



SES Executive Core Qualifications Writing Workshop: Two-Day Course Agenda

DAY 1

- 8 a.m.** Introductions—Speakers
Introductions—NAVSEA Executives
- 8:30 to 10:30 a.m.** Executive Accomplishment Discussion—Opening Exercise
Writing Your ECQs—*The Basics*
- 10:30 to 10:45 a.m.** Writing Your ECQs—*Core Competencies*
with PowerPoint Presentation by
- 10:45 to Noon** Writing Your ECQs—*CCAR & Mapping Accomplishments Activity*
- Noon to 1 p.m.** Lunch
- 1:00 to 2:30 p.m.** Writing—ECQ 1: Leading Change
Lesson on Core Competencies and Keywords
Structured Individual Writing
One-on-one Guidance from Trainers / Consultants
- 2:45 to 3:30 p.m.** Writing—ECQ 2: Leading People
Lesson on Core Competencies and Keywords
Structured Individual Writing
One-on-one Guidance
- 3:30 to 4:00 p.m.** Summary & Review



DAY 2

- 8 a.m.** Executive Keywords Warm-Up with Group Discussion
- 8:30 to 9:00 a.m.** Technical Qualifications
How Technical Qualifications differ from ECQs
Keywords Review
- 9:15 to 10:15 a.m.** Writing—ECQ 3: Results Driven
Lesson on Core Competencies and Keywords
Structured Individual Writing
One-on-one Guidance from Kathryn & Elizabeth
- 10:30 to Noon** Writing—ECQ 4: Business Acumen
Lesson on Core Competencies and Keywords
Structured Individual Writing
One-on-one Guidance from Kathryn & Elizabeth
- Noon to 1 p.m.** Lunch
- 1:00 to 2:15 p.m.** Writing—ECQ 5: Communication and Building Coalitions
Lesson on Core Competencies and Keywords
Structured Individual Writing
One-on-one Guidance from Kathryn
- 2:30 to 3:30 p.m.** 50 Minute Executive Federal Resume Writing Lesson™
With Kathryn Troutman
Plus, matching your Federal Resume to Tech Quals and ECQs
- 3:30 to 4 p.m.** Summary & Review