COURSE SYLLABUS

Principles of Managing Organizations Course (Self-Paced)

Explore core leadership, financial, human capital, and technology management concepts to support organizational success through a unified approach.

For more information, visit https://www.creativelive.com/classes/principles-of-managing-organizations-course-self-paced



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Course Outline

Module 1: Basic Principles of Leadership and Management

- Differentiate leadership and management, and when to employ each to achieve mission objectives.
- Identify characteristics of effective leaders (e.g., adaptability, continuous learning, teamwork, mentoring).
- Identify characteristics of effective management (e.g., setting priorities, engaging employees, organizing work, enabling resources).
- Recognize shared skills and challenges and how blending leadership and management supports accountability and results.

Module 2: Basic Principles of Financial Management

- Define financial management and stewardship, including planning, control, communication, cost-effectiveness, evaluation, and staffing.
- Identify key stakeholders (budget analysts, accountants, economists, financial analysts, auditors) and their roles.
- Apply ethical standards and internal controls (OMB A-123, GAO standards) to promote transparency, accountability, and fiscal responsibility.
- Explain the roles of budgeting, financial reporting, auditing, and financial controls, and reforms stemming from the CFO Act.

Module 3: Approaches to Human Capital Management

- Define human capital management in the federal context and its value in maximizing workforce impact.
- Detail core practices: talent acquisition, onboarding, training and development, performance management, and employee engagement (e.g., FEVS).
- Use OPM's Human Capital Framework (Strategic Planning & Alignment, Talent Management, Performance Culture, Evaluation) to close competency gaps and plan succession.
- Assess strengths and weaknesses across recruiting/retention, succession and knowledge management, and competition with the private sector.

Module 4: Basic Guidelines for Managing Technology in the Workplace

- Explain how technology improves efficiency, productivity, and service delivery (automation, integrated data, AI/analytics, monitoring).
- Identify challenges and risks: cybersecurity, IT modernization, investment/project management, regulatory requirements, and remote/hybrid work.
- Outline IT governance domains and principles (value, alignment, performance, resources, risk; ISO/IEC 38500).

- Establish and maintain key policies and procedures (acceptable use, data classification, and remote access).