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Human Resources Institute

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Table of Contents

Available Courses

Analytical Skills	1-2
Contracting and Acquisition	3
Supervision and Management	3-4
Leadership Development	4-5
Written Communication	5-6
English, Grammar, and Usage.....	7
Oral Communication	7-8
Microsoft Office.....	8-9
Project Management.....	9-10
Federal Human Resources.....	10-12
Retirement and Benefits Planning.....	13
Federal Budget and Financial Management.....	13-14
Professional Development	14-15

Certificate Programs

Federal Human Resources Certificate Program.....	16
Federal Business Writing Certificate Program	16
Administrative Management Certificate Program.....	17
Management and Program Analysis Certificate Program: Level One.....	17
Management and Program Analysis Certificate Program: Level Two.....	17

Locations

Virtual Training

Virtual/Online

Maryland

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

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

Parking is free.

Metro Accessible: Largo Town Center Metro Station.
Take the C21, C22, or C26 bus (about a 1 to 2 minute
bus ride). Arrive at LARGO DR W and LOTTSFORD RD
bus stop. The bus stop is right in front of the building.

**Interested in Group Training? We can provide virtual/online and in-person training for your team.
Please email support@federaltraining.com or call us to request a quote.**

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



Contract Holder
GS-02F-0141R
99-Multiple Award Schedule-H10 (Training)

ANALYTICAL SKILLS

Management and Program Analysis (343 Series): An Introduction

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Introductory** ■ Price: **\$845**

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

Apr 20 - 21, 2022 Virtual, Online
May 25 - 26, 2022 Virtual, Online
Jul 20 - 21, 2022 Virtual, Online
Aug 24 - 25, 2022 Virtual, Online
Sep 19-20 - 22, 2022 Virtual, Online
Oct 24 - 25, 2022 Largo, MD or Virtual, Online
Nov 30 - Dec 1, 2022 Virtual, Online

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

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate** ■ Price: **\$845**

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

May 4 - 5, 2022 Virtual, Online
July 6-7, 2022 Virtual, Online
Aug 31 - Sep 1, 2022 Virtual, Online
Sep 26 - 27, 2022 Virtual, Online
Nov 1 - 2, 2022 Largo, MD or Virtual, Online
Dec 7 - 8, 2022 Virtual, Online

Management and Program Analysis: Data Collection and Analysis

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate** ■ Price: **\$845**

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

Apr 20 - 21, 2022 Virtual, Online
Jun 27 - 28, 2022..... Virtual, Online
Aug 1 - 2, 2022..... Virtual, Online
Sep 19 - 20, 2022 Virtual, Online
Nov 9 - 10, 2022 Largo, MD or Virtual, Online

Management and Program Analysis: Cost Benefit Analysis

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate** ■ Price: **\$845**

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

Jun 13 - 14, 2022..... Virtual, Online
Aug 15 - 16, 2022..... Virtual, Online
Oct 26 - 27, 2022 Largo, MD or Virtual, Online

ANALYTICAL SKILLS

Management and Program Analysis: Quantitative and Qualitative Analysis

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate** ■ Price **\$845**

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

Jun 6 - 7, 2022 Virtual, Online
Aug 10 - 11, 2022..... Virtual, Online
Sep 8 - 9, 2022..... Virtual, Online
Oct 24 - 25, 2022 Virtual, Online

Critical and Analytical Thinking Skills for Office Personnel

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Fundamentals Refresher** ■ Price: **\$845**

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

Jun 22 - 23, 2022..... Virtual, Online
Sep 12 - 13, 2022 Virtual, Online
Nov 14 - 15, 2022..... Virtual, Online

Ability to Research, Analyze, and Solve Problems

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Fundamentals Refresher** ■ Price: **\$845**

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

May 23 - 24, 2022 Virtual, Online
Aug 8 - 9, 2022..... Virtual, Online
Sep 6 - 7, 2022..... Virtual, Online
Nov 16 - 17, 2022..... Virtual, Online

Quantitative Data Analysis with Microsoft Excel: An Introduction

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate** ■ Price: **\$845**

Course 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.

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
- Management and Program Analysis: Data Collection and Analysis

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.

When and Where

May 11 - 12, 2022 Virtual, Online
Aug 29 - 30, 2022..... Virtual, Online
Sep 26 - 27, 2022 Virtual, Online

CONTRACTING AND ACQUISITION

Introduction to Federal Contracting and Procurement

Credits: **NASBA CPEs: 24 | CLPs: 24 | CEUs: 2.4** ■ Price: **\$1075**

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

Jul 19 - 21, 2022..... Virtual, Online

Sep 12 - 14, 2022 Virtual, Online

Dec 5 - 7, 2022 Largo, MD or Virtual, Online

Contracting Officer's Representative (COR) Workshop

Credits: **NASBA CPEs: 40 | CLPs: 40 | CEUs: 4** ■ Price: **\$1399**

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.

This course meets the FAC-COR Program training requirements for certification and is equivalent to DAU's COR 222.

This course is designed for individuals who want to meet their FAC-COR certification or DOD Type B or C COR certification training requirements.



Students who need to accumulate 40 CLPs (Continuous Learning Points) every two years to maintain their certification will be eligible for 40 CLPs.

When and Where

Jun 13 - 17, 2022..... Virtual, Online

Aug 8 - 12, 2022..... Virtual, Online

SUPERVISION AND MANAGEMENT

Federal Human Resources Management for Supervisors and Managers

Credits: **NASBA CPEs: 21 | CEUs: 2.1**

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

This course is available for group training only. Please email support@federaltraining.com or call 301-749-5600 for a quote.

SUPERVISION AND MANAGEMENT

Federal Supervision and Management Training

Credits: **NASBA CPEs: 21 | CEUs: 2.1**

Overview: 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.

Who Should Attend: Supervisors, managers, aspiring leaders, and team leaders who are looking for tools to implement within their organization to bring about employee and individual change, resulting in a high-performance workplace. The materials also 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

This course is available for group training only. Please email support@federaltraining.com or call 301-749-5600 for a quote.

LEADERSHIP DEVELOPMENT

Leadership Training for Non-Supervisors

Credits: **NASBA CPEs: 14 | CEUs: 1.4** ■ Price: **\$845**

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

Apr 27 - 28, 2022 Virtual, Online
Jun 29 - 30, 2022..... Virtual, Online
Aug 3 - 4, 2022..... Virtual, Online
Aug 29 - 30, 2022..... Virtual, Online
Sep 21 - 22, 2022 Virtual, Online
Oct 26 - 27, 2022 Largo, MD or Virtual, Online
Dec 5 - 6, 2022..... Virtual, Online

Leading Effective Teams and Groups

Credits: **NASBA CPEs: 14 | CEUs: 1.4** ■ Price: **\$845**

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

Aug 11 - 12, 2022 or..... Virtual, Online
Sep 12 - 13, 2022 Virtual, Online
Nov 7 - 8, 2022 Virtual, Online

Teambuilding Skills for Government Employees **NEW!**

Credits: **NASBA CPEs: 14 | CEUs: 1.4** ■ Price: **\$845**

Overview: 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.

Who Should Attend: All Federal employees, other government employees, and contractors who want to enhance their teamwork skills.

When and Where

Apr 18 - 19, 2022 Virtual, Online
Aug 18 - 19, 2022..... Virtual, Online
Sep 14 - 15, 2022 Virtual, Online
Dec 12 - 13, 2022 Largo, MD or Virtual, Online

LEADERSHIP DEVELOPMENT

Conflict Management and Resolution

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Price: **\$845**

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

Sep 6 - 7, 2022 Virtual, Online
Dec 14 - 15, 2022 Virtual, Online

Women and Leadership: Thriving in the Workplace

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Price: **\$845**

Overview: Our instructor brings significant leadership experience to the classroom. She will candidly share her experiences and strategies for thriving in the workplace. In addition, 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

May 11 - 12, 2022 Virtual, Online
Aug 15 - 16, 2022 Virtual, Online
Sep 29 - 30, 2022 Virtual, Online

WRITTEN COMMUNICATION

Effective Writing Workshop

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Refresher** ■ Price: **\$845**

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

May 25 - 26, 2022 Virtual, Online
Jul 13 - 14, 2022 Virtual, Online
Aug 24 - 25, 2022 Virtual, Online
Sep 21 - 22, 2022 Virtual, Online
Oct 24 - 25, 2022 Virtual, Online
Nov 16 - 17, 2022 Largo MD or Virtual, Online

Federal Writing Boot Camp

Credits: **NASBA CPEs: 28** | **CEUs: 2.8** ■ Level: **Refresher** ■ Price: **\$1445**

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

Jul 25 - 28, 2022 Virtual, Online
Sep 26 - 29, 2022 Virtual, Online
Nov 28 - Dec 1, 2022 Virtual, Online

WRITTEN COMMUNICATION

Critical Thinking for Clear Writing: An Introduction

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

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

May 4 - 5, 2022..... Virtual, Online
Sep 6 - 7, 2022..... Virtual, Online
Nov 14 - 15, 2022 Largo, MD or Virtual, Online

Report Writing

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

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

Aug 22 - 23, 2022..... Virtual, Online

Editing Skills for Government Employees

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Refresher** ■ Price: **\$815**

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

Jun 15 - 16, 2022..... Virtual, Online
Aug 3 - 4, 2022..... Virtual, Online
Oct 11 - 12, 2022 Virtual, Online

Correspondence Writing for Government Professionals

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

Course 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 Government employees and contractors who want to improve their correspondence, including memo writing and email communication.

When and Where

Jun 21 - 22, 2022..... Virtual, Online
Aug 1 - 2, 2022..... Virtual, Online

Plain Language Writing for Government Employees

Credits: **NASBA CPEs: 7** | **CEUs: 0.7** ■ Level: **Refresher** ■ Price: **\$455**

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

Jul 11, 2022 Virtual, Online
Aug 26, 2022 Virtual, Online
Sep 23, 2022..... Virtual, Online

ENGLISH, GRAMMAR, AND USAGE

English Essentials: A Comprehensive Review

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ Level: **Refresher** ■ Price: **\$1155**

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

Jul 18 - 20, 2022..... Virtual, Online

Aug 15 - 17, 2022..... Virtual, Online

Proofreading Skills for Government Employees

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Refresher** ■ Price: **\$815**

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

Jul 6 - 7, 2022 Virtual, Online

Sep 19 - 20, 2022 Virtual, Online

ORAL COMMUNICATION

Communication Skills: Speaking to an Audience

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Fundamentals Refresher** ■ Price: **\$815**

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

Jun 1 - 2, 2022 Virtual, Online

Sep 14 - 15, 2022 Virtual, Online

Oct 19 - 20, 2022 Largo, MD or Virtual, Online

Interpersonal Communication: Building Professional Workplace Relationships

Credits: **NASBA CPEs: 1.4** | **CEUs: 1.4** ■ Level: **Fundamentals Refresher** ■ Price: **\$845**

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

Jun 6 - 7, 2022 Virtual, Online

Aug 8 - 9, 2022..... Virtual, Online

Oct 17 - 18, 2022 Largo MD, or Virtual, Online

ORAL COMMUNICATION

Effective Oral Communication

Credits: **NASBA CPEs: 7** | **CEUs: 0.7** ■ Price: **\$455**

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

Sep 28, 2022 Virtual, Online

MICROSOFT OFFICE

Microsoft Excel: Level One

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Introductory** ■ Price: **\$855**

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

Jun 27 - 28, 2022 Virtual, Online

Sep 26 - 27, 2022 Virtual, Online

Dec 7 - 8, 2022 Virtual, Online

Microsoft Excel: Level Two

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate** ■ Price: **\$855**

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

Jul 6 - 7, 2022 Virtual, Online

Aug 17 - 18, 2022 Virtual, Online

Sep 28 - 29, 2022 Virtual, Online

Dec 12 - 13, 2022 Virtual, Online

Microsoft Excel: Level Three

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Advanced** ■ Price: **\$855**

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

Aug 22-23, 2022 Virtual, Online

Dec 14 - 15, 2022 Virtual, Online

MICROSOFT OFFICE

Microsoft Word: Intermediate - *New!*

Credits: **NASBA CPEs: 7** | **CEUs: 0.7** ■ Level: **Intermediate** ■ Price: **\$455**

Overview: 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.

Who Should Attend: Federal employees, contractors, individuals new to Microsoft Word, self taught individuals, and anyone else who wants an intermediate class that goes beyond the basics in Microsoft Word.

When and Where

Aug 11, 2022 Virtual, Online

Microsoft Word: Fast Track for Power Users - *New!*

Credits: **NASBA CPEs: 8** | **CEUs: 0.8** ■ Level: **Advanced** ■ Price: **\$455**

Overview: 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. This course will help you transform that blank page into a professional looking document.

***For those interested in private, group training for their staff, we can tailor the course to meet your staff's needs.

Who Should Attend: This course is intended for students who have intermediate skills with Microsoft Word and would like to learn and/or review the more advanced features available in this powerful software tool.

When and Where

Sep 23, 2022 Virtual, Online

Microsoft PowerPoint

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Introductory to Intermediate** ■ Price: **\$835**

Overview: 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.

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

When and Where

May 9 - 10, 2022 Virtual, Online

Sep 8 - 9, 2022 Virtual, Online

PROJECT MANAGEMENT

Project Management for Team Members

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Introductory** ■ Price: **\$845**

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

Apr 27 - 28, 2022 Virtual, Online

Jun 29 - 30, 2022 Virtual, Online

Aug 17 - 18, 2022 Virtual, Online

Sep 28 - 29, 2022 Virtual, Online

Oct 19 - 20, 2022 Virtual, Online

Dec 6 - 7, 2022 Largo, MD or Virtual, Online

PROJECT MANAGEMENT

Project Management

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ Level: **Intermediate** ■ Price: **\$1155**

Overview: This intermediate course builds upon already established basic project management principles and provides a more in-depth examination of the processes established by the Project Management Institute (PMI) to ensure consistent, high-quality, timely results. The course helps students develop a clear focus on maintaining the delicate balance of the triple constraints of time, cost, and scope. The course also provides an end-to-end perspective on the various project life cycles and where these fit among the different types of projects. There will be an emphasis on project start-up, monitoring and gathering project performance data, and various aspects of project closeout.

Agile project management will be discussed in detail with exercises designed to illustrate the key aspects of this increasingly popular management approach. The differences between traditional or waterfall projects and the agile framework will be discussed and considered in detail. This highly interactive course will provide you with opportunities to apply and practice the principles and concepts covered throughout the training.

Who Should Attend: 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. In addition, this course is also for those who desire to learn the established processes, procedures, and terminology outlined in PMI when solving the most common project management issues. Finally, the course will serve as an excellent introductory prep for those desiring to attain their PMP certification.

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

July 12 - 14, 2022 Virtual
Aug 24 - 26, 2022..... Virtual, Online
Oct 11 - 13, 2022 Largo, MD or Virtual, Online

Microsoft Project: An Introduction **NEW!**

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate**

Overview: 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.

The course covers basic navigational steps to setup auto-scheduling and the importance of utilizing this feature to keep track of schedule changes. Participants will also learn how Microsoft Project can track and manage project costs, set up schedule baselines, quickly develop visual reports, and track and monitor project deliverables with minimum effort. Participants will also learn basic scheduling terminology, how to create and define a project, add tasks to a blank project schedule, create Gantt Charts, and the importance of creating a work breakdown structure.

Who Should Attend: This course is designed for those who are currently in charge of managing project tasks or ready to take on the responsibilities of developing a project schedule. Those familiar with the basic tenets of the Project Management Institute's (PMI) Schedule Management approach will find the course useful and informative. This course will also equip those who need to elevate their schedule management approach to a more project specialized application tool.

All participants must have Microsoft Project installed (by their agency's IT department or purchased separately) on their laptop, PC, or other personal device prior to attending the course.

When and Where

This course is available for group training only.
Please email support@federaltraining.com or call 301-749-5600 for a quote.

FEDERAL HUMAN RESOURCES

Federal Human Resources: An Overview

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ Price: **\$1125**

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

Apr 26 - 28, 2022 Virtual, Online
Jun 7 - 9, 2022 Virtual, Online
Aug 16 - 18, 2022 Virtual, Online
Sep 28 - 30, 2022 Virtual, Online
Nov 7 - 9, 2022 Virtual, Online

Federal Employee Relations: An Introduction

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Price: **\$845**

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

Apr 18 - 19, 2022 Virtual, Online
Aug 31 - Sep 1, 2022 Virtual, Online
Nov 7 - 8, 2022 Largo, MD or Virtual, Online

Federal Staffing and Placement

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ Price: **\$1125**

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

Jul 25 - 27, 2022..... Virtual, Online
Sep 21 - 23, 2022 Virtual, Online
Oct 17 - 19, 2022 Virtual, Online

Position Classification

Credits: **NASBA CPEs: 28** | **CEUs: 2.8** ■ Price: **\$1425**

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

Jul 18 - 21, 2022..... Virtual, Online
Sep 19 - 22, 2022 Virtual, Online

Processing Personnel Actions

Credits: **NASBA CPEs: 28 | CEUs: 2.8** ■ Price: **\$1495**

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

May 16 - 19, 2022 Virtual, Online
Jul 11 - 14, 2022..... Virtual, Online
Sep 6 - 9, 2022 Virtual, Online
Dec 12 - 15, 2022 Virtual, Online

Performance Management

Credits: **NASBA CPEs: 14 | CEUs: 1.4** ■ Level: **Introductory** ■ Price: **\$845**

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

Aug 8 - 9, 2022..... Virtual, Online
Sep 7 - 8, 2022..... Virtual, Online

Federal Pay Setting

Credits: **CEUs: 1.4**

Overview: You will acquire the knowledge necessary to set and administer pay for General Schedule (GS) employees. You will also learn to research and apply a variety of pay administration rules, including those related to new appointments, reinstatement and reassignments, transfers and conversions, promotions and changes to lower grade, pay changes, recruitment, relocation, retention incentives, superior qualifications, grade and pay retention, severance pay, and movement between pay systems.

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 pay setting in the Federal government, including supervisors, managers, and other non-HR professionals.

When and Where

This course is available for group training only.
Please email support@federaltraining.com or call 301-749-5600 for a quote.

EEO in the Federal Government

Credits: **NASBA CPEs: 14 | CEUs: 1.4** ■ Price: **\$845**

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

Jul 6 - 7, 2022 Virtual, Online
Aug 22 - 23, 2022..... Virtual, Online

RETIREMENT AND BENEFITS PLANNING

Retirement and Benefits Planning for Federal Employees

Credits: CEUs: 1.4 ■ Price: \$845

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

Jun 23 - 24, 2022.....	Virtual, Online
Aug 18 - 19, 2022.....	Virtual, Online
Oct 5-6, 2022.....	Virtual, Online
Dec 8 - 9, 2022.....	Virtual, Online

FEDERAL BUDGET AND FINANCIAL MANAGEMENT

Federal Budgeting: An Introduction

Credits: NASBA CPEs: 14 | CEUs: 1.4 ■ Price: \$815

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

Jul 6 - 7, 2022	Virtual, Online
Aug 31 - Sep 1, 2022	Virtual, Online
Sep 26 - 27, 2022	Virtual, Online
Nov 16 - 17, 2022.....	Virtual, Online

Budget Execution and Analysis

Credits: NASBA CPEs: 14 | CEUs: 1.4 ■ Price: \$815

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. This class was previously entitled *Budget Analysis: An Introduction*.

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

Apr 25 - 26, 2022	Virtual, Online
Jun 27 - 28, 2022.....	Virtual, Online
Aug 22 - 23, 2022.....	Virtual, Online
Sep 19 - 20, 2022	Virtual, Online
Dec 14 - 15, 2022	Largo, MD or Virtual, Online

FEDERAL BUDGET AND FINANCIAL MANAGEMENT

Federal Appropriations Law Seminar

Credits: **NASBA CPEs: 21 | CLPs: 21 | CEUs: 2.1**

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

This course is available for group training only. Please email support@federaltraining.com or call 301-749-5600 for a quote.

PROFESSIONAL DEVELOPMENT

The Administrative Officer

Credits: **NASBA CPEs: 21 | CEUs: 2.1** ■ Price: **\$1115**

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 24 - 26, 2022 Virtual, Online
Jul 26 - 28, 2022 Virtual, Online
Aug 29 - 31, 2022 Virtual, Online
Sep 26 - 28, 2022 Virtual, Online
Nov 29 - Dec 1, 2022 ... Largo, MD or Virtual, Online

Emotional Intelligence Workshop **NEW!**

Credits: **NASBA CPEs: 7 | CEUs: 0.7** ■ Level: **Fundamentals Refresher** ■ Price: **\$455**

Overview: 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.

Who Should Attend: All government, civilian, and military employees and contractors are eligible to attend.

When and Where

Jul 12, 2022 Virtual, Online
Aug 10, 2022 Virtual, Online

Customer Service for Government Employees

Credits: **NASBA CPEs: 7 | CEUs: 0.7** ■ Price: **\$455**

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

Jul 25, 2022 Virtual, Online
Sep 2, 2022 Virtual, Online

PROFESSIONAL DEVELOPMENT

Active Listening Skills - *New!*

Level: **Refresher** ■ Price: **\$455**

Overview: Active listening is at the core of healthy relationships, both personal and professional.

Body language, tone, and words all play a significant role in communication, but without the component of listening, even the well-intentioned communicator may not succeed.

It is not only the responsibility of the sender to encode the message, but also the responsibility of the receiver to decode the message effectively. This 1-day workshop will help participants build and improve their listening, processing, and comprehension skills.

Who Should Attend: All Federal civilian and military employees, other government employees, and contractors are eligible to attend.

When and Where

Apr 25, 2022..... Virtual, Online
Jul 28, 2022 Virtual, Online
Aug 26, 2022 Virtual, Online
Sep 23, 2022..... Virtual, Online

Managing Your Priorities and Workload

Credits: **NASBA CPEs: 7 | CEUs: 0.7** ■ Price: **\$455**

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

Jun 23, 2022 Virtual, Online
Sep 30, 2022..... Virtual, Online

Your Federal Career: A Roadmap to Success

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

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

Jul 11 - 12, 2022..... Virtual, Online
Oct 5 - 6, 2022 Virtual, Online

Writing Effective Self-Assessments

Credits: **CEUs: 0.7** ■ Price: **\$455**

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 16, 2022..... Virtual, Online
Sep 23, 2022..... Virtual, Online

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
- Retirement and Benefits Planning for Federal Employees

Elective Courses (Complete Two)

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

Core Courses (Complete Three)

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

Interested in Group Training?
We can provide virtual/online or in-person training for your team.

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 Execution and Analysis
- Federal Human Resources: An Overview
- Project Management for Team Members: Level One

Elective Courses (Complete Two)

- Processing Personnel Actions
- Editing Skills for Government Employees
- Effective Writing Workshop
- Leadership Training 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 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: Level One
- Critical and Analytical Thinking Skills for Office Personnel

Elective Courses (Complete Two)

- Ability to Research, Analyze, and Solve Problems
- Budget Execution and Analysis
- Federal Budgeting: An Introduction
- Teamwork Skills for Government 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 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)

- Quantitative Data Analysis with Microsoft Excel: An Introduction
- Project Management: Level Two
- Report Writing

Elective Courses (Complete Two)

- Critical Thinking for Clear Writing: An Introduction
- Customer Service Skills for Government 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.



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

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