

LEAD

This course meets the requirements for the Executive level of the LEAD Certificate Program.

Leadership Education & Development Certificate Program—A complete leadership development curriculum for current and aspiring government leaders, providing official recognition of achievement at every level. For more info, go to <http://cldcentral.usalearning.net/mod/page/view.php?id=249>

SUGGESTED FOLLOW-ON COURSES

Conflict and Negotiations for Federal Executives

Inter-Organizational Collaboration

To register, please go to [HTTPS://LEADERSHIP.OPM.GOV/PROGRAMS.ASPX?C=52](https://leadership.opm.gov/programs.aspx?c=52)

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Three Ways to Register

1. Register Online at <http://leadership.opm.gov>

Initiate course registration with your Government Purchase Card payment, the fastest way to reserve your space. Use your own agency-specific procurement forms. Once we have received your payment, you will receive confirmation within two business days.

2. Fax a [Registration Form found online](#). This form can be used for courses at the Federal Executive Institute or Management Development Centers.

3. Contact a Representative Customer Service Office:

Toll Free: 888-676-9632

Phone: 202-606-0008

Fax: 478-757-3057

TDD/TTY: 800-877-8339

Email: register@opm.gov



UNITED STATES OFFICE OF
PERSONNEL MANAGEMENT

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