

## Commercial Price List

Private Group Training – January 2024

<b>Course Name</b>	<b>Course Length</b>	<b>Commercial Price Up to 14 students</b> Group Training Onsite Course Prices (Private Courses)	<b>Commercial Price 15 to 20 Students</b> Group Training Onsite Course Prices (Private Courses)	<b>Commercial Price 21 to 25 Students</b> Group Training Onsite Course Prices (Private Courses)	<b>Commercial Price 26 to 35 Students</b> Group Training Onsite Course Prices (Private Courses)
<b>1-day courses</b> See below for list	1 day	\$3,695.00	\$3,995.00	\$4,195.00	\$4,395.00
<b>2-day courses</b> See below for list	2 days	\$5,695.00	\$5,995.00	\$6,195.00	\$6,395.00
<b>3-day courses</b> See below for list	3 days	\$7,595.00	\$7,795.00	\$7,895.00	\$8,295.00
<b>4-day courses</b> See below for list	4 days	\$9,295.00	\$9,895.00	\$10,195.00	\$10,595.00
<b>5-day courses</b> See below for list	5 days	\$9,995.00	\$10,395.00	\$11,395.00	\$11,995.00

## Analytical Skills

Course Title	Course Description	Course Length
<b>Management Program Analysis: An Introduction</b>	Find out what it takes to succeed as a management/program analyst or management/program assistant.	2 days
<b>Management and Program Analysis: Beyond the Basics</b>	This course is designed for management and program assistants, new management and program analysts, administrative staff interested in this series, and anyone else who needs to or wants to take their knowledge beyond the basics.	2 days
<b>Management and Program Analysis: Data Collection and Analysis</b>	You will discover how data collection, analysis, and reporting enhance management and programmatic decision-making (including plans, audits, and agency/congressional reports). In addition, you will learn how to effectively utilize data collection tools, methodologies, and OMB requirements.	2 days
<b>Ability to Research, Analyze, and Solve Problems</b>	One of the core competencies for support staff and other office personnel is the ability to research, analyze, and solve problems. Our instructor will teach you the techniques you can use to analyze and solve problems more effectively and efficiently.	2 days
<b>Critical and Analytical Thinking Skills for Office Personnel</b>	In this course, you will be provided with the training and tools necessary to become a logical, rational, and effective decision maker. You'll explore a structured way to approach and solve problems, and you'll learn to clarify problems in terms of goals, objectives, and issues, with a view toward getting the best results possible.	2 days
<b>Data Analysis Using Microsoft Excel</b>	This course focuses on performing key work-related quantitative data analysis tasks using the powerful tools available in Microsoft Excel.	2 days

<b>Management and Program Analysis: Cost Benefit Analysis</b>	This course is designed to equip individuals with the skills needed to assess the economic efficiency and effectiveness of government programs and policies. The class is suitable for various professionals who are involved in, or affected by, the decision-making process related to federal projects, investments, and policy proposals.	2 days
<b>Management and Program Analysis: Quantitative and Qualitative Analysis</b>	Quantitative and Qualitative Analysis is an intermediate-level course providing students with in-depth knowledge and hands-on experience in both quantitative and qualitative research methods for program and management analysis.	2 days
<b>Contracting and Acquisition</b>		
<b>Course Title</b>	<b>Course Description</b>	<b>Course Length</b>
<b>Contracting Officer's Workshop</b>	This course is designed for individuals who want to meet their FAC-COR certification or DOD Type B or C COR certification training requirements.	5 days
<b>Introduction to Federal Contracting and Procurement</b>	This class is designed for program and technical staff, administrative personnel, office managers, and anyone else who needs to learn the fundamentals of government contracting and procurement.	3 days
<b>Simplified Acquisition Procedures</b>	This course is designed for any Federal employee making purchases of products and services within the simplified acquisition thresholds (FAR Part 13), as well as other purchases from required sources of supply and existing contracts, including GSA schedules.	2 days
<b>Writing Statements of Work</b>	This workshop will help you effectively write each part of the SOW. You will learn to see the SOW from the contractor's perspective and anticipate any questions he or she may have. You will leave this course well-equipped to write an SOW that mirrors actual requirements, generates competitive proposals, and guides contractor performance.	2 days

<b>Performance Based Acquisitions</b>	If you are not realizing desired results from your contractors, vendors and/or outside providers or if you are being told you need to write Performance-Based Statements of Work (PBSOW) and are not clear on how to do so, then this course is a for you.	2 days
<b>English, Grammar, and Usage</b>		
<b>Course Title</b>	<b>Course Description</b>	<b>Course Length</b>
<b>English Essentials: A Comprehensive Review</b>	Human Resources Institute designed this course to provide you with a complete review of the fundamentals. It is designed for those who are serious about improving their knowledge of the rules of grammar, punctuation, and usage.	3 days
<b>Proofreading Skills for Government Employees</b>	Whether you are reviewing someone else's work or making sure yours is error-free, the ability to properly proofread and edit written and electronic documents is crucial to your success as a Federal employee. You will receive numerous exercises, handouts, checklists, and tips to reinforce and perfect your proofreading skills.	2 days
<b>Grammar Skills Workshop</b>	Proper grammar is the foundation necessary for good writing. Our instructor will teach you the rules that will help you eliminate mistakes, gain confidence in your writing, improve your daily performance, and help you get ahead.	2 days
<b>English Essentials: GPO Style Manual Review</b>	Professionals who can write clearly and correctly are more valuable to an organization than those whose business writing is filled with errors. This course is designed for those who want to refresh their knowledge of punctuation and/or those who know what's correct but can't always explain why.	1 day

## Federal Budget and Financial Management

Course Title	Course Description	Course Length
<b>Federal Budgeting: An Introduction</b>	This course is designed to provide students with a comprehensive understanding of the federal budgeting process, its key components, and the role it plays in shaping public policy and fiscal management.	2 days
<b>Budget Analysis and Execution: An Introduction</b>	Proper budget analysis and budget execution ensure appropriate agency funds control as well as the proper obligation and/or disbursement of an agency's Congressional appropriation.	2 days
<b>Budget Formulation: An Introduction</b>	This course is designed for federal employees and federal contractors responsible for financial management, budget formulation, and/or budget execution, as well as anyone else who contributes to their agency's budget process.	2 days
<b>Federal Appropriations Law: An Introduction</b>	This course is designed for anyone who deals with money in the Federal Government, such as budget analysts, purchase card holders, approving officials, certifying officers, contracting officers, auditors, accountants, office managers, office assistants, and anyone else who wants to obtain a better understanding of the laws governing the proper execution of appropriated funds.	4 days
<b>Federal Accounting Fundamentals: An Introduction</b>	This course is designed to provide foundational knowledge of basic federal accounting guidance, principles, and practices to facilitate the monitoring, reconciliation, adjustment, reporting, and compliance of Federal programs.	3 days
<b>Federal Funds Control for Non-Financial Personnel</b>	If you are a purchase card holder, involved in contracting, grants or cooperative agreements, work on or support the budget, spending plans or operating plans, request or purchase supplies, work in information technology, manage the transit program, or plan or facilitate travel or training, then you are involved in funds control. This course examines the statutory, regulatory, policy, and historical basis of the availability and use of appropriated funds. The course is based on the Principles of Federal Appropriations Law, the "Red Book" published by the General Accounting Office.	2 days



## Federal Human Resources

Course Title	Course Description	Course Length
<b>Federal Human Resources: An Overview</b>	Our instructor will provide a high-level overview of the HR process. The class is designed to help non-HR professionals, as well as new HR professionals, identify and address a variety of HR issues, understand and apply the proper rules and regulations, and make sound decisions.	3 days
<b>Federal Staffing and Placement</b>	In this introductory course, our expert instructor will help to provide you with the knowledge and skills needed to recruit, hire, and retain skilled professionals for Federal Government jobs. You will receive valuable information about the programs and regulations necessary to operate in today's personnel staffing environment.	3 days
<b>Processing Personnel Actions</b>	Our instructor will teach you how to prepare, process, and, approve Requests for Personnel Actions and Notifications of Personnel Actions, the essential personnel records for Federal employees. You will also be taught to use the appropriate forms, terminology, codes, remarks, processes, and procedures for processing personnel actions.	4 days
<b>Federal Employee Relations: An introduction</b>	The purpose of this course is to provide students with an introduction to the discipline of employee relations in the Federal Government. The primary goal of those involved in employee relations is to provide guidance and assistance to management.	2 days
<b>Federal Pay Setting: An Introduction</b>	This introductory course is open to anyone planning to enter into or already in the human resources profession. It is also designed to provide awareness to other individuals in organizations who have a need to understand the basic principles and practices of pay setting in the Federal government.	2 days
<b>Job Analysis</b>	This course is open to anyone interested in acquiring a better understanding of Federal job analysis, its processes, and the relevant policies and procedures.	2 days
<b>Federal Position Management</b>	This course is open to anyone interested in acquiring a better understanding of Federal position management, its processes, and the relevant policies and procedures.	2 days

<b>Qualifications Analysis</b>	This course will prepare Federal HR professionals and others to analyze jobs and job requirements for a number of occupations. Students will also learn to apply the legal and regulatory requirements of the OPM Qualification Standards Handbook to these occupations.	2 days
<b>Position Classification</b>	This course is designed to provide awareness to individuals who have a need to understand the basic principles and practices of position classification in the Federal government, including supervisors, managers, and other non-HR professionals.	4 days
<b>Position Classification for Supervisors and Managers</b>	This course will provide students with an overview of the Federal position classification system and process. The federal hiring process and other significant personnel actions begin with a supervisor/manager developing a position description. The position description describes the duties and responsibilities to be assigned to a particular job. The position description is then classified by the Human Resources Office in accordance with the relevant laws, rules, regulations, and classification standards issued by the Office of Personnel Management.	2 days
<b>Veterans Preference Adjudication</b>	This course is designed for anyone involved in the adjudication of veterans' preference claims or performance of delegated examining work, including human resources professionals, administrative staff, supervisors, and managers.	1 day
<b>Performance Management</b>	This course is open to any individual (employee and/or supervisor) who is interested in acquiring a better understanding of the performance management system, program, and process as well as the accompanying policies and procedures.	2 days
<b>Calculating Service Computation Dates</b>	Federal employees have several different service computation dates, such as leave, retirement, within-grade increases, Thrift Savings Plan (TSP), and Reduction in Force (RIF). These dates determine how much leave an employee will earn, when they will be vested in the TSP, when they will be eligible for step increases and retirement, as well as their retention standing in the event of an RIF.	1 day
<b>Writing Position Descriptions</b>	The purpose of this course is to provide the participant with an overview of the position classification system and how position descriptions are developed in the federal government. The federal hiring process begins with a manager/supervisor developing a position description which describes the duties and responsibilities that will be assigned to a particular job vacancy. It is the responsibility of the Human Resources Office to work with managers/supervisors and guide them	2 days



	through the process of writing a position description acceptable for classification and other human resources management purposes.	
<b>EEO in the Federal Government</b>	You will learn about the various EEO laws affecting Federal employees and Federal employment. You will discuss prohibited forms of discrimination and the EEO complaint process, as well as techniques for identifying and avoiding workplace discrimination, harassment, and retaliation.	2 days
<b>Leadership Development</b>		
<b>Course Title</b>	<b>Course Description</b>	<b>Course Length</b>
<b>Leadership Training for Non-Supervisors</b>	Leadership skills are a very important element of career development and upward mobility. Learn the essential skills that will help you gain the respect and support of others. You will discover how to work with different personality types, delegate effectively, overcome conflict without making enemies, and build stronger, more successful teams.	2 days
<b>Conflict Management and Resolution</b>	This course will teach you to manage disputes and disagreements positively and proactively. You will learn the causes of interpersonal conflict and gain a better awareness of the emotional triggers that create, and often worsen, conflicts.	2 days
<b>Emotional Intelligence and Leadership</b>	In this course, you will learn to reach mutually beneficial solutions with your colleagues, co-workers, direct reports, and subordinates by navigating the emotions of others and managing your own emotions to create positive outcomes. You will gain a deeper understanding of yourself and how your emotions influence your leadership style. You will also learn to understand the power of emotional intelligence and how it can boost your performance, impact and motivate a team, and bolster organizational success.	2 days
<b>Teambuilding for Government Employees</b>	Change impacts both organizational processes and people. In order to successfully manage change, there is a need to understand and effectively communicate horizontally (across teams) as well as vertically (with managers). This course is designed to provide tools and techniques needed to build rapport with teams, while managing and navigating change.	2 days

<b>Women and Leadership: Thriving in the Workplace</b>	This course is for anyone interested in becoming a more effective organizational leader by increasing their understanding of how organizations work as well as how their individual leadership style impacts the behavior of their teams.	2 days
<b>Leading People Through Change: An Introduction</b>	This course introduces new and aspiring leaders to their roles in the change process. The course defines and explores the characteristics of change and how to manage people, tasks, teams, and projects effectively.	2 days
<b>Coaching for Success: An Introduction</b>	Effective coaching is a necessary skill for leaders at all levels, and this course will emphasize how to build more productive and effective employees and teams. You will learn coaching techniques that help motivate, inspire, and build trust.	2 days
<b>Leading Effective Teams and Groups</b>	This foundational training course will prepare you for new leadership challenges and responsibilities. You will discover what leadership truly means and how to apply that knowledge, take your team to a higher level, and get results. You will also learn how to develop your unique leadership style for maximum impact.	2 days
<b>Microsoft Office</b>		
<b>Course Title</b>	<b>Course Description</b>	<b>Course Length</b>
<b>Microsoft Access: An Introduction</b>	Understanding databases and knowing how to use Microsoft Access can make you more valuable at work and will help build your resume! Taking this course is essential to anyone wanting to get started with Microsoft Access.	1 day
<b>Microsoft Excel: Level One</b>	Master the Excel interface and fundamentals, such as mouse controls, keyboard shortcuts, and dialog boxes.	2 days

<b>Microsoft Excel: Level Two</b>	Intermediate Excel class in which you will learn drop down list, formatting, conditional formatting, and embedding. You will receive instruction on Pivot Tables and how to use Excel as a database and much more.	2 days
<b>Microsoft Excel: Level Three</b>	We developed a course to cater to our students who want to learn Excel's most advanced features and functions! This class covers those advanced features and functions with an emphasis on Excel's data analysis capabilities.	2 days
<b>Microsoft PowerPoint</b>	Understanding how to use PowerPoint can be important to your career advancement. This course will help you harness the power of Microsoft PowerPoint and take your skills to a new level.	2 days
<b>Microsoft Word: Intermediate</b>	Many people use Microsoft Word but are not familiar with the numerous available features. This interactive course is designed to improve your knowledge, skill, and productivity with Microsoft Word. After this course, you will possess the kind of skills necessary to efficiently and effectively use many of this software's features and tools. You will discover the little "secrets" that the experts know about and take advantage of.	1 day
<b>Microsoft Word: Advanced</b>	If you are experienced using Microsoft Word and want to improve your skills to an advanced level, then this course is for you!  Our dynamic instructor will show how to efficiently create and update a Table of Contents, Mail Merge to labels, envelopes, form letters and emails, work with footnotes and end notes, track changes, and much more.	1 day
<b>Oral Communication</b>		
<b>Course Title</b>	<b>Course Description</b>	<b>Course Length</b>
<b>Communication Skills: Speaking to an Audience</b>	This course is designed for all Federal civilian and military employees and contractors who want to gain more confidence communicating in meetings, briefings, or presentations.	2 days

<b>Interpersonal Communication Skills</b>	Our ability to communicate orally is something that is tested every day. This course will provide you with insights into your own communication skills, help you take an honest assessment of your own communication style and skill, and offer practical suggestions for communicating more effectively with your supervisors and co-workers.	1 day
<b>Interpersonal Communication: Building Professional Workplace Relationships</b>	Upon completion, you will recognize what you can do to strengthen rapport and relationships, boost listening skills, and clearly get your message across in a mutually beneficial way. We will practice newly learned communication skills to reinforce your ability to easily use these methods outside of the workshop environment.	2 days
<b>Professional Development</b>		
<b>Course Title</b>	<b>Course Description</b>	<b>Course Length</b>
<b>The Administrative Officer</b>	This workshop explores the many roles and functions of the administrative officer and offers a practical guide to successfully executing those functions and effectively leading people to mission accomplishment.	3 days
<b>Customer Service Skills for Federal Employees</b>	With results-oriented management, it is increasingly important to deliver outstanding customer service. When you learn how to “put people first,” you will increase your value to your agency, as well as your opportunities for advancement and promotion.	1 day
<b>Working with Difficult People</b>	This course will reduce your frustration by helping you understand the various types of difficult people. You’ll also learn techniques that will help you understand what to do, what to say, and how to say it when dealing with difficult people.	1 day
<b>Managing Your Priorities and Workload</b>	This workshop is full of fresh ideas and packed with the latest prioritization tools and project management techniques. Our instructor will show you a new way of doing things to ensure that you are maximizing your precious time, getting all of your priority work done effectively and efficiently.	1 day

<b>Stress Management for Government Employees</b>	You will learn how to keep your brain sharp, improve your mind's response to stress, and develop strategies for minimizing stress. This fresh set of stress management skills will empower you to perform better at work, increase your energy, foster better relationships, and be healthier in both mind and body.	1 day
<b>Federal Travel: An Overview</b>	This course provides an overview, discussion, and hands-on exercises related to Federal and DoD travel. Participants will acquire useful, practical, and fundamental knowledge of how to plan, coordinate, facilitate, review, approve, research, track, and fund travel in accordance with applicable government regulations.	2 days
<b>Your Federal Career: A Roadmap to Success</b>	You will learn how to stand out among your co-workers as an indispensable staff member, which will significantly increase your opportunities to achieve success in your career. This course will provide you with a road map to obtain, retain, and advance in Federal employment.	2 days
<b>Emotional Intelligence Workshop</b>	This course will help you to develop a greater awareness and understanding of your emotions, as well as a greater awareness and understanding of the emotions of others within your organization. This increased awareness will help you to professionally and productively navigate the culture of your organization, while bringing more value to your team.	1 day
<b>Writing Effective Self-Assessments</b>	This course will provide you with the knowledge and skills necessary to write a self-assessment that will reinforce your accomplishments and provide your leadership team with an appropriate means to measure your organizational contributions.	1 day
<b>Project Management</b>		
<b>Course Title</b>	<b>Course Description</b>	<b>Course Length</b>
<b>Project Management for Team Members</b>	This course is designed for team leaders, team members, other office professionals, and administrative staff who want to improve their project management skills.	2 days

<b>Project Management</b>	This course is designed for staff members who are asked to manage programs and projects and require a Project Management Body of Knowledge (PMBOK) based approach to successfully manage such initiatives.	3 days
<b>Microsoft Project: An Introduction</b>	This hands-on course will demonstrate to participants how project schedules are developed according to the PMI process as well as knowledge areas pertaining to project planning. Participants will understand what makes up project plans and why projects tasks should be developed and verified before using the Microsoft Project scheduling application.	2 days
<b>Agile Project Management: The Fundamentals</b>	Students will learn Agile's history, foundational principles, and values when applied to project management. Throughout the course, students will have an opportunity to learn and demonstrate the processes of an Agile project while gaining an understanding of the key events and results associated with it.	2 days

## Retirement and Benefits Planning

Course Title	Course Description	Course Length
<b>Pre-Retirement and Benefits Planning</b>	This class will help you maximize your opportunities and determine how much you will need to retire comfortably. Retirement and other benefits have become much more complicated. The decisions you make now will determine your standard of living later. Learn what is best for you!	2 days

## Supervision and Management

Course Title	Course Description	Course Length

<b>Managing Employee Performance and Conduct</b>	This course is designed to equip new and aspiring federal supervisors with the skills they need to effectively manage employee performance and the work environment. You will learn about key responsibilities that federal supervisors have in the areas of conducting performance appraisals (including assisting employees with unacceptable performance), mentoring, EEO, employee and labor relations, leave, and pay regulations.	2 days
<b>Introduction to Supervision</b>	This course is designed for Federal employees about to become supervisors, new supervisors who have not completed their formal training, all other supervisors who want or need a refresher, team leaders, and anyone else interested in learning more about Federal supervision.	5 days
<b>HR Overview for Federal Supervisors and Managers</b>	This course is designed to equip federal supervisors with the skills they need to manage the HR aspects of supervision. You will learn about key responsibilities that federal supervisors have in the areas of hiring, conducting performance appraisals, mentoring, EEO, employee & labor relations, leave, and pay regulations.	2 days
<b>Federal Supervision and Leadership Training</b>	This course is designed to provide supervisors and managers ways to improve organizational and individual performance by implementing present-day policies and procedures that will result in positive behavior and performance changes. Participants will learn about situational leadership and how to work with different employees' work styles. The course includes practical exercises and solutions for the everyday workplace in such areas as crucial conversations, feedback, performance challenges, conduct issues, coaching, delegating, developing, and many other areas. This course meets many of the basic OPM requirements for supervisors and managers.	3 days
<b>Written Communication</b>		
<b>Course Title</b>	<b>Course Description</b>	<b>Course Length</b>
<b>Effective Writing Workshop</b>	This course is designed for professionals who would like to improve their business writing skills and/or refresh their understanding of the principles of effective business writing.	2 days

<b>Federal Writing Boot Camp</b>	This hands-on course will provide you with a complete review of the fundamentals. It is designed for those who are serious about improving their writing skills.	4 days
<b>Editing Skills for Government Employees</b>	This training will assist you in becoming more confident and effective in your editorial choices. Staff members with strong writing and editing skills are always in demand. Our instructor will give you the tools, the self-confidence, and the motivation to improve and enhance your skills.	2 days
<b>Critical Thinking for Clear Writing: An Introduction</b>	Clear thinking leads to clear writing. In this course, you will learn how to research and gather information, apply critical thinking and analysis, anticipate questions, draw conclusions, and logically communicate your message.	2 days
<b>Report Writing</b>	The ability to communicate in writing is a fundamental and critical skill. As you advance in your Federal career, your writing skills become more and more important. This course will help you develop these skills and increase your chances for promotion.	2 days
<b>Technical Writing: An Introduction</b>	You will learn the fundamentals of technical writing. The course will summarize and explain the various types of documents technical writers develop, as well as provide the tools and techniques effective technical writers use to create documents that are easily understood by any reader, even non-technical readers.	2 days
<b>Plain Language Writing for Government Employees</b>	This course focuses on writing documents that are clear and easily understandable the first time they are read. Course objectives are consistent with the Federal Plain Language Writing Act.	1 day