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**New Courses in 2017!**

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Registration and course information online!

**[www.federaltraining.com](http://www.federaltraining.com)**

**Human Resources Institute**

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

# Certificate Programs

## Management and Program Analysis Certificate Program: Level One

Number of Required Courses to Complete:	2
Number of Core Courses to Complete:	2
Number of Elective Courses to Complete:	2
<b>Total Number of Courses to Complete:</b>	<b>6</b>

Deadline to Complete the Program: 3 Years

### Program Description

Management and Program Analysts primarily serve as analysts and advisers to management on the evaluation of the effectiveness of government programs and operations or the productivity and efficiency of the management of Federal agencies or both. The position requires knowledge of: (1) agency programs and activities, (2) agency missions, policies, and objectives, (3) management principles and processes, and (4) the analytical and evaluative techniques for assessing programs and improving organizational effectiveness and efficiency. Successful Management and Program Analysts should be skilled in the application of factfinding and investigative techniques, as well as oral and written communication.

Our Management and Program Analysis Certificate Program is designed to equip students, interested in or new to this series, with the necessary knowledge, skills, and abilities to function at a high level while increasing their value to their organizations.

**To see the list of courses included in each Certificate Program, please visit [www.federaltraining.com](http://www.federaltraining.com).**

**You can enroll in one of our certificate programs at [www.federaltraining.com](http://www.federaltraining.com) or by calling 301-749-5600.**

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

## Management and Program Analysis Certificate Program: Level Two

Number of Required Courses to Complete:	2
Number of Core Courses to Complete:	2
Number of Elective Courses to Complete:	2
<b>Total Number of Courses to Complete:</b>	<b>6</b>

Deadline to Complete the Program: 3 Years

### Program Description

The Level Two certificate program is designed to further develop and enhance the student's knowledge, skills, and abilities in the Management and Program Analysis field. The selected courses focus on the specialized skills and deeper knowledge necessary to function at a high level and to achieve success in the field.

Our dynamic and experienced instructors create a hands-on, interactive learning environment, emphasizing the kind of practical, real-world scenarios that Management and Program Analysts face every day in the Federal workforce.

## Federal Business Writing Certificate Program

Number of Required Courses to Complete:	3
Number of Core Courses to Complete:	3
Number of Elective Courses to Complete:	0
<b>Total Number of Courses to Complete:</b>	<b>6</b>

Deadline to Complete the Program: 3 Years

### Program Description

Effective written communication is a core competency in most, if not all, Federal agencies and Federal job series. However, many students have not reviewed the rules, principles, and fundamentals of good writing since leaving school. For some, that may have been many years ago. As a result, a number of students are unsure about the principles of effective writing and/or the rules of proper grammar, punctuation, and usage.

At HRI, we recognize the need for a focused certificate program designed to help students significantly increase their knowledge, their skills, and their confidence. In our Federal Business Writing Certificate Program, students will apply their knowledge and skills in a series of practical, hands-on courses taught in plain English.

## Administrative Management Certificate Program

Number of Required Courses to Complete:	1
Number of Core Courses to Complete:	3
Number of Elective Courses to Complete:	2
<b>Total Number of Courses to Complete:</b>	<b>6</b>

Deadline to Complete the Program: 3 Years

### Program Description

Administrative management staff assist the operating manager and others in getting things done by using his or her knowledge of and skills in dealing with organizations, methods, funds, people, equipment, and other tools or resources. Typically, administrative management staff play a role in the management of both financial and human resources, as well as several other key areas including, management analysis, procurement, and contract administration. Our Administrative Management Certificate Program is designed to cover the most vital areas of administrative management and to develop well-rounded administrative staff able to function effectively and efficiently in a broad range of areas.

## Federal Human Resources Certificate Program

Number of Required Courses to Complete:	6
Number of Core Courses to Complete:	0
Number of Elective Courses to Complete:	2
<b>Total Number of Courses to Complete:</b>	<b>8</b>

Deadline to Complete the Program: 4 Years

### Program Description

Our Federal Human Resources Certificate Program courses are taught by instructors with decades of experience in Federal Human Resources. Our instructors are highly skilled, dynamic trainers who provide a hands-on, practical learning experience.

The program is designed for individuals who want to develop the knowledge, skills, abilities and competencies necessary for success as a Federal HR practitioner or liaison. The program is also appropriate for individuals who simply wish to deepen their knowledge of Federal HR.

## Management and Program Analysis (343 Series): An Introduction

### Who Should Attend

All Federal civilian and military employees and contractors are eligible to attend.

**NASBA CPE Credits:** 14

### What You Will Learn

- Find out what it takes to succeed as a management analyst or management assistant.
- The six KSAs of the management analysis series.
- Gain an understanding of the promotions available within the management analysis series.
- Discover the many similarities, as well as the differences, between management and program analysts.
- Develop the critical problem solving skills required for management analysts and management assistants.
- Learn the 3 basic research techniques that management analysts use.
- Learn the 5 questions you should be able to answer about your organization.
- Discover the basics of the written survey and the interview.
- “Secrets” for moving up in this professional series.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

June 28-30, 2017	Oxon Hill, MD (HRI)
July 25-27, 2017	Greenbelt, MD
August 8-10, 2017	Washington, DC
September 11-13, 2017	Oxon Hill, MD (HRI)
September 18-20, 2017	Greenbelt, MD
October 17-19, 2017	Washington, DC
November 7-9, 2017	Oxon Hill, MD (HRI)

**Price - \$1045**

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

### Who Should Attend

Management assistants, new management/program analysts, administrative staff interested in this series, and anyone else who needs to or wants to take their knowledge beyond the basics.

**Suggested Prerequisite:** Students should first take *Management and Program Analysis: An Introduction* or be familiar with the concepts covered in that course.

**Level:** Intermediate

**NASBA CPE Credits:** 14

### What You Will Learn

- Develop your skills in the application of fact finding and investigative techniques.
- Understand OPM’s guidelines for the Management and Program Analysis (GS-0343) series.
- Receive an overview of a simple cost benefit analysis method.
- Develop in-depth techniques for conducting research on the Internet.
- Learn interviewing and note taking techniques.
- Get an introduction to descriptive statistics.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

May 17-18, 2017	Washington, DC
July 31-August 1, 2017	Oxon Hill, MD (HRI)
August 17-18, 2017	Greenbelt, MD
August 30-31, 2017	Washington, DC
September 14-15, 2017	Oxon Hill, MD (HRI)
September 26-27, 2017	Greenbelt, MD
October 24-25, 2017	Washington, DC
November 15-16, 2017	Oxon Hill, MD (HRI)

**Price - \$775**

## Management and Program Analysis: Data Collection and Analysis

### 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.

**Suggested Prerequisite:** Students should first take *Management and Program Analysis: An Introduction* or be familiar with the concepts covered in that course.

**Level:** Intermediate

**NASBA CPE Credits:** 14

### What You Will Learn

- Learn how management and program analysts focus their data collection and analysis.
- Learn the two general types of information/data important to program success: descriptive and judgmental.
- Organize, analyze, and interpret results.
- Learn the differences between quantitative and qualitative data collection and analysis.
- Use data collection and analysis tools and checklists to assist in making program and management decisions.
- Utilize logic models for program success.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

August 2-3, 2017	Oxon Hill, MD (HRI)
August 23-24, 2017	Greenbelt, MD
September 7-8, 2017	Washington, DC
Oct. 31 - Nov. 1, 2017	Oxon Hill, MD (HRI)
December 13-14, 2017	Washington, DC

**Price - \$775**

## Management and Program Analysis: Cost Benefit Analysis

### 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.

**Suggested Prerequisite:** Students should first take *Management and Program Analysis: An Introduction* or be familiar with the concepts covered in that course.

**Level:** Intermediate

**NASBA CPE Credits:** 14

### What You Will Learn

- Learn how cost benefit analysis applies to the work you do every day
- Determine which choice is “best”
- Identify the pros and cons of different choices
- Learn how to present and defend cost benefit analysis
- Review cost benefit analysis prepared by others
- Understand the structure, elements, and content of a business case

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

May 25-26, 2017	Oxon Hill, MD (HRI)
June 21-22, 2017	Washington, DC
October 2-3, 2017	Oxon Hill, MD (HRI)

**Price - \$775**

## Management and Program Analysis: Qualitative and Quantitative Analysis

### 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.

**Suggested Prerequisite:** Students should first take *Management and Program Analysis: An Introduction* or be familiar with the concepts covered in that course.

**Level:** Intermediate

**NASBA CPE Credits:** 14

### What You Will Learn

- Show you how you can benefit in your current job by adding new analytical tools to your skill set
- Learn how to make better business decisions
- Understand when you need to use analytical tools
- Review the overall framework of data analysis
- Define the types of data
- Learn how to design research
- Define the characteristics of quantitative analysis
- Define the characteristics of qualitative analysis
- Determine the criteria for using each method
- Examine and discuss strengths/weaknesses of quantitative and qualitative application methods

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

May 23-24, 2017	Oxon Hill, MD (HRI)
June 19-20, 2017	Washington, DC
August 21-22, 2017	Greenbelt, MD
September 14-15, 2017	Washington, DC
December 4-5, 2017	Washington, DC

**Price - \$775**

## Data Analysis with Microsoft Excel: An Introduction **New!**

### 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 Prerequisites:** Students should first take the following courses or be familiar with the concepts and principles covered in these courses: *Microsoft Excel: Level Two* and/or *Microsoft Excel: Level Three* and *Management and Program Analysis: Data Collection and Analysis*.

**Level:** Intermediate

**NASBA CPE Credits:** 14

### What You Will Learn

- Why Excel is most commonly used for statistical analysis
- The components of the suite of tools within Excel that perform regression and calculate statistical data
- How to setup your data for analysis
- The methodology of performing quantitative data analysis within the context of a business and management project
- How to prepare reports or structure presentations using the output of Excel in data analysis
- Tools, tips, and suggestions for completing your data analysis tasks more effectively and efficiently.
- Practical considerations and the limits of Excel in performing statistical analysis

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

June 26-27, 2017	Oxon Hill, MD (HRI)
August 14-15, 2017	Greenbelt, MD
September 28-29, 2017	Washington, DC

**Price - \$775**

## Ability to Research, Analyze, and Solve Problems

### Who Should Attend

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

**NASBA CPE Credits:** 14

### What You Will Learn

- Sharpen your research and analytical thinking skills.
- Learn five research techniques that will allow you to apply for many more professional Federal positions.
- Receive tips for conducting formal and informal research.
- Understand how to find and define the “real” problem.
- Learn what questions to ask to identify a problem and make good decisions.
- Discover how to record and document information.
- Learn a professional approach to problem solving.
- Learn the difference between qualitative and quantitative research.
- Discover the test that you can give experts to ensure that they have credibility.
- See how working with others can increase your ability to find solutions.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

August 7-8, 2017	Oxon Hill, MD (HRI)
August 28-29, 2017	Washington, DC
September 21-22, 2017	Greenbelt, MD
November 2-3, 2017	Oxon Hill, MD (HRI)
November 13-14, 2017	Washington, DC

**Price - \$775**

## Critical and Analytical Thinking Skills for Office Personnel

### Who Should Attend

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

**NASBA CPE Credits:** 14

### What You Will Learn

- Add clarity, relevance, logic, accuracy, and precision to your thinking and analysis.
- The poor thinking habits everyone falls into – and how to get out of them.
- Overcome obstacles to effective thinking in the workplace.
- Use strategic thinking to achieve your most important goals.
- Analyze and assess matters of fact, opinion, and judgment.
- Practical skills for thinking more clearly and making more effective decisions.
- Apply different types of thinking for improved analysis and problem solving.
- Design and execute appropriate action plans.
- Generate innovative solutions to the challenges you encounter on the job.
- Hands-on exercises and activities for enhancing your thinking and analytical skills.
- Each student receives a copy of the *Guide to Critical Thinking: Concepts and Tools*.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

July 25-26, 2017	Washington, DC
August 14-15, 2017	Greenbelt, MD
October 4-5, 2017	Oxon Hill, MD (HRI)
October 26-27, 2017	Washington, DC

**Price - \$775**

## Basic Statistics

### 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, team leaders, administrative officers, contract workers, and grant recipients.

**NASBA CPE Credits:** 21

### What You Will Learn

- Gain a basic understanding of statistics and its applications.
- Differentiate the kinds of data (population, sample, discrete, continuous).
- Develop and describe measures of central tendency.
- Identify frequency distributions and calculate measures of dispersion and their significance.
- Discover the nature of randomness.
- Calculate permutations, combinations and probabilities.
- Apply calculated, acceptable guesses to work solutions.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

October 31-November 2, 2017	Greenbelt, MD
November 13-15 2017	Washington, DC

**Price - \$1045**

## Microsoft Excel: Level One

### Who Should Attend

Federal employees, contractors, individuals new to Microsoft Excel, self taught individuals, and anyone else who wants to learn the fundamentals and beyond.

**Note:** Since they are very similar, we have **Excel 2010** and **Excel 2013** available in class. You can work with either version (or both) and our instructor will demonstrate the minor differences.

**NASBA CPE Credits:** 14

### What You Will Learn

- Master the Excel interface and fundamentals, such as mouse controls, keyboard shortcuts, and dialog boxes.
- Select, retrieve, view, and chart data.
- Discover how to use Excel as a database and how and why we use spreadsheets.
- Review sorting & filtering, formulas, functions, charts, and graphs.
- Enter labels and values into a workbook.
- Navigate, name, and save a workbook.
- Enter and work with date values and Autofill.
- Edit, clear, replace cell contents, and use the Clipboard.
- Cut, Copy, Paste, Paste Special, and move cells.
- Insert and delete cells, rows, and columns, and adjust row height and column width.
- Use Undo, Redo, and Repeat.
- Find and replace information.
- Understand and effectively incorporate Smart Tags.
- Insert cell comments.
- Format fonts and values.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

June 15-16, 2017	Oxon Hill, MD (HRI)
August 8-9, 2017	Greenbelt, MD
September 18-19, 2017	Washington, DC
December 11-12, 2017	Oxon Hill, MD (HRI)

**Price - \$775**

## Microsoft Excel: Level Two

### Who Should Attend

All students should take our Microsoft Excel: Level 1 class first, unless you have intermediate level Excel skills.

**Note:** Since they are very similar, we have **Excel 2010** and **Excel 2013** available in class. You can work with either version (or both) and our instructor will demonstrate the minor differences.

**NASBA CPE Credits:** 14

### What You Will Learn

- Produce and link multiple spreadsheets.
- Work with drop down lists, formatting, conditional formatting, and embedding.
- Receive an introduction to data analysis with Pivot Tables.
- Learn to use Excel as a database.
- Create and use range names.
- Select nonadjacent cell ranges.
- Use the Auto Calculate feature.
- Use the PMT function.
- Display and print formulas in a worksheet.
- Identify and fix formula errors.
- Learn advanced functions for Graphs and Charts.
- Format a Data Series and Chart Axis.
- Add headers, footers, and page numbers to a worksheet.
- Reference external data sources.
- Protect and hide a worksheet.
- Save a "reader friendly" Custom View.
- Create and use templates.
- Add records to a list using a Data Form.
- Work with Lists.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

June 19-20, 2017	Oxon Hill, MD (HRI)
August 10-11, 2017	Greenbelt, MD
September 20-21, 2017	Washington, DC
December 13-14, 2017	Oxon Hill, MD (HRI)

**Price - \$775**

## Microsoft Excel: Level Three

### Who Should Attend

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

**Note:** We have **Excel 2010** and **Excel 2013** available in class. You can work with either version (or both) and our instructor will demonstrate the minor differences. Also, we suggest that you bring a sample workbook from your job. You will have an opportunity to ask questions specifically related to your work.

**NASBA CPE Credits:** 14

### What You Will Learn

- Summarize and analyze large amounts of data in a logical, organized manner.
- Create interactive pivot tables and pivot charts to perform real time data analysis, including specifying the data analyzed, changing a calculation, selecting what appears, and formatting and charting a pivot table.
- Learn advanced formulas and functions.
- Create a formula with several operators and cell ranges.
- Create conditional formatting rules.
- Fix formula errors.
- Perform data imports and exports.
- Review advanced filtering techniques.
- Create and sort a list, filter a list with Advanced Filter, and copy filtered records.
- Use data validation and drop down lists.
- Use lookup functions.
- Automate repetitive tasks using Macros.
- Record a Macro, play a Macro, and assign a Macro a shortcut.
- Perform "What if" analysis.
- Create forms with command buttons.
- Protect a worksheet and a workbook.
- Add a print title and grid lines.
- Save a workbook as a macro-enabled page.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

June 21-22, 2017	Oxon Hill, MD (HRI)
September 25-26, 2017	Washington, DC

**Price - \$775**

## Federal Human Resources: An Overview

### 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.

**NASBA CPE Credits:** 21

### What You Will Learn

- Recruitment, Selection, Staffing, and Placement
  - Recruitment and staffing sources and methods
  - External recruiting methods and internal staffing
  - Selection tools
  - Merit Promotion Principles
- Position Classification
  - Federal Wage System and Factor Evaluation Statements
  - Position descriptions and position management
  - Desk audits
  - Job analysis and documentation
- Compensation and Benefits
  - Total compensation
  - Employee benefits overview
  - Leave
  - Life insurance and health insurance
  - Retirement and TSPs
- Performance Management
  - Legal concepts
  - Appraisal methods
  - Performance based actions
- Employee Relations
- Labor Relations

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

August 2-4, 2017	Greenbelt, MD
August 14-16, 2017	Oxon Hill, MD (HRI)
September 20-22, 2017	Washington, DC

**Price - \$995**

## Processing Personnel Actions

### Who Should Attend

Human resources assistants, specialists, clerks, administrative staff, other office personnel, and anyone else who needs to understand and apply Federal personnel procedures.

**NASBA CPE Credits:** 28

### What You Will Learn

- Getting Ready to Process Personnel Actions
- Preparation, Processing, and Approval of Requests for Personnel Actions (SF-52) and Notifications of Personnel Actions (SF-50)
- Review Relevant OPM Laws and Regulations
- Overview and Organization of the Various Chapters of OPM's Guide to Processing Personnel Actions
- Personnel Terms and Personnel Forms
- Nature of Action (NOA) Codes, Authorities, and Remarks
- Job Aids for Processing Personnel Actions
- Calculating a Service Computation Date (SCD)
- Determining and Verifying Creditable Civilian and Military Service
- Documenting Veteran's Preference Use and Entitlement
- Processing "Within-Grade" Determinations
- Probationary Period Requirements
- Career Tenure Service Requirements
- Coding Specific Types of Actions
- Course Review and Summary

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

July 11-14, 2017	Oxon Hill, MD (HRI)
August 21-24, 2017	Washington, DC
September 5-8, 2017	Greenbelt, MD

**Price - \$1425**

## Federal Staffing and Placement

### 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.

**NASBA CPE Credits:** 14

### What You Will Learn

- How to apply OPM policies and instructions to the staffing and placement process.
- Identify competitive and non-competitive appointing authorities.
- Research and utilize various legal and regulatory resources and reference materials.
- Learn the skills needed to accurately evaluate, rate, and rank job applicants for Civil Service positions.
- Apply merit promotion and other in-service procedures specific to the Federal Government employment system, including prohibited personnel practices, public notice requirements, and competitive vs. excepted service.
- Evaluate an applicant's knowledge, skills, and abilities as they relate to each job announcement.
- Determine minimum qualifications for job applicants using OPM's Qualification Standards for GS Positions.
- Apply the concepts of time-in-grade, competitive appointments, and rule of three.
- Conduct a job analysis and category rating procedures.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

June 6-7, 2017	Oxon Hill, MD (HRI)
July 17-18, 2017	Washington, DC
August 8-9, 2017	Greenbelt, MD

**Price - \$775**

## Position Classification

### 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..

**NASBA CPE Credits:** 21

### What You Will Learn

- Understand the basis for classifying jobs in the Federal Government.
- Understand the laws and regulations pertaining to position classification.
- Distinguish between GS, Wage Grade, and Senior Executive Service positions.
- Distinguish one grade interval job patterns and two grade interval patterns.
- Write a position description.
- Classify positions under the Factor Evaluation System.
- Know the difference between Supervisory and Team Leader positions.
- Prepare for a Desk Audit.
- Prepare a written Evaluation Statement.
- Understand Position Management.
- Determine the Fair Labor Standards Act designation of a position.
- Advise on the Classification Appeals process.
- Understand the Reorganization Process and Organizational Structures.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

August 23-25, 2017 Oxon Hill, MD (HRI)

September 11-13, 2017 Washington, DC

October 2-4, 2017 Greenbelt, MD

**Price - \$1025**

## Federal Employee Relations: An Introduction

### 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.

**NASBA CPE Credits:** 14

### What You Will Learn

- Laws, rules, and regulations governing employee relations
- Probationary periods
- Conduct and discipline
- Adverse actions
- Performance management
- Performance based actions
- Grievances and appeals
- Employee assistance programs
- Attendance and leave management
- Medical issues
- Other related workplace programs and issues
- Relationship between employee relations and labor-management relations

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

July 25-26, 2017 Washington, DC

August 30-31, 2017 Greenbelt, MD

October 10-11, 2017 Oxon Hill, MD (HRI)

**Price - \$775**

## EEO in the Federal Government

### Who Should Attend

All Federal employees would benefit from this course.

**NASBA CPE Credits:** 14

### What You Will Learn

- Laws that govern EEO
- Prohibited forms of discrimination
- Rights and responsibilities of Federal employees, supervisors, managers, and agencies
- Agency responsibilities for establishing and maintaining EEO and affirmative employment programs
- Regulatory/oversight agencies
- EEO concepts and employer's policies
- EEO Uniform Guidelines and selection policies
- Discrimination complaints, investigations, and resolution
- Reasonable accommodations
- Defining and identifying sexual harassment in the workplace
- Full and fair employment opportunities for all qualified individuals
- Unfair treatment versus illegal discrimination in the workplace
- EEO's place in the agency and its relationship with HR

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

July 13-14, 2017 Washington, DC

September 7-8, 2017 Greenbelt, MD

**Price - \$775**



## Performance Management

### 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.

**NASBA CPE Credits:** 14

### What You Will Learn

At the conclusion of this course, the participant will be able to identify:

- Laws, rules, and regulations governing performance management
- Components of performance management
- Performance appraisal systems
- Management's roles and responsibilities
- Employee's roles and responsibilities
- Performance plans/agreements
- Critical elements of a job
- Performance appraisals
- Ratings of record
- Awards and recognition
- Performance based actions
- Relationship between performance management and employee relations

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

August 10-11, 2017

Greenbelt, MD

November 7-8, 2017

Washington, DC

**Price - \$775**

## Pre-Retirement and Benefits Planning

### Who Should Attend

All Federal civilian employees are eligible to attend, and it is never too early to plan! Employees of all ages and grade levels need this training.

### What You Will Learn

- Understand the differences among FERS, CSRS, and CSRS Offset to determine if you are under the correct retirement system.
- Develop a realistic action plan to help you meet your retirement goals.
- Learn how your annuity will be computed, who is eligible, and what taxes you will pay.
- Learn methods for reducing personal debt and the basics of money management.
- Understand the rules for unused annual leave and unused sick leave.
- Find out how your Social Security benefits will be computed and what taxes you may be required to pay.
- Review your Federal Employees Group Life Insurance (FEGLI) benefits and the Federal Long Term Care Insurance Program (FLTCIP).
- Learn about your health benefits options, including FEHB, Medicare, COBRA, and Flexible Spending Accounts (FSAs).
- Receive an overview of the G, C, F, S, I, and L Funds and choose the best Thrift Savings Plans (TSP) for your situation.
- Receive a TSP overview, including tax benefits, contribution rules, transfers, rollovers, loans, withdrawal options, annuities, and taxable distributions.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

August 17-18, 2017

Oxon Hill, MD (HRI)

September 14-15, 2017

Washington, DC

September 28-29, 2017

Greenbelt, MD

October 26-27, 2017

Oxon Hill, MD (HRI)

**Price - \$775**

## Conflict Management and Resolution

### Who Should Attend

All Federal employees and contractors who want to manage workplace conflicts more effectively.

**NASBA CPE Credits:** 14

### What You Will Learn

- Define and identify workplace conflict.
- Recognize attitudes and behaviors that are likely to create conflict.
- Explore effective negotiation and mediation skills.
- Review, discuss, and evaluate third party theories.
- Identify key relationship building techniques.
- Demonstrate effective communication techniques for addressing a variety of conflict situations.
- Implement appropriate strategies for managing and resolving different kinds of conflict.
- Apply best practices to conflict management.
- Identify your individual conflict management style.
- Discover the dynamics of group development.
- Recognize and benefit from individual differences in your staff and co-workers.
- Create an atmosphere that promotes cooperation among your staff and co-workers.
- Receive a copy of the book *Perfect Phrases for Conflict Resolution*.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

May 30-31, 2017

Oxon Hill, MD (HRI)

June 15-16, 2017

Washington, DC

October 3-4, 2017

Washington, DC

**Price - \$775**

## Leadership Training for Non-Supervisors

### Who Should Attend

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

**NASBA CPE Credits:** 14

### What You Will Learn

- Assess and discuss different leadership styles, behaviors, and characteristics.
- Explain the role of change in organizations, including how leaders function as change agents, how to implement organizational change, and how to deal with resistance to change.
- Build strong professional relationships that maximize motivation, productivity, and team cooperation.
- Receive tips for building trust with your team and/or your co-workers.
- Learn a situational approach to managing people.
- Discover your passion for the important and meaningful work that you do.
- Coordinate your goals with the mission, objectives, and goals of your organization.
- Influence and negotiate so that differences of opinion can be managed and agreements can be reached.
- Manage your supervisor to obtain positive team and organizational results.
- Improve your confidence and self-esteem as you step up to a leadership role.
- Complete your own DiSC Personal Profile System Assessment.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

August 9-10, 2017	Oxon Hill, MD (HRI)
August 16-17, 2017	Greenbelt, MD
September 5-6, 2017	Washington, DC
September 27-28, 2017	Oxon Hill, MD (HRI)
October 17-18, 2017	Greenbelt, MD
November 8-9, 2017	Washington, DC
December 6-7, 2017	Oxon Hill, MD (HRI)

**Price - \$775**

## Women and Leadership: Thriving in the Workplace

### Who Should Attend

This course is for anyone interested in becoming a more effective organizational member by increasing their understanding of how organizations work and 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.

**NASBA CPE Credits:** 14

### What You Will Learn

- Major leadership models and theories
- Four leadership frameworks
- The Blake and Mouton's Leadership Grid
- Leadership characteristics, traits, and attributes
- Four leadership pillars that drive every organization
- Differences between leading and managing
- Enhancing individual and team effectiveness using the Johari window
- Characteristics of high-performing teams
- Using an intervention decision-making model to resolve team issues
- Difference between culture and climate
- Four frameworks of organizational behavior
- Four models of human behavior

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

August 28-29, 2017	Washington, DC
October 25-26, 2017	Greenbelt, MD

**Price - \$775**

## Teamwork Skills for Non-Supervisors

### Who Should Attend

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

**NASBA CPE Credits:** 14

### What You Will Learn

- Use the *True Colors* philosophy and assessment tool to explore the importance that individuals, teams, and client interactions have to the success of any organization.
- Discover your specific style of communication and recognize the communication patterns of others.
- Reduce friction and increase your effectiveness by expressing yourself and listening to others in ways that bring out the best in everyone.
- Distinguish your strengths, values, and motivations and gain insight into what makes others tick.
- Recognize the commonalities and differences of personality styles and begin to explore the connection between communication, work, and relationships.
- Recognize and observe interactions that cause conflict and inhibit communication.
- Address the tendencies and habits of your own style and the challenges this can present for a team.
- Receive a copy of *Keys to Personal Success*.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

June 13-14, 2017	Washington, DC
August 2-3, 2017	Washington, DC
September 5-6, 2017	Greenbelt, MD
October 12-13, 2017	Oxon Hill, MD (HRI)

**Price - \$775**

## Federal Writing Boot Camp

### Who Should Attend

All Federal employees and contractors who are serious about improving their fundamental writing skills.

**NASBA CPE Credits:** 28

### What You Will Learn

- Use different types of sentences and sentence structures.
- Writing made simple – Learn easy-to-follow rules for writing effective sentences and paragraphs.
- Review appropriate writing styles and methods for organizing and outlining your information.
- Get your information from your brain to the page.
- Eliminate writer's block and reduce writing time.
- Revise, proofread, and edit according to the 5 "C's" of effective communication – clarity, conciseness, correctness, completeness, and coherency.
- Common Writing Mistakes – Use our professional reference guide to avoid them.
- Complete writing exercises each day.
- Work with e-mails, memos, letters, reports, executive summaries, technical documents, etc.
- Clear and Concise Writing – 10 writing tips you need to know.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

July 31 - August 3, 2017 Washington, DC

September 18-21, 2017 Oxon Hill, MD (HRI)

September 25-28, 2017 Greenbelt, MD

**Price - \$1375**

## Editing Skills for Administrative Professionals

### Who Should Attend

This course is designed for Federal administrative professionals and contractors who edit or review documents.

**NASBA CPE Credits:** 14

### What You Will Learn

#### Day One

- Learn the fundamentals to effectively write and edit a variety of business documents, including correspondence, memos, emails, technical documents, and reports.
- Receive suggestions for editing other people's writing, including your supervisor's.
- Edit documents with a focus on clarity and conciseness.
- Ensure that documents are reader friendly, well organized, and easily understood.
- Identify sentences that should be written in the active voice instead of the passive voice.

#### Day Two

- Avoid problems with inappropriate shifts.
- Spot redundancy and wordiness.
- Use parallel construction.
- Use effective headings (noun phrases, questions, -ING phrases, or imperative sentences).
- Review editing tools, tips, and techniques

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

July 17-18, 2017 Oxon Hill, MD (HRI)

August 15-16, 2017 Washington, DC

**Price - \$745**

## Correspondence Writing for Administrative Professionals

### 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.

**NASBA CPE Credits:** 14

### What You Will Learn

- Learn 10 methods for writing clear and concise documents that your reader and supervisor will appreciate.
- Organize your thoughts before you begin to write.
- Receive tips for reviewing and proofreading your documents for completeness and accuracy.
- Acquire step-by-step instructions to help you with the entire writing process.
- Learn to avoid the most common memo and email writing mistakes.
- Discuss the important differences between a memo and a report.
- Review what to consider when writing a memo.
- Learn the fundamental components of a memo and a memo writing plan.
- Write clear, well structured, and professional emails.
- Save time through communicating appropriately from the outset.
- Learn ways to quickly proof-read before you hit send.
- Avoid frustrating others with email overload.
- Write with impact and capture your reader's attention.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

July 12-13, 2017 Washington, DC

**Price - \$745**

## Effective Writing Workshop

### Who Should Attend

All Federal civilian and military employees and contractors are eligible to attend.

**Level:** Refresher

**NASBA CPE Credits:** 14

### What You Will Learn

- Learn Plain Language techniques for writing easy-to-read and easy-to-understand documents.
- Avoid many of the most common mistakes that most writers make.
- Write precise and concise sentences and paragraphs that effectively communicate information and ideas.
- Discover new methods for organizing your documents to meet your readers' needs.
- Find out how the active voice will add strength and clarity to your writing.
- Learn to identify and write for your audience.
- Practice, practice, practice!!! Receive numerous exercises to reinforce what you have learned.
- Receive a copy of *Elements of Business Writing*.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

July 19-20, 2017	Oxon Hill, MD (HRI)
August 23-24, 2017	Washington, DC
September 14-15, 2017	Greenbelt, MD
December 4-5, 2017	Oxon Hill, MD (HRI)

**Price - \$745**

## Report Writing

### Who Should Attend

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

**Level:** Refresher

**NASBA CPE Credits:** 14

### What You Will Learn

- A step-by-step process for writing clear, concise, organized, and reader-friendly reports.  
Learn about the different types and sections of reports.
- Understand who your readers are and how to write the report to meet their needs.
- Discover techniques for gathering information and determining what is necessary for your reader.
- Ideas for planning, outlining, and organizing the report before you write.
- Plan and organize short reports, as well as long reports.
- Tips for effective grammar, style, sentence structure, language, and tone.
- Learn to format the data according to the purpose of the report.
- Write reports that are crystal clear for your reader.
- Write reports that promote action and get results.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

July 27-28, 2017	Washington, DC
October 31-November 1, 2017	Washington, DC

**Price - \$745**

## Plain Language Writing for Federal Employees

### 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.

**Level:** Refresher

**NASBA CPE Credits:** 7

### What You Will Learn

- Determine what plain language is and is not.
- Apply plain language principles and improve the clarity of your writing.
- Produce workplace documents in accordance with the Government's plain language writing requirements, including 1) thinking about your reader(s) and 2) understanding the clearest method for communicating your message to the reader(s).
- Write documents using:
  - concrete, familiar words
  - shorter and clearer sentences and paragraphs
  - active verbs
  - pronouns that speak to the reader
  - appropriate methods of development
  - lists and tables to simplify complex material
- Design the document and layout in a reader-friendly format that is in keeping with the plain language guidelines.
- Develop outlines to organize documents.
- Receive a plain language document checklist to evaluate your writing.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

July 27, 2017	Washington, DC
August 11, 2017	Oxon Hill, MD (HRI)
November 6, 2017	Oxon Hill, MD (HRI)

**Price - \$399**

## Proofreading Skills for Federal Employees

### Who Should Attend

All Federal civilian and military employees and contractors interested in improving their proofreading knowledge and skills.

**Level:** Refresher

**NASBA CPE Credits:** 14

### What You Will Learn

- Improve your ability to identify and correct errors.
- Refresh your understanding of everyday punctuation rules, including commas and semicolons.
- Review common grammar and usage problems.
- Learn the differences between many commonly confused words and receive an easy-to-use “cheat sheet.”
- Use standard proofreading symbols.
- Develop strategies for effective proofreading.
- Identify fragments and run-on sentences and learn how to correct them.
- Correct confusing, choppy, and/or awkward sentences.
- Receive a copy of the book *Powerful Proofreading Skills: Tips, Techniques, and Tactics*.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

July 10-11, 2017

Washington, DC

August 21-22, 2017

Oxon Hill, MD (HRI)

**Price - \$745**

## English Essentials: A Comprehensive Review

### Who Should Attend

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

**Class size is limited to 15 students to maximize learning.**

**Level:** Refresher

**NASBA CPE Credits:** 21

### What You Will Learn

- Thorough review of grammar and punctuation.
- Review the eight parts of speech and the most common grammar errors that writers make when using them.
- Subjects - learn tips to find them in your sentences.
- Verbs - avoid the most common mistakes, such as subject and verb agreement, verb tenses, verb conjugation, and irregular verbs.
- Use different types of sentences and sentence structures.
- Avoid run-on sentences, fragments, and comma splices.
- Understand the difference between independent and dependent clauses and how they relate to proper punctuation.
- Word Choice - receive a “cheat sheet” to help you with commonly misused words.
- Punctuation Made Simple - learn easy to remember rules for commas, semicolons, colons, apostrophes, parentheses, quotation marks, capitalization, and MORE!!!

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

July 5-7, 2017

Oxon Hill, MD (HRI)

August 8-10, 2017

Washington, DC

August 23-25, 2017

Greenbelt, MD

**Price - \$1095**

## Your Federal Career: Roadmap to Success New!

### 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.

### What You Will Learn

- Learn the attributes and habits of successful Federal employees
- Understand the skills necessary for success in your current organization
- Learn how to conduct a self-assessment to determine your best fit
- Understand why an agency’s mission and strategic goals are important to your career progression
- Strengthen core and technical competencies through Individual Development Plans (IDP’s) and Critical Developmental Activities (CDA’s)
- Understand why soft skills matter, how to manage work relationships, and how to market yourself
- Demonstrate how to be the BEST qualified. Improve resume writing and analysis by incorporating knowledge, skills, and abilities
- Glean how to get the highest score by understanding how Federal HR staff score your application
- Learn the secrets to reviewing Federal vacancy announcements, finding realistic opportunities, and targeting the best job for you
- Learn how to master the Federal interview – how to think on your feet

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

August 16-17, 2017

Greenbelt, MD

September 7-8, 2017

Washington, DC

October 18-19, 2017

Oxon Hill, MD (HRI)

**Price - \$775**

## Communication Skills: Speaking to An Audience

### Who Should Attend

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

**NASBA CPE Credits:** 14

### What You Will Learn

- Learn how to select and develop the content for your presentation.
- Assess the audience, the situation, and other important aspects of your environment.
- Present information clearly, concisely, confidently, and persuasively.
- Use the B.E.S.T. formula to organize a presentation for maximum impact.
- Overcome nervousness, anxiety, and your fear of speaking before others.
- Discuss how to stick to the topic, capture the listeners' attention, and avoid rambling.
- Learn techniques for small and large audiences.
- Communicate in an organized and clear manner.
- Understand how to work with others to give a group presentation.
- Learn how to enhance your career through presentations.
- Learn the art of impression: Finish your presentation so that your content is remembered.
- Explore techniques for planning and researching presentations and briefings.
- Practice, Practice & Practice through hands-on, classroom engagement.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

June 6-7, 2017	Washington, DC
August 21-22, 2017	Greenbelt, MD
August 31-Sept. 1, 2017	Oxon Hill, MD (HRI)
September 18-19, 2017	Washington, DC

**Price - \$775**

## Interpersonal Communication Skills

### Who Should Attend

All Federal employees, contractors, and anyone else interested in improving the way they communicate with others on a daily basis.

**NASBA CPE Credits:** 7

### What You Will Learn

- Discuss numerous methods to improve how you talk and how you communicate.
- Learn how to be confident and comfortable when communicating at all levels.
- Use a variety of communication techniques and learn to adjust your style to meet the needs of a variety of audiences.
- Highlight the importance of effective nonverbal communication, including body language.
- Detail proven tips for communicating positively, professionally, and assertively in any situation.
- Identify five techniques to ensure that your listeners understand what you mean.
- Become a more effective listener.
- Discover how to resolve conflict with tact and diplomacy.
- Discuss the tools and methods outstanding negotiators use to get what they want.
- Improve your overall interpersonal communication skills and work more productively.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

June 23, 2017	Oxon Hill, MD (HRI)
September 11, 2017	Washington, DC
September 29, 2017	Greenbelt, MD
October 20, 2017	Oxon Hill, MD (HRI)

**Price - \$425**

## Effective Oral Communication

### 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.

**NASBA CPE Credits:** 7

### What You Will Learn

- Discover the three “P”s for effectively speaking in front of a group.
- Develop confidence in your speaking skills.
- Learn practical tips that help you say what you mean and make the best impression on others.
- Understand how to communicate effectively under pressure and keep your cool.
- Organize, plan, and prepare your message.
- Speak more creatively and persuasively.
- Speak clearly and specifically.
- Answer questions and think on your feet.
- Learn the “stop” and “go” signals for oral communication—what to do and what to avoid.
- Take your personal inventory – where are you today and where do you want to be tomorrow?

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

August 4, 2017	Oxon Hill, MD (HRI)
August 30, 2017	Washington, DC
September 25, 2017	Greenbelt, MD
December 15, 2017	Washington, DC

**Price - \$399**

## Federal Budgeting: An Introduction

### 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.

**NASBA CPE Credits:** 14

### What You Will Learn

- Acquire fundamental Federal budget knowledge and skills – discover what a budget analyst does
- Explore the basic concepts of the Federal budget process – learn where the money comes from and where it goes
- Gain strong foundational knowledge of key legislation that governs the Federal budget process and learn about the agencies that play a critical role
- Gain an understanding of and simplify the terms and phrases utilized in the budget process
- Become familiar with appropriation types, object classes, and account structure
- Learn and explore the roles that the President, the Congress, and other key players have in creating a budget

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

August 28-29, 2017	Greenbelt, MD
September 12-13, 2017	Washington, DC
September 25-26, 2017	Oxon Hill, MD (HRI)
November 28-29, 2017	Washington, DC

**Price - \$775**

## 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

**Level:** Introductory

**NASBA CPE Credits:** 14

### What You Will Learn

- Learn the knowledge, skills, abilities, and competencies required of the budget analyst series.
- Gain an understanding of the promotions available within this series.
- Develop the analytical and critical problem solving skills required for budget analysts and budget assistants.
- Receive tips for moving up in this professional series.
- Understand common budget terms and use them correctly.
- Review relevant laws, regulations, policies, precedents, methods, and techniques of budgeting.
- Understand the budget analyst's and budget assistant's role in the Federal budget process.
- Receive an overview of the Federal budget process: budget formulation, budget presentation-enactment, and budget execution.
- Understand your role when providing advice to program managers, agency administrators, and others.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

May 24-25, 2017	Washington, DC
August 30-31, 2017	Greenbelt, MD
September 25-26, 2017	Washington, DC
November 13-14, 2017	Oxon Hill, MD (HRI)
December 6-7, 2017	Washington, DC

**Price - \$775**

## Budget Execution

### Who Should Attend

All Federal employees and contractors involved in the budget execution process who want to acquire more knowledge of the principles, laws, and procedures necessary for proper budget execution.

**NASBA CPE Credits:** 14

### What You Will Learn

- Review the process for receiving appropriated funds.
- Describe the events involved in the budget execution process, including appropriations, apportionments, allotments, commitments, obligations, and outlays.
- Assess the availability of funds with respect to purpose, time, and amount.
- Follow budget execution requirements outlined in OMB Circular A-11.
- Discuss legislation affecting an agency's operating and spending plans.
- Track and control a financial, operating, or spending plan.
- Identify methods for modifying a financial, operating, or spending plan.
- Discuss how the strategic planning process drives budget execution.
- Identify potential Anti-Deficiency Act violations.
- Review budget estimating techniques.
- Monitor budget transactions, including payroll or contracts.
- Account for program priorities.
- Respond to an unanticipated event.
- Analyze actual vs. planned figures to evaluate year-to-date performance.
- Develop an unfunded requirements list.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

August 17-18, 2017	Washington, DC
October 5-6, 2017	Greenbelt, MD

**Price - \$775**

## Federal Funds Control for Non-Financial Personnel

### Who Should Attend

This active, hands-on course was designed for Federal civilian, active military, and federal contractors new to Federal funds control responsibilities or for those who want an overview of the Federal funds control process.

**NASBA CPE Credits:** 14

### What You Will Learn

- Identify the major legislation and legal framework that affects funds control
- Get an overview of the Federal budget process
- Understand budget authority and who makes the rules
- Learn how to spend under a Continuing Resolution (CR) environment
- Learn what documentation is required for each fund control area
- Understand the importance of reviewing a Statement of Work
- Thoroughly understand the Bona Fide Needs Rule
- Gain an understanding of why an agency must have a fund control system and follow fund control regulations
- Comprehend the relationship between an agency's internal controls and fund controls
- Receive an overview of the relationship between an agency's financial management system and fund control system
- Achieve a comprehensive understanding of the Antideficiency Act (Time, Purpose, Amount)
- Understand the types of funds (annual, multi, and no year)
- Understand the difference between a contract, grant, and a cooperative agreement

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

Aug. 31 - Sept. 1, 2017      Washington, DC

**Price - \$775**

## Managing Your Priorities and Workload

### Who Should Attend

All Federal employees and contractors are encouraged to attend.

**NASBA CPE Credits:** 7

### What You Will Learn

- Gain control of your projects and your priorities.
- Recognize true priorities and learn to act on what is important.
- Become more efficient and more effective.
- Understand that there really is no such thing as "multi-tasking."
- Learn how to plan your work, and then work your plan!
- Recognize what is holding you back from completing tasks.
- Discover what "managing time" really means.
- Identify old habits and ways of thinking that rob you of time, efficiency, and effectiveness.

### Why You Should Attend

This workshop is full of fresh ideas and packed with the latest prioritization tools and project management techniques. Our instructor, Robin Swerdlow, 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.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

August 14, 2017      Greenbelt, MD

September 1, 2017      Washington, DC

September 29, 2017      Oxon Hill, MD (HRI)

November 27, 2017      Oxon Hill, MD (HRI)

**Price - \$425**

## Listening and Memory Skills Development

### Who Should Attend

All Federal civilian and military employees and contractors are eligible to attend.

**NASBA CPE Credits:** 14

### What You Will Learn

- Discover useful and practical techniques to improve listening, memory, and performance.
- Learn what listening really is and why it is important to your on-the-job success and your career.
- Make an assessment of your current listening habits.
- Learn the four primary types of listening and techniques for using each.
- Understand the reasons why we don't always listen, and learn methods for overcoming listening obstacles.
- Review non-verbal listening techniques.
- Discover how listening and memory are linked.
- Review major misconceptions about memory.
- Learn the best methods for memory development.
- Develop a system to help you remember the most critical information and responsibilities related to your job.
- Explore how you remember information.
- Enhance your memory by choosing the techniques that work best for you.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

June 8-9, 2017      Oxon Hill, MD (HRI)

September 5-6, 2017      Washington, DC

**Price - \$775**



## Project Management for Team Members

### 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.**

**NASBA CPE Credits:** 14

### What You Will Learn

- Identify the critical aspects of project success.
- Assess High Performing Team methods.
- Prioritize project stakeholders' issues.
- Apply methods for meetings that matter.
- Prioritize the Project Planning Framework.
- Recognize what not to do in scheduling.
- Evaluate the Risk Control Matrix.
- Apply the Project Communications Framework.
- Evaluate project status reporting and trade-offs.
- Evaluate use of PMP and PMBOK options.
- Recognize RAD, Agile PM, and testing potential.
- Apply improved project team skills going forward.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

May 30-31, 2017	Washington, DC
August 21-22, 2017	Washington, DC
August 28-29, 2017	Greenbelt, MD
September 5-6, 2017	Oxon Hill, MD (HRI)
December 11-12, 2017	Washington, DC

**Price - \$775**

## Project Management

### 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 in PMI when solving the most common project management issues.

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

**NASBA CPE Credits:** 14

### What You Will Learn

- Define and describe differences between project, process, and program.
- Discuss the five project management process groups, how they interact, and the key components within each.
- Discuss the "think project" concept and how to apply it to ensure a successful project.
- Set up a basic project.
- Describe the mechanics of, as well as identify the appropriate tools and techniques for, managing a project in progress.
- Discuss the key aspects of moving from planning to "live," including implementation, hand-over, and documentation.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

May 17-18, 2017	Oxon Hill, MD (HRI)
July 19-20, 2017	Washington, DC
September 14-15, 2017	Greenbelt, MD
October 16-17, 2017	Oxon Hill, MD (HRI)
November 6-7, 2017	Washington, DC

**Price - \$775**

## The Administrative Officer

### Who Should Attend

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

**NASBA CPE Credits:** 21

### What You Will Learn

This workshop explores the many roles and functions of the administrative officer and offers a practical guide to successfully executing those functions and effectively leading people to mission accomplishment.

- Review the roles, functions, and purpose of the administrative officer.
- Understand your leadership role and responsibilities.
- Learn to seek, identify, and move people and procure resources in accordance with shifts and changes in the mission.
- Review the fundamentals of the procurement and acquisition process.
- Learn to manage transitions and help others to reposition for opportunity.
- Use communication to facilitate change, to develop human resources, and to effect organizational growth.
- Understand the federal budget process so you can improve inputs into the budget formulations, spend allocated dollars more wisely, and better match expenditures to mission accomplishment.
- Use data analysis to better assist managers and staff in monitoring and tracking results.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

July 10-12, 2017	Washington, DC
August 28-30, 2017	Oxon Hill, MD (HRI)
September 11-13, 2017	Greenbelt, MD
September 27-29, 2017	Washington, DC
November 28-30, 2017	Oxon Hill, MD (HRI)

**Price - \$1025**

## Ability to Plan and Organize

### Who Should Attend

All Federal employees and contractors are encouraged to attend.

**NASBA CPE Credits:** 7

### What You Will Learn

- Increase your opportunities using the personal planning tips you receive in the course.
- Learn our simple system for being well organized and respected.
- Stay one step ahead with proper planning.
- We'll show you how to accomplish all of your most important assignments first
- Discover the organizational system that works best for you.
- Four "D"s - use these to unclutter your personal and professional life.
- Specific tips for planning using "The Crystal Ball" method.
- Set your goals and achieve them.

### Why You Should Attend

The ability to plan and organize well is a key to success for almost any job. Upon completion of this course, you will become more productive, more confident, and more valuable to your agency.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

June 1, 2017	Oxon Hill, MD (HRI)
August 1, 2017	Washington, DC
October 6, 2017	Oxon Hill, MD (HRI)

**Price - \$399**

## 2017 Black Women's Seminar

### 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.

### What You Will Learn

- Learn practical skills for becoming more efficient and effective on the job
- Communicate assertively and professionally to get results
- Review which skills and abilities are critical to your success in any job
- Learn which characteristics and personal traits will earn you an outstanding reputation with your supervisors and co-workers
- Get re-energized and excited about taking on new challenges
- Take on more responsibility with self-assurance and confidence
- Set professional goals, keep sight of the "big picture," and stay on track as you prioritize your daily activities
- Discuss career planning objectives for 2017 and strategies for upward mobility
- Make yourself more marketable in your current field or in a new career field
- Develop a plan for enhancing your career competencies, skills, and abilities
- Develop strategies for balancing your professional and personal life
- Learn how black women can help each other succeed
- Network with other successful black women
- Discuss practical solutions for issues facing black women in the workforce

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

September 7-8, 2017	Oxon Hill, MD (HRI)
September 12-13, 2017	Greenbelt, MD

**Price - \$775**

## Customer Service Skills for Federal Employees

### Who Should Attend

All Federal civilian and military employees and contractors are eligible to attend.

**NASBA CPE Credits:** 7

### What You Will Learn

- Become "Customer-Driven" - Discover proven methods for providing outstanding customer service to your EXTERNAL and INTERNAL customers.
- Useful and practical suggestions for dealing effectively with difficult situations and people.
- Confidently work "one-on-one" with all types of customers.
- How to set priorities and help your customers understand them.
- Putting People First - Learn basic service principles and develop professional interpersonal communication and telephone skills.

### Why You Should Attend

With results-oriented management, it is increasingly valuable 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.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

### When and Where (Choose One)

All courses are 9am - 4pm

July 21, 2017	Oxon Hill, MD (HRI)
August 11, 2017	Washington, DC

**Price - \$399**

# Introduction to Federal Contracting and Procurement

## Who Should Attend

This class is designed for administrative personnel, office managers, program and technical staff, and anyone else who needs to learn the fundamentals of government contracting and procurement. Students who complete the course will be eligible for 24 Continuous Learning Points (CLPs).

**NASBA CPE Credits:** 24

**CLPs:** 24

## What You Will Learn

- Understand the Federal contracting and procurement process from start to finish.
- Learn the language of acquisition and how to translate complex acquisition terms and concepts into plain English.
- Understand your administrative and support responsibilities in procurement.
- Review Simplified Acquisition Procedures (SAPs), Government Purchase Card regulations, the GSA SmartPay program, Purchase Orders, and Blanket Purchase Agreements (BPAs).
- Recognize and avoid potential conflicts of interest.
- Review important provisions of the Procurement Integrity Act.
- Review important sections of the Federal Acquisition Regulation (FAR).
- Discover the sources of contracting power and authority.
- Understand the contractual relationship and the roles of the different parties involved in the contractual relationship.
- Discuss factors for determining when to use the sealed bidding versus negotiation procedures.

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

## When and Where (Choose One)

All courses are 9am - 4pm

June 12-14, 2017	Oxon Hill, MD (HRI)
July 18-20, 2017	Washington, DC
August 30-Sept. 1, 2017	Greenbelt, MD
October 23-25, 2017	Oxon Hill, MD (HRI)

**Price - \$995**

# COR Workshop

## Who Should Attend

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. Please note that this course is not currently DAU Equivalent or FAI verified. For questions concerning your certification, please contact your Acquisition Career Manager (ACM).

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

**NASBA CPE Credits:** 40

**CLPs:** 40

## What You Will Learn

- Comprehensive review of the Federal Acquisition Regulation (FAR) and other laws and regulations relating to the acquisition field.
- Learn critical contracting and acquisition terminology.
- Review the Federal Acquisition Institute's (FAI) essential competencies and duties.
- Review COR roles, responsibilities, and delegation, such as working with the acquisition team, effective communication, negotiation, allowable and prohibited practices, and ethical responsibilities.
- Learn standards of conduct and ethical responsibilities

Go to [www.federaltraining.com](http://www.federaltraining.com) for a complete course description.

## When and Where (Choose One)

All courses are 9am - 4pm

July 24-28, 2017	Oxon Hill, MD (HRI)
August 14-18, 2017	Washington, DC
September 18-22, 2017	Greenbelt, MD

**Price - \$1395**

# Locations

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

## Washington, DC

Human Resources Institute  
City Center Building  
Suite 110

1401 H St, NW

Washington, DC 20005

Less than one block from the  
McPherson Square Metro Station

## Maryland

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

Greenbelt Marriott

6400 Ivy Lane

Greenbelt, MD 20771

**All of our courses are available for Group On-Site training at your location.**

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or call 301-749-5600  
for details.

Go to [www.federaltraining.com](http://www.federaltraining.com) for complete course descriptions.



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## Locations

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### Washington, DC

Human Resources Institute  
City Center Building  
Suite 110  
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Less than one block from the McPherson Square Metro Station

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Greenbelt Marriott  
6400 Ivy Lane  
Greenbelt, MD 20771



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