

## COURSE OVERVIEW

The Office of Personnel Management (OPM) advises that you should expect to devote 40 or more hours to developing your Executive Core Qualifications (ECQs). Most professionals do not have that kind of time to spare and don't understand the unique standards and best practices involved in this graduate-level writing assignment. This service is designed to streamline the process and partner you with a coach and professional writer who will guide you along the way.

Everyone is different of course, but most people using this service spend approximately 80% less time on writing their ECQs than OPM estimates. Projection of coaching and editing time by a seasoned Master Senior Executive Writer and Coach is estimated between 10 and 15 hours.

## This Is Truly A Partnership, And By The End Of The Process, You Will Have A Fully Developed Set Of ECQs.

1

The process will begin with a 60–90-minute phone call during which the assigned Master Senior Executive Writer and Coach will explain the best practices and how to use the ECQ builder. They will also answer your questions, help brainstorm potential ECQ stories, and teach you how to flesh out your ECQ stories through the lens of the 28 executive competencies. You will leave this call feeling motivated by the clarity, powerful tools, and support you receive!

2

You will then spend the next 14–21 days completing our signature ECQ builder with your rough draft materials. This is a highly iterative process, where you send in the ECQ stories one or two at a time, and your Master Senior Executive Writer and Coach provides specific and tailored feedback, along with follow-up questions and guidance on how to best address the various executive competencies.

4

You will then receive a draft of your ECQs and have 10 business days to use the track changes function to indicate anything you want to add, change, or remove and ask any questions you might have. You are the final reviewer and approving authority of this document.

3

Once all the rough draft materials are received, within 14 days your Master Senior Executive Writer and Coach will then revise the rough draft into a polished document that integrates all the best practices, such as addressing the competencies, using the Challenge-Context-Action-Result (CCAR) format, and providing executive-level accomplishments and results.