



HUMAN RESOURCES INSTITUTE

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Human Resources Institute

6172 Oxon Hill Rd., Oxon Hill, MD 20745 • Phone: (301) 749-5600 • Fax: (301)839-6616

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Locations

Please see course descriptions for dates and locations of each course.

Washington, DC

Hilton National Mall
480 L'Enfant Plaza, SW
Washington, DC 20024
The hotel is adjacent to to the L'Enfant Metro Station, just an elevator ride from one of DC's largest and most convenient metro stations!

Maryland

Human Resources Institute
6172 Oxon Hill Road
Oxon Hill, MD 20745

New Largo Location

Human Resources Institute
Engineer Center Bldg.
9315 Largo Dr. West, Suite 170
Largo, MD 20774

Parking is free.

Metro Accessible: *The building is located within walking distance (about 5 to 10 minutes) from the Largo Town Center Metro Station.*

All of our courses are available for Group On-Site training at your location.
Please email support@federaltraining.com or call 301-749-5600 for details.

Go to www.federaltraining.com
for complete course descriptions.



Contract Holder
Schedule 874-4 (Training) GS-02F-0141R

ANALYTICAL SKILLS

Management and Program Analysis (343 Series): An Introduction

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Introductory** ■ Price: **\$795**

Overview: Prepare yourself for a position as a management or program analyst. In this “HANDS-ON” workshop our expert will show you the skills that will help you become a professional in this field.

Who Should Attend: All Federal civilian and military employees and contractors are eligible to attend, including management technicians, management assistants, new program analysts, new management analysts, and others interested in this series.

When and Where

May 29 - 30, 2019 Largo, MD
June 10 - 11, 2019..... Washington, DC
August 12 - 13, 2019 Largo, MD
August 27 - 28, 2019 Oxon Hill, MD
September 10 - 11, 2019..... Washington, DC
December 3 - 4, 2019..... Oxon Hill, MD

Management and Program Analysis (343 Series): Beyond the Basics

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate** ■ Price: **\$795**

Overview: This course was designed to help you take your knowledge and skills as a management or program analyst to the next level. Our expert instructor will teach you the practical tools, techniques, and skills necessary for success in this series.

Who Should Attend: 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.

When and Where

April 29 - 30, 2019 Oxon Hill, MD
June 19 - 20, 2019..... Washington, DC
July 1 - 2, 2019..... Largo, MD
August 29 - 30, 2019 Oxon Hill, MD
October 23 - 24, 2019 Washington, DC
December 9 - 10, 2019 Largo, MD

Management and Program Analysis: Data Collection and Analysis

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate** ■ Price: **\$795**

Overview: In this course, 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.

Who Should Attend: All Federal employees and contractors are eligible to attend, including management, program, budget, and systems analysts or assistants, other staff members responsible for collecting and analyzing data, administrative staff interested in this series, and anyone else interested in transitioning into the management and program analysis series.

When and Where

July 10 - 11, 2019 Washington, DC
July 22 - 23, 2019 Largo, MD
September 16 - 17, 2019..... Oxon Hill, MD
December 16 - 17, 2019 Largo, MD

Management and Program Analysis: Cost Benefit Analysis

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate** ■ Price: **\$795**

Overview: Do you ever have to make or help others make a decision based on how much something costs? Are you responsible for making purchases, manpower (FTE's), space management, or scheduling travel for your organization? Then, this is the course for you!

Federal agencies are constrained by limited resources. To that end, numerous decisions rest on the cost versus the benefit of a proposed purchase, policy, action, change, or initiative. More often than not, trade-offs must occur for change to happen. This practical, hands-on course covers the basic components of cost-benefit analysis and will enable you to determine if a project is worthwhile financially, by evaluating a project's benefit versus its cost.

Who Should Attend: This course was designed for Federal employees, active duty military and contractors, including management, program, budget and systems analysts or assistants, project directors, project team leaders, IT managers, administrative staff, other staff members responsible for process management, business analysis, strategy, and collecting and analyzing data, or others interested in the management and program analysis series.

When and Where

July 11 - 12, 2019 Oxon Hill, MD
August 8 - 9, 2019 Largo, MD

ANALYTICAL SKILLS

Management and Program Analysis: Quantitative and Qualitative Analysis

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate** ■ Price **\$795**

Overview: Quantitative and qualitative analysis sounds complex on the surface, but, in reality, it's just another method used to understand and make decisions about data. This hands-on, interactive course explores quantitative vs. qualitative decisionmaking models. We will study sample data with an emphasis on how to apply and interpret it.

Who Should Attend: This course was designed for all Federal employees, active duty military and contractors, including management, program, budget and systems analysts or assistants, other staff members responsible for collecting and analyzing data, administrative staff, or others interested in the management and program analysis series.

When and Where

July 1 - 2, 2019..... Oxon Hill, MD
August 5 - 6, 2019..... Largo, MD
October 28 - 29, 2019 Largo, MD
November 5 - 6, 2019 Washington, DC

Critical and Analytical Thinking Skills for Office Personnel

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Fundamentals Refresher** ■ Price: **\$795**

Overview: 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.

Who Should Attend: Office professionals, support staff, and administrative personnel who seek to enhance their critical and analytical thinking skills.

When and Where

April 2 - 3, 2019 Oxon Hill, MD
July 8 - 9, 2019..... Washington, DC
July 25 - 26, 2019 Largo, MD
October 15 - 16, 2019 Largo, MD

Ability to Research, Analyze, and Solve Problems

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Fundamentals Refresher** ■ Price: **\$795**

Course Overview: 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.

Who Should Attend: All Federal civilian and military employees and contractors who want to learn the fundamentals of research, analysis, and problem solving.

When and Where

July 8 - 9, 2019..... Largo, MD
July 29 - 30, 2019..... Washington, DC
August 1 - 2, 2019..... Oxon Hill, MD
September 23 - 24, 2019..... Largo, MD

Quantitative Data Analysis with Microsoft Excel: An Introduction

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate** ■ Price: **\$795**

Overview: This course focuses on performing key work-related quantitative data analysis tasks using the powerful tools available in Microsoft Excel. Students taking this class should have a strong working knowledge of Microsoft Excel.

Who Should Attend: Students whose job responsibilities require them to routinely analyze and report data gathered through various data collection activities as well as students who wish to improve their analytical skills to make themselves even more valuable within their agencies.

Suggested Prerequisite: We recommend that students take first the following courses or be familiar with the concepts and principles covered in these courses: *Microsoft Excel: Level One* and *Management and Program Analysis: Data Collection and Analysis*

When and Where

June 26 - 27, 2019..... Oxon Hill, MD

ANALYTICAL SKILLS

Basic Statistics

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ **Level: Basic** ■ **Price: \$1045**

Overview: Statistics are mathematical tools that help you organize, analyze, and project new findings based on the data that we routinely collect as a part of our daily work functions. An understanding of basic statistics will assist you in bringing accountability, clarity, and transparency to work reports. Mastering a basic application of statistics will also improve your analytical skills and make you more valuable to your organization.

Who Should Attend: Anyone whose work involves basic statistical calculations and analysis will benefit. This includes program and management analysts, budget analysts, other analysts, project managers, managers, supervisors, team leaders, administrative officers, contract workers, and grant recipients.

When and Where

July 10 - 12, 2019 Largo, MD

SUPERVISION AND MANAGEMENT

Federal Human Resources Management for Supervisors and Managers

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ **Price: \$1095**

Overview: This course will assist federal clients in meeting the provisions of 5 CFR 412.202(b), requiring supervisory training within one year of appointment to a supervisory position and periodic follow-up training at least every 3 years thereafter. It is also designed to give federal supervisors and managers the tools necessary to ensure compliance with EEO, hiring, performance management, and other employment regulations. Our instructor will provide formal, interactive training designed to connect laws and regulations with application.

Who Should Attend: This course is designed to equip federal supervisors and aspiring 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 (including assisting employees with unacceptable performance), mentoring, EEO, employee & labor relations, leave, and pay regulations. The course design focuses on interactive instructional techniques including short lectures, group discussions and activities, role playing, and case studies. **This course aligns with the regulatory requirements outlined in 5 CFR 412.202 related to required training for supervisors.**

When and Where

July 24 - 26, 2019 Washington, DC
September 11 - 13, 2019 Oxon Hill, MD
November 12 - 14, 2019 Largo, MD

Federal Supervision and Management Training

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ **Level: Fundamentals Refresher** ■ **Price: \$825**

Overview: This course is designed to provide supervisors and managers tools to improve organizational and individual performance by implementing policies and procedures that will result in positive behavior, performance changes, and a high-performance workplace. 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 will help agencies accomplish the delivery of required training for new supervisors, within one year of an employee's initial appointment to a supervisory position, as well as refresher training to all supervisors and managers at least every three years, as mandated by 5 CFR 412.202.**

When and Where

July 9 - 10, 2019 Oxon Hill, MD
September 11 - 12, 2019 Washington, DC
September 17 - 18, 2019 Largo, MD

Who Should Attend:

- non-supervisors transitioning to supervisory positions
- participants in supervisory development programs
- new supervisors who need to complete required training
- current supervisors needing to complete required refresher training
- supervisors interested in or transitioning to manager
- participants in management development programs managers
- team leaders
- anyone else interested in learning more about this topic.

LEADERSHIP DEVELOPMENT

Leadership Training for Non-Supervisors

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Price: **\$795**

Overview: 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.

Who Should Attend: All non-supervisory Federal employees and contractors who want to enhance their leadership skills should attend.

When and Where

May 22 - 23, 2019 Oxon Hill, MD
July 18 - 19, 2019 Oxon Hill, MD
July 24 - 25, 2019 Washington, DC
August 13 - 14, 2019 Washington, DC
September 11 - 12, 2019 Largo, MD
September 24 - 25, 2019 Oxon Hill, MD
December 4 - 5, 2019 Washington, DC
December 11 - 12, 2019 Largo, MD

Leading Effective Teams and Groups **NEW!**

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Price: **\$795**

Overview: 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.

Who Should Attend: This course is designed for current leaders or aspiring leaders who are seeking to build and facilitate more effective teams and groups, build better team relationships, and help their agencies succeed.

When and Where

June 25 - 26, 2019 Washington, DC
August 8 - 9, 2019 Oxon Hill, MD
September 9 - 10, 2019 Largo, MD
December 18 - 19, 2019 Largo, MD

Teamwork Skills for Non-Supervisors

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Price: **\$795**

Overview: Discover this easy-to-use tool that has helped millions of people find personal success and dramatically improve their interpersonal relationships and skill levels in the workplace. *True Colors* has a decades-long track record of success with hundreds of companies like Ford, Pfizer, Motorola, Boeing, Microsoft and thousands of schools, hospitals, and government agencies that have used it to build teamwork, improve communication, and customer relations. The strength and power of *True Colors* is that it takes an elaborate method of understanding personality theory and converts it into a user-friendly, practical tool that is fun to use and easy to apply to real life situations.

Who Should Attend: All non-supervisory Federal employees and contractors who want to enhance their teamwork skills using the *True Colors* method.

When and Where

April 11 - 12, 2019 Oxon Hill, MD
June 26 - 27, 2019 Largo, MD
August 19 - 20, 2019 Oxon Hill, MD
September 16 - 17, 2019 Washington, DC
September 26 - 27, 2019 Largo, MD
December 5 - 6, 2019 Oxon Hill, MD

Conflict Management and Resolution

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Price: **\$795**

Overview: Conflict is a part of our lives, but many people lack fundamental conflict management and resolution skills. 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. You will also improve your communication and conflict management skills, which will allow your staff and co-workers to focus on performance and productivity.

Who Should Attend: All Federal employees and contractors who want to manage workplace conflicts more effectively.

When and Where

June 19 - 20, 2019 Largo, MD
August 5 - 6, 2019 Washington, DC
September 26 - 27, 2019 Largo, MD
November 14 - 15, 2019 Oxon Hill, MD

LEADERSHIP DEVELOPMENT

Women and Leadership: Thriving in the Workplace

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Price: **\$795**

Overview: Our instructor brings significant leadership experience to the classroom, having served for many years at the federal level as an Executive Officer. She will candidly share her experiences and strategies for thriving in the workplace. She will provide tools and techniques to enrich the learning experience, while creating a comfortable, open, and exciting classroom environment, in which students can also learn from one another. You will explore various leadership roles, models, and theories as well as their practical applications. You will also learn how to develop your unique leadership style for maximum impact.

Who Should Attend: This course is for anyone interested in becoming a more effective organizational member by increasing their understanding of how organizations work as well as some of the most important motivators of human behavior.

The course is especially beneficial for women who have not had extensive exposure to leadership models, organizational behavior frameworks, and theoretical models of employee motivation. The topics are appropriate for all organizational levels and functional areas and may be especially beneficial for new leaders, those aspiring to leadership positions, and long-time leaders who would like to enhance their leadership effectiveness.

When and Where

June 17 - 18, 2019..... Washington, DC
July 29 - 30, 2019..... Largo, MD
September 5 - 6, 2019..... Oxon Hill, MD
September 17 - 18, 2019..... Washington, DC
November 5 - 6, 2019 Largo, MD

WRITTEN COMMUNICATION

Effective Writing Workshop

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Refresher** ■ Price: **\$785**

Overview: Effective writing skills are very important for career success. In this course, you will discover a reader-friendly approach to business writing, how to write clear and concise sentences, how to write organized and cohesive paragraphs, and some of the most common mistakes in grammar and punctuation.

Who Should Attend: 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.

When and Where

April 17 - 18, 2019 Washington, DC
May 7 - 8, 2019..... Oxon Hill, MD
June 5 - 6, 2019..... Largo, MD
August 7 - 8, 2019..... Largo, MD
September 3 - 4, 2019..... Oxon Hill, MD
September 24 - 25, 2019..... Washington, DC
December 3 - 4, 2019..... Largo, MD

Correspondence Writing for Administrative Professionals

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Refresher** ■ Price: **\$765**

Overview: Memos and emails are important tools for effective communication. To be effective, they need to be written correctly, clearly, and concisely. In this HANDS-ON workshop, you will learn to write memos and emails that work for you and your readers.

Our instructor, Kym Marie Clarke, will give you the tools, the self-confidence, and the motivation necessary to improve and enhance those skills.

Who Should Attend: This course is designed for Federal administrative professionals and contractors who want to improve their Government correspondence, including memo writing and email communication.

When and Where

June 10 - 11, 2019..... Oxon Hill, MD
July 18 - 19, 2019..... Largo, MD

WRITTEN COMMUNICATION

Federal Writing Boot Camp

Credits: **NASBA CPEs: 28** | **CEUs: 2.8** ■ Level: **Refresher** ■ Price: **\$1399**

Overview: 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. There are numerous exercises to help you reinforce the lessons learned.

Who Should Attend: All Federal employees and contractors who are serious about improving their fundamental writing skills.

When and Where

May 28 - 31, 2019 Oxon Hill, MD
August 26 - 29, 2019 Washington, DC
September 30 - October 3, 2019 Largo, MD
December 9 - 12, 2019 Oxon Hill, MD

Critical Thinking for Clear Writing: An Introduction

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Refresher** ■ Price: **\$765**

Overview: 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.

Who Should Attend: All Federal civilian and military employees and contractors who want to learn the connection between critical thinking and clear writing.

When and Where

June 13 - 14, 2019 Largo, MD
September 26 - 27, 2019 Oxon Hill, MD
October 8-9, 2019 Largo, MD

Report Writing

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Refresher** ■ Price: **\$765**

Overview: 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.

Who Should Attend: Federal civilian employees, military employees, contractors and anyone else who wants to learn and/or review the fundamentals of report writing.

When and Where

August 19 - 20, 2019 Largo, MD
October 17 - 18, 2019 Oxon Hill, MD
November 13 - 14, 2019 Washington, DC

Editing Skills for Federal Employees

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Refresher** ■ Price: **\$765**

Overview: 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, Kym Marie Clarke, will give you the tools, the self-confidence, and the motivation to improve and enhance your skills.

Who Should Attend: All Federal civilian and military employees and contractors interested in improving their editing skills.

When and Where

June 18 - 19, 2019 Largo, MD
July 22 - 23, 2019 Washington, DC
August 15 - 16, 2019 Oxon Hill, MD

Plain Language Writing for Federal Employees

Credits: **NASBA CPEs: 7** | **CEUs: 0.7** ■ Level: **Refresher** ■ Price: **\$435**

Overview: This course is interactive and HANDS-ON. It includes lecture, individual and group work sessions, presentations, and instructor coaching. The instructor customizes the curriculum to meet the needs stated by the participants.

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*.

Who Should Attend: Federal civilian employees, military employees, and contractors and anyone else who wants to develop the skills needed to make their writing clearer and easier to understand.

When and Where

June 28, 2019 Oxon Hill, MD
August 9, 2019 Largo, MD
August 26, 2019 Oxon Hill, MD

ENGLISH, GRAMMAR, AND USAGE

English Essentials: A Comprehensive Review

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ Level: **Refresher** ■ Price: **\$1095**

Overview: 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. By the conclusion of the course, your confidence and knowledge will have increased significantly. Also, with a smaller class size guaranteed, you are sure to receive personalized attention from our instructor.

Who Should Attend: This course is designed for Federal employees, active duty military, and contractors who are serious about refreshing their knowledge of grammar, punctuation, and usage.

Class size is limited to 15 students per class to maximize learning.

When and Where

July 31 - August 2, 2019 Largo, MD
August 12 - 14, 2019 Oxon Hill, MD
August 19 - 21, 2019 Washington, DC

Proofreading Skills for Federal Employees

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Refresher** ■ Price: **\$765**

Overview: 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. In this "hands-on" class, you will receive numerous exercises, handouts, checklists, and tips to reinforce and perfect your proofreading skills.

Who Should Attend: All Federal civilian and military employees and contractors interested in improving their proofreading knowledge and skills.

When and Where

July 15 - 16, 2019 Washington, DC
July 29 - 30, 2019 Largo, MD
August 5 - 6, 2019 Oxon Hill, MD
October 21 - 22, 2019 Largo, MD

ORAL COMMUNICATION

Communication Skills: Speaking to an Audience

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Fundamentals Refresher** ■ Price: **\$795**

Overview: Are you interested in engaging and connecting with your audience when you speak? Come learn the art of presenting to an audience with style, confidence, and purpose.

Who Should Attend: All Federal civilian and military employees and contractors who want to gain more confidence communicating in meetings, briefings, or presentations.

When and Where

April 15 - 16, 2019 Oxon Hill, MD
July 31 - August 1, 2019 Largo, MD
October 7 - 8, 2019 Oxon Hill, MD

Interpersonal Communication: Building Professional Workplace Relationships **NEW!**

Credits: **NASBA CPEs: 1.4** | **CEUs: 1.4** ■ Level: **Fundamentals Refresher** ■ Price: **\$795**

Overview: This interactive workshop will explore your preferred method of communication and gain insight into the preferences of others so that you can consistently foster positive interactions, reduce miscommunication, and achieve results. We will review transactional analysis and ego states to adapt how we engage in dialogue to enhance workplace culture.

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.

Who Should Attend: Anyone interested in learning results-oriented techniques and methods for improving his or her workplace communication skills.

When and Where

May 20 - 21, 2019 Largo, MD
August 26 - 27, 2019 Largo, MD
November 12 - 13, 2019 Oxon Hill, MD

ORAL COMMUNICATION

Effective Oral Communication

Credits: **NASBA CPEs: 7** | **CEUs: 0.7** ■ Price: **\$425**

Overview: Oral communication skills are critical to success in just about any career field. This course will help you develop your skills in a practical, exciting, and relaxed learning environment. You will learn while having fun!

Who Should Attend: This course is designed for all Federal employees and contractors interested in developing their overall communication skills, including speaking in front of groups, improving one-on-one communication skills, and communicating assertively and persuasively.

When and Where

August 30, 2019..... Washington, DC
September 23, 2019 Largo, MD

MICROSOFT OFFICE

Microsoft Excel: Level One

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Introductory** ■ Price: **\$795**

Overview: Our training maximizes learning and allows for more “hands-on” practice. You also receive a copy of *Microsoft Office Excel QuickSteps* – a full-color, user-friendly manual.

Who Should Attend: Federal employees, contractors, self-taught individuals, and anyone else who wants to learn Microsoft Excel fundamentals- and beyond.

When and Where

June 5 - 6, 2019..... Largo, MD
June 17 - 18, 2019..... Oxon Hill, MD
August 15 - 16, 2019 Washington, DC
September 3 - 4, 2019..... Largo, MD
December 16 - 17, 2019 Oxon Hill, MD

Microsoft Excel: Level Two

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate** ■ Price: **\$795**

Overview: Our training maximizes learning and allows for more “hands-on” practice. You also receive a copy of *Microsoft Excel Visual: Quick Tips* - a user-friendly, color manual.

Who Should Attend: All students should take our Microsoft Excel: Level One class first, unless you have intermediate level Excel skills.

When and Where

June 10 - 11, 2019..... Largo, MD
June 19 - 20, 2019..... Oxon Hill, MD
August 20 - 21, 2019 Washington, DC
September 5 - 6, 2019..... Largo, MD
December 18 - 19, 2019 Oxon Hill, MD

Microsoft Excel: Level Three

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Advanced** ■ Price: **\$795**

Overview: 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.

Who Should Attend: All students who took our Microsoft Excel: Level Two course OR advanced users with strong Excel skills.

We suggest that you bring a sample workbook from your job. There will be an opportunity for students to ask questions specifically related to their work projects.

When and Where

June 24 - 25, 2019..... Oxon Hill, MD
August 22 - 23, 2019 Washington, DC
September 11 - 12, 2019 Largo, MD

PROJECT MANAGEMENT

Project Management for Team Members

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Introductory** ■ Price: **\$795**

Overview: To work together effectively on any project, everyone on the team needs to possess a clear understanding of all expectations. In this course, you will develop an understanding of key terminology and apply basic PM tools and techniques to increase your effectiveness both on the team and in your own functional area.

Who Should Attend: This course is designed for team leaders, team members, other office professionals, and administrative staff who want to improve their project management skills. It is perfect for employees who work as team members on projects and want to develop their skills so that they may be more effective team members. It is also perfect for office professionals who seek a basic understanding of project management techniques.

For those who want to go beyond the basics, please see our Project Management course.

When and Where

April 22 - 23, 2019 Washington, DC
May 22 - 23, 2019 Largo, MD
July 29 - 30, 2019 Oxon Hill, MD
August 29 - 30, 2019 Largo, MD
September 18 - 19, 2019 Washington, DC
October 30 - 31, 2019 Largo, MD

Project Management

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ Level: **Intermediate** ■ Price: **\$1075**

Overview: This course includes valuable content on the latest Agile project management methodology as required and outlined in the Project Management Institutes's (PMI) PMBOK Guide- 6th edition. Our instructor will also illustrate the differences between traditional waterfall based project management and the Agile based approach. This course presents effective techniques and solutions for approaching and resolving the most common project management issues using principles and tools from PMI, ensuring consistent, high-quality, timely results with a focus on the triple constraints of time, costs, and resources.

The course provides an end-to-end perspective on the project life cycle, with special emphasis on project start-up, monitoring, and closeout. The training is highly interactive with opportunities to apply and practice lecture concepts.

Who Should Attend: This course is designed for project managers, team leaders, team members and other professionals who want to learn how to complete projects on time and within budget, while meeting quality standards. It is also for students who would like to learn Project Management Body of Knowledge (PMBOK) standards-based approaches to successfully manage programs and projects. In addition, this course is also for those who desire to apply the established processes, procedures, and terminology (outlined by Project Management Institute) when solving the most common project management issues.

For those who want to or need to take an introductory-level course first, please see our Project Management for Team Members course.

When and Where

June 12 - 14, 2019 Oxon Hill, MD
August 7 - 9, 2019 Washington, DC
August 26 - 28, 2019 Largo, MD

FEDERAL HUMAN RESOURCES

Federal Human Resources: An Overview

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ Price: **\$1045**

Overview: Our expert 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.

Who Should Attend: New HR staff members, embedded HR staff members partnering with career HR professionals, management analysts, specialists, managers, supervisors, contractors, and other staff members working or assisting with HR issues.

Students attending this course should have a strong foundation in Federal human resources and what it takes to be a successful HR professional.

When and Where

June 3 - 5, 2019 Oxon Hill, MD
July 17 - 19, 2019 Washington, DC
August 14 - 16, 2019 Largo, MD
September 18 - 20, 2019 Oxon Hill, MD
November 5 - 7, 2019 Largo, MD

Federal Employee Relations: An Introduction

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Price: **\$795**

Overview: 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, ensuring the consistent application of statute and regulation. Management and employees in Federal agencies have rights and responsibilities. The employee relations function has a major impact on the operational effectiveness of Federal agencies and contributes in large measure to the resolution of employee-employer conflicts.

Who Should Attend: This course is open to any individual 1) interested in entering the human resources profession, 2) new supervisors/managers and/or team leaders, 3) entry level HR professionals, and 4) administrative and management support professionals and assistants. It is also designed to provide awareness to other individuals who have a need to understand the fundamental principles and practices of employee relations in the Federal Government.

When and Where

May 20 - 21, 2019 Oxon Hill, MD
July 1 - 2, 2019..... Washington, DC
August 29 - 30, 2019 Largo, MD
December 4 - 5, 2019..... Largo, MD

Federal Staffing and Placement

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ Price: **\$1045**

Overview: 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. You will learn about applying for and working for the Federal Government, as well as specifics about the competitive service system. In addition, you will learn about the challenges to recruiting in today's competitive job environment, as well as acquire the knowledge and skills needed to evaluate and rate Federal job applications.

Who Should Attend: Human resources specialists, human resources assistants, and others, such as supervisors, managers, EEO professionals, and other office personnel who need to understand and apply current Federal staffing procedures and regulations.

When and Where

May 14 - 16, 2019 Oxon Hill, MD
July 9 - 11, 2019..... Largo, MD
September 25 - 27, 2019..... Washington, DC
October 9 - 11, 2019 Oxon Hill, MD

Position Classification

Credits: **NASBA CPEs: 28** | **CEUs: 2.8** ■ Price: **\$1345**

Overview: This course is designed to provide students with a fundamental understanding of the position classification system 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 other hiring officials, assisting them in navigating the classification process. Additionally, the Human Resources Office must determine the final classification of a position and assign to the position description the appropriate occupational series, title, and grade level of the position.

Our expert instructor, with over 25 years' experience in the field, will guide students through this entire process.

Who Should Attend: This course is open to anyone planning to enter into or already in the human resources profession, including HR professionals, HR assistants, and administrative and management support professionals and assistants. It is also designed to provide awareness to other individuals in organizations 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.

When and Where

August 12 - 15, 2019 Washington, DC
September 16 - 19, 2019..... Largo, MD
November 4 - 7, 2019 Oxon Hill, MD

FEDERAL HUMAN RESOURCES

Processing Personnel Actions

Credits: **NASBA CPEs: 28 | CEUs: 2.8** ■ Price: **\$1399**

Overview: Our expert instructor will teach you how to prepare, process, and approve Requests for Personnel Actions (SF-52) and Notifications of Personnel Actions (SF-50), 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.

Who Should Attend: Human resources assistants, specialists, clerks, other office personnel, and anyone else who needs to understand and apply Federal personnel procedures.

When and Where

August 6 - 9, 2019..... Washington, DC
September 3 - 6, 2019..... Largo, MD
October 28 - 31, 2019 Oxon Hill, MD

EEO in the Federal Government

Credits: **NASBA CPEs: 14 | CEUs: 1.4** ■ Price: **\$795**

Overview: In this course, 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.

Who Should Attend: All Federal employees would benefit from this course.

When and Where

May 1 - 2, 2019..... Oxon Hill, MD
July 23 - 24, 2019..... Largo, MD
September 23 - 24, 2019..... Washington, DC
November 20 - 21, 2019..... Largo, MD

Performance Management

Credits: **NASBA CPEs: 14 | CEUs: 1.4** ■ Price: **\$795**

Overview: The purpose of this course is to provide the participant with knowledge related to the performance management system in the Federal Government. Performance management is the systematic process by which an agency involves its employees, as individuals and members of a group, in improving organizational effectiveness in the accomplishment of the agency's mission and goals. Employees and supervisors/managers must understand their roles and responsibilities as it relates to this critical organizational requirement.

Who Should Attend: 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.

When and Where

June 10 - 11, 2019..... Largo, MD

Veterans' Adjudication in Federal Employment **NEW!**

Credits: **CEUs: 0.7** ■ Price: **\$435**

Course Overview: This course will provide an overview of the history of veterans' preference in federal employment and will also provide the knowledge and skill to be able to adjudicate and apply veterans' preference in the pre-employment phase of recruiting candidates for employment. Students will also learn to apply veterans' preference in the competitive and excepted service, how veterans' preference applies while a veteran is employed, and veterans' preference as it applies to retention and post-employment.

Students will review all the special appointing authorities which apply specifically to veterans, veterans with preference eligibility, and disabled veterans. This course will also explore what is required to ensure that all personnel actions fully comply with current rules and regulations regarding individuals who are entitled to veterans' preference.

Who Should Attend: Anyone involved in the adjudication of veterans' preference claims or performance of delegated examining work, including human resources professionals, administrative staff, supervisors, and managers.

When and Where

July 31, 2019..... Oxon Hill, MD
August 28, 2019..... Largo, MD

RETIREMENT AND BENEFITS PLANNING

Pre-Retirement and Benefits Planning for Federal Employees

Credits: **CEUs: 1.4** ■ Price: **\$795**

Overview: Will you really be ready to retire when you are eligible? 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!

Our dynamic instructor is an expert in the field and has taught this course for Human Resources Institute since 2001. He consistently receives outstanding evaluations from his students. As a result, we are very confident that you will find this course to be well worth your time.

Who Should Attend: New Federal employees, mid-career Federal employees, and Federal employees within five years of retirement would all benefit from this training. It is never too early to plan! This course is also effective for Federal HR practitioners and liaisons who want to increase their knowledge of Federal retirement and benefits.

When and Where

April 18 - 19, 2019 Oxon Hill, MD
June 27 - 28, 2019..... Washington, DC
August 22 - 23, 2019 Largo, MD
September 26 - 27, 2019..... Washington, DC
November 7 - 8, 2019 Largo, MD

Financial Planning for Federal Employees

Credits: **CEUs: 0.7** ■ Price: **\$435**

Overview: Will you really be ready to retire when you are eligible? 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! Our dynamic instructor is an expert who gives you the information that you need to know- in plain English.

Who Should Attend: All Federal civilian employees are eligible to attend. It is never too early to plan! Federal employees of all ages and grade levels need this training.

When and Where

August 7, 2019..... Oxon Hill, MD
September 13, 2019 Largo, MD

FEDERAL BUDGET AND FINANCIAL MANAGEMENT

Federal Budgeting: An Introduction

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Price: **\$795**

Overview: Article 1, Section 8 of The United States Constitution designates the power of the purse as a function of Congress. The Federal budget process, as defined in the Congressional Budget and Impoundment Control Act of 1974, is the methodology through which the power of the purse is executed. In this course, we will walk through each of the major phases and the timing of the annual budget cycle. Utilizing information sharing and hands-on individual and group activities, class participants will acquire practical and relevant information on the Federal budget process and its impact on their organization and their position.

Who Should Attend: This course is designed for Federal civilian, active military, and federal contractors who currently work in or support the Federal budget cycle. This course is also a good fit for acquisition professionals, individuals who would like to transition to the budget analyst (560) series, project managers, administrative professionals, travel managers, any staff who have budget-related "other duties as assigned," or anyone else who would benefit from an overview of the Federal budgeting process.

When and Where

July 24 - 25, 2019 Largo, MD
September 19 - 20, 2019..... Washington, DC
September 24 - 25, 2019 Largo, MD
October 15 - 16, 2019 Oxon Hill, MD

Budget Analysis: An Introduction

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Price: **\$795**

Overview: This course will prepare you to tackle budget-related issues in your current position, while preparing you for success in the Budget Analysis (GS-560) series

Who Should Attend: Newly hired budget analysts, budget assistants, other analysts, assistants, administrative staff working on budget issues, other staff members who handle budget issues, and anyone else who wants to learn about the Budget Analysis Series, GS-0560

When and Where

May 7 - 8, 2019 Washington, DC
June 17 - 18, 2019..... Largo, MD
August 19 - 20, 2019 Largo, MD
September 9 - 10, 2019..... Oxon Hill, MD
Sept. 30 - Oct. 1, 2019..... Washington, DC
December 5 - 6, 2019..... Largo, MD

FEDERAL BUDGET AND FINANCIAL MANAGEMENT

Budget Execution

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Price: **\$795**

Overview: Our instructor is an expert in the budget execution field with over 25 years of accounting, auditing, and federal financial management experience. You will receive practical and relevant information, which will help you become better equipped to successfully complete your budget execution duties and responsibilities

Who Should Attend: All Federal employees and contractors involved with their organization's budget execution process who want to acquire more knowledge of the principles, laws, and procedures necessary for proper budget execution.

When and Where

October 17 - 18, 2019 Largo, MD

Federal Appropriations Law

Credits: **NASBA CPEs: 21** | **CLPs: 21** | **CEUs: 2.1** ■ Price: **\$995**

Overview: Students will learn to identify and resolve appropriations law issues that arise in the workplace. The course focuses on the availability of appropriations as to purpose, amount, and time. It also covers and includes appropriations law terminology, basic constitutional and legislative controls and processes affecting federal funds, relevant case studies, and much more.

Who Should Attend: 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, approving officials, 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.

When and Where

August 5 - 7, 2019 Largo, MD

Federal Accounting Fundamentals: An Introduction **NEW!**

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ Level: **Introductory** ■ Price: **\$1,025**

Overview: 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.

Who Should Attend: Federal employees and contractors who are involved in financial management, budgeting and accounting functions, and operations; Federal employees and contractors who are new to federal accounting; budget, financial, program, or management analysis professionals who want to diversify their knowledge; individuals who need refresher training; and employees who are in the process of transitioning from their current position to one focused on financial management.

When and Where

July 15 - 17, 2019 Largo, MD

July 31 - August 2, 2019 Washington, DC

August 21 - 23, 2019 Oxon Hill, MD

October 23 - 25, 2019 Largo, MD

CONTRACTING AND ACQUISITION

Introduction to Federal Contracting and Procurement

Credits: **NASBA CPEs: 24** | **CLPs: 24** | **CEUs: 2.4** ■ Price: **\$1045**

Overview: The demand for Federal employees with contracting knowledge and experience has been increasing for some time. Understanding the Federal acquisition and procurement process will help you contribute to your organization's contracting success and make you a much more valuable asset within your agency. By developing your knowledge and understanding of Federal contracting and procurement, you will significantly increase your chances for advancement. Successful students will be eligible for 24 Continuous Learning Points (CLPs).

Who Should Attend: 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.

When and Where

July 16 - 18, 2019 Largo, MD

September 18 - 20, 2019 Largo, MD

Sept. 30 - Oct. 2, 2019 Washington, DC

CONTRACTING AND ACQUISITION

Contracting Officer's Representative Course

Credits: **NASBA CPEs: 40** | **CLPs: 40** | **CEUs: 4** ■ Price: **\$1395**

Overview: This course is designed to provide you with knowledge of the Federal contracting and acquisition process. Our dynamic instructor, with over 20 years of experience as a Contracting Officer, will equip you with the knowledge and skills necessary to successfully execute your responsibilities as a representative of the contracting officer.

Who Should Attend: This course is designed to provide non-contracting personnel with knowledge of the Federal acquisition process as well as the knowledge, skills, and core technical competencies to execute their responsibilities as a representative of the contracting officer. All personnel who are designated as a Contracting Officer's Representative (CORs), Contracting Officer's Technical Representative (COTRs), Technical Officer (TOs), or Project Officer (POs), as well as anyone else who wants to develop a thorough understanding of the entire acquisition process, are eligible to attend.

Students already certified with FAC-COR, and who must accumulate 40 CLPs (Continuous Learning Points) every two years to maintain their certification, will be eligible for 40 CLPs.

Please note that this course is not currently DAU Equivalent or FAI verified. For questions concerning initial certification, please contact your Acquisition Career Manager (ACM). **Note:** This course was formerly called *COR Workshop*.

When and Where

May 13 - 17, 2019 Largo, MD
July 22 - 26, 2019 Oxon Hill, MD
August 12 - 16, 2019 Largo, MD
August 26 - 30, 2019 Washington, DC
October 21 - 25, 2019 Oxon Hill, MD

PROFESSIONAL DEVELOPMENT

The Administrative Officer

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ Price: **\$1045**

Overview: The Federal Government has an increasing need for generalists – skilled professionals who capably lead, aid their organizations through change and problem resolution, and measure progress and results while achieving strategic goals. Discover which knowledge, skills, and abilities are necessary for success in this field. Each student will receive a copy of the International Bestseller, *The Secret: What Great Leaders Know and Do, 2nd ed.*

Who Should Attend: New administrative officers, management analysts and fiscal officers who are transitioning to positions with broader management responsibility, office managers, and administrative staff seeking promotion and advancement.

When and Where

May 21 - 23, 2019 Washington, DC
July 15 - 17, 2019 Oxon Hill, MD
September 3 - 5, 2019 Washington, DC
September 30 - October 2, 2019 Largo, MD
November 18 - 20, 2019 Oxon Hill, MD

Customer Service Skills for Federal Employees

Credits: **NASBA CPEs: 7** | **CEUs: 0.7** ■ Price: **\$435**

Overview: 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.

Who Should Attend: All Federal employees and contractors are encouraged to attend.

When and Where

July 22, 2019 Largo, MD
September 9, 2019 Washington, DC

Listening and Memory Skills Development

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Price: **\$795**

Overview: Listening and memory skills are very important components of success in most careers. This course will help you improve your work performance by providing practical, real-world techniques – not gimmicks – to identify your areas of weakness, while strengthening your overall skills. Our instructor will show you the way.

Who Should Attend: All Federal employees and contractors are encouraged to attend.

When and Where

July 1 - 2, 2019 Largo, MD

PROFESSIONAL DEVELOPMENT

Managing Your Priorities and Workload

Credits: **NASBA CPEs: 7** | **CEUs: 0.7** ■ Price: **\$435**

Overview: 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 so that you can be sure that you are maximizing your precious time, getting all of your priority work done effectively and efficiently, and demonstrating the day-to-day habits that all successful people share.

Who Should Attend: All Federal employees and contractors are encouraged to attend.

When and Where

May 17, 2019..... Oxon Hill, MD
August 2, 2019..... Largo, MD
August 12, 2019..... Washington, DC
November 21, 2019 Oxon Hill, MD

Your Federal Career: A Roadmap to Success

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Price: **\$795**

Overview: If you help your organization succeed, you will succeed. The Federal Government is the nation's largest employer and is committed to having a world-class workforce. In this course, you will learn how to stand out among your co-workers and peers as a highly valued and 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.

Who Should Attend: This course is designed for current Federal civilian employees, active military, Federal contractors, and other individuals interested in getting results for their agencies as well as in their own Federal careers. Our instructor, a former Senior Executive in the Federal Government, will show you the way!

When and Where

May 9 - 10, 2019 Oxon Hill, MD
September 9 - 10, 2019..... Largo, MD

Writing Effective Self-Assessments **NEW!**

Credits: **CEUs: 0.7** ■ Price: **\$425**

Who Should Attend: All federal employees and contractors who are required to provide input for the evaluation of their performance, as well as individuals responsible for facilitating performance management for their organization.

Course Overview: Workplace evaluations are essential to facilitate feedback, manage perceptions, communicate accomplishments, enforce accountability, and identify challenges. Writing an effective self-assessment, which describes an impactful picture of your performance and accomplishments, provides you with a crucial channel of communication and feedback.

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.

When and Where

May 20, 2019..... Washington, DC
July 8, 2019 Largo, MD
September 6, 2019 Washington, DC
September 23, 2019 Oxon Hill, MD
November 1, 2019 Largo, MD

EQUAL OPPORTUNITY

2019 Black Women's Seminar

Credits: **CEUs: 1.4** ■ Price: **\$795**

Overview: Your journey along the path to career success starts now with the decisions you make each day. This training will energize and invigorate you, giving you new ideas and strategies to help you succeed in your current position and your career. Our dynamic instructor will discuss specific tips to help you grow both professionally and personally. You will have the opportunity to meet, network, and share ideas with other successful women, which will be valuable to you long after the training has ended.

Who Should Attend: This is an Equal Opportunity course and all Federal employees and contractors are eligible. The focus is on helping black women succeed in their careers.

When and Where

August 21 - 22, 2019 Largo, MD
September 3 - 4, 2019..... Washington, DC
September 30 - October 1, 2019 Oxon Hill, MD

CERTIFICATE PROGRAMS

Federal Human Resources Certificate Program

Required Courses (Complete Six)

- Federal Human Resources: An Overview
- Federal Staffing and Placement
- Position Classification
- Processing Personnel Actions
- Federal Employee Relations: An Introduction
- Pre-Retirement and Benefits Planning for Federal Employees

Elective Courses (Complete Two)

- Performance Management
- EEO in the Federal Government
- Veterans' Adjudication in Federal Employment
- Effective Writing Workshop
- Communication Skills: Speaking to an Audience
- Customer Service Skills for Federal Employees

Note: If you have previously completed any of the Human Resources Institute courses listed above, you may be able to apply them to this certificate program.

Deadline to Complete: After enrollment in the certificate program, you have up to four years to complete the courses in the program.

Federal Business Writing Certificate Program

Required Courses (Complete Three)

- English Essentials: A Comprehensive Review
- Effective Writing Workshop
- Proofreading Skills for Federal Employees

Core Courses (Complete Three)

- Federal Writing Boot Camp
- Report Writing
- Critical Thinking for Clear Writing: An Introduction
- Plain Language Writing for Federal Employees
- Editing Skills for Federal Employees
- Correspondence Writing for Administrative Professionals

Note: If you have previously completed any of the Human Resources Institute courses listed above, you may be able to apply them to this certificate program.

Deadline to Complete: After enrollment in the certificate program, you have up to three years to complete the courses in the program.

For complete information or to enroll in one of our certificate programs, please visit www.federaltraining.com or call **301-749-5600**.

Program Cost: There is no cost to enroll in a certificate program. You simply pay for the courses after you register for them.

All of our courses are available for Group On-Site training at your location. Please email support@federaltraining.com or call 301-749-5600 for details.

CERTIFICATE PROGRAMS

Administrative Management Certificate Program

Required Courses (Complete One)

- The Administrative Officer

Core Courses (Complete Three)

- Introduction to Federal Contracting and Procurement
- Federal Budgeting: An Introduction
- Budget Analysis: An Introduction
- Federal Human Resources: An Overview
- Project Management for Team Members

Elective Courses (Complete Two)

- Processing Personnel Actions
- Editing Skills for Federal Employees
- Effective Writing Workshop
- Leadership Training for Non-Supervisors
- Budget Execution

Note: If you have previously completed any of the Human Resources Institute courses listed above, you may be able to apply them to this certificate program.

Deadline to Complete: After enrollment in the certificate program, you have up to three years to complete the courses in the program.

Management and Program Analysis Certificate Program: Level One

Required Courses (Complete Two)

- Management and Program Analysis (343 Series): An Introduction
- Management and Program Analysis (343 Series): Beyond the Basics

Core Courses (Complete Two)

- Management and Program Analysis: Data Collection and Analysis
- Communication Skills: Speaking to an Audience
- Project Management for Team Members
- Critical and Analytical Thinking Skills for Office Personnel

Elective Courses (Complete Two)

- Ability to Research, Analyze, and Solve Problems
- Budget Analysis: An Introduction
- Federal Budgeting: An Introduction
- Teamwork Skills for Non-Supervisors

Note: If you have previously completed any of the Human Resources Institute courses listed above, you may be able to apply them to this certificate program.

Deadline to Complete: After enrollment in the certificate program, you have up to three years to complete the courses in the program.

Management and Program Analysis Certificate Program: Level Two

Required Courses (Complete Two)

- Management and Program Analysis: Quantitative and Qualitative Analysis
- Management and Program Analysis: Cost Benefit Analysis

Core Courses (Complete Two)

- Basic Statistics
- Quantitative Data Analysis with Microsoft Excel: An Introduction
- Project Management
- Report Writing

Elective Courses (Complete Two)

- Critical Thinking for Clear Writing: An Introduction
- Customer Service Skills for Federal Employees
- Microsoft Excel: Level One
- Microsoft Excel: Level Two
- Microsoft Excel: Level Three

Recommended Prerequisite: Management and Program Analysis Certificate Program, Level One

Note: If you have previously completed any of the Human Resources Institute courses listed above, you may be able to apply them to this certificate program.

Deadline to Complete: After enrollment in the certificate program, you have up to three years to complete the courses in the program.



HUMAN RESOURCES
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Human Resources Institute

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