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Human Resources Institute

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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.

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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: **\$945**

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

Mar 20 - 21, 2024Virtual/Online
May 15 - 16, 2024Virtual/Online
Jul 10 - 11, 2024.....Virtual/Online
Aug 12 - 13, 2024.....Virtual/Online
Sep 4 - 5, 2024Virtual/Online
Sep 16 - 17, 2024Virtual/Online
Oct 23 - 24, 2024Virtual/Online
Dec 4 - 5, 2024.....Virtual/Online

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

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate** ■ Price: **\$945**

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

Mar 27 - 28, 2024Virtual/Online
May 29 - 30, 2024Virtual/Online
Jul 15 - 16, 2024.....Virtual/Online
Aug 14 - 15, 2024.....Virtual/Online
Sep 18 - 19, 2024Virtual/Online
Oct 28 - 29, 2024Virtual/Online
Dec 16 - 17, 2024.....Virtual/Online

Management and Program Analysis: Data Collection and Analysis

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate** ■ Price: **\$945**

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

May 1 - 2, 2024.....Largo, MD or Virtual/Online
Jul 8 - 9, 2024Virtual/Online
Aug 21 - 22, 2024.....Largo, MD or Virtual/Online
Sep 25 - 26, 2024Virtual/Online
Nov 20 - 21, 2024.....Largo, MD or Virtual/Online

Management and Program Analysis: Cost Benefit Analysis

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate** ■ Price: **\$895**

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

May 28 - 29, 2024Virtual/Online
Jul 22 - 23, 2024.....Virtual/Online

ANALYTICAL SKILLS

Management and Program Analysis: Quantitative and Qualitative Analysis

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** | Level: **Intermediate** | Price: **\$895**

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

Apr 3 - 4, 2024Largo, MD or Virtual/Online
Jul 15 - 16, 2024.....Largo, MD or Virtual/Online
Sep 9 - 10, 2024Virtual/Online
Nov 6 - 7, 2024Virtual/Online

Critical and Analytical Thinking Skills for Office Personnel

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** | Level: **Overview** | Price: **\$945**

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

Mar 18 - 19, 2024Virtual/Online
Jun 5 - 6, 2024Largo, MD or Virtual/Online
Aug 19 - 20, 2024..... Virtual,Online
Oct 30 - 31, 2024Virtual/Online

Ability to Research, Analyze, and Solve Problems

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** | Level: **Introductory** | Price: **\$945**

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

Mar 13 - 14, 2024Largo, MD or Virtual/Online
May 13 - 14, 2024Virtual/Online
Jul 31 - Aug 1, 2024.....Virtual/Online
Sep 23 - 24, 2024Virtual/Online
Nov 12 - 13, 2024.....Virtual/Online

Quantitative Data Analysis with Microsoft Excel: An Introduction

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** | Level: **Intermediate** | Price: **\$945**

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

Apr 29 - 30, 2024Virtual/Online
Jul 17 - 18, 2024.....Virtual/Online
Sep 9 - 10, 2024Virtual/Online
Dec 16 - 17, 2024Virtual/Online

CONTRACTING AND ACQUISITION

Introduction to Federal Contracting and Procurement

Credits: **NASBA CPEs: 24 | CLPs: 24 | CEUs: 2.4** ■ Level: **Introductory** ■ Price: **\$1125**

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

Feb 20 - 22, 2024Virtual/Online
Apr 30 - May 2, 2024Virtual/Online
Aug 20 - 22, 2024Largo, MD or Virtual/Online
Sep 24 - 26, 2024Virtual/Online

Contracting Officer's Representative (COR) Workshop

Credits: **NASBA CPEs: 40 | CLPs: 40 | CEUs: 4** ■ Level: **Overview** ■ Price: **\$1445**

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

Jul 29 - Aug 2, 2024.....Largo, MD or Virtual/Online
Sep 30 - Oct 4, 2024.....Virtual/Online

Writing Statements of Work

Credits: **NASBA CPEs: 14 | CLPs: 14 | CEUs: 1.4** ■ Level: **Overview**

Overview: This intensive, hands-on, 2-day workshop will help you effectively write each part of the SOW. You will learn to see the SOW from the contractor's perspective and anticipate any questions he or she may have. In short, you will leave this course well-equipped to write a SOW that mirrors actual requirements, generates competitive proposals, and guides contractor performance.

Who Should Attend: Any Federal employee or contractor responsible for writing or reviewing statements of work (SOWs) or quality assurance surveillance plans (QASPs) for service contracts.

When and Where

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

Simplified Acquisition Procedures

Credits: **NASBA CPEs: 14 | CLPs: 14 | CEUs: 1.4** ■ Level: **Overview**

Overview: You will learn the fundamentals of simplified acquisition procedures, as well as purchasing from required sources of supply and existing contracts, including GSA schedules. Understanding the simplified acquisition rules and regulations is important for anyone involved in making purchases of essential products and services for a Federal agency.

Who Should Attend: This course is designed for any Federal employee making purchases of products and services within the simplified acquisition thresholds (FAR Part 13), as well as other purchases from required sources of supply and existing contracts, including GSA schedules.

When and Where

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

Performance Based Acquisitions

Credits: **CEUs: 1.4** ■ Level: **Overview** ■ Price: **\$945**

Overview: If you are not realizing desired results from your contractors, vendors and/or outside providers or if you are being told you need to write Performance-Based Statements of Work (PBSOW) and are not clear on how to do so, then this course is a for you.

Performance based acquisitions involves structuring all aspects of an acquisition around the purpose of the work to be performed as opposed to the manner by which the work is to be performed by the contractor or external provider. A PBSOW allows more flexibility in developing a solution to the customer's requirements, while placing the responsibility on the contractor or external provider for delivering a solution that meets the customer's requirements. A key factor in the success of PBSOW work is the ability of the customer to write good requirements and the ability of the contractor or external provider to recognize and only accept good requirements.

PBSOW is applicable to both requirements for service providers as well as for product providers. Whether your needs are for facility maintenance/management, delivery of service(s) or for developing and delivering software or hardware, this course provides the perspective, tools and requisite skills to realize the desired result and to achieve a higher degree of success for your projects when and while working with contractors, vendors and external providers.

Who Should Attend: This training is critical for those responsible for capturing and documenting Statement of Work requirements. This training provides beneficial tools to procurement professionals who review SOWs produced by a variety of organizations.

- Contracting Officers (CO)
- Contracting Officer's Representative (COR)
- Contracts Administrators
- Systems Engineers (SE)
- Requirements Engineers (RE)
- Business Analysts (BA)
- Budget Analysts
- Program and Project Managers (PM)
- Marketing Professionals
- Any Other Procurement/Acquisition 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.

SUPERVISION AND MANAGEMENT

Human Resources Overview for Federal Supervisors and Managers

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ Level: **Overview**

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.

Federal Supervision and Management Training

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ Level: **Overview**

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.

Managing Employee Performance and Conduct

Credits: **CEUs: 1.4** ■ Level: **Overview**

Overview: You will learn about key responsibilities that federal supervisors have in the areas of conducting performance appraisals (including assisting employees with unacceptable performance), mentoring, EEO, employee and labor relations, leave, and pay regulations. 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.

Who Should Attend: This course is designed to equip new and aspiring federal supervisors with the skills they need to effectively manage employee performance and the work environment.

When and Where

Aug 28 - 29, 2024.....Virtual/Online

LEADERSHIP DEVELOPMENT

Leadership Training for Non-Supervisors

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Overview** ■ Price: **\$965**

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 24 - 25, 2024Virtual/Online
Jun 26 - 27, 2024.....Virtual/Online
Aug 5 - 6, 2024.....Virtual/Online
Sep 4 - 5, 2024Virtual/Online
Sep 25 - 26, 2024Virtual/Online
Oct 30 - 31, 2024Virtual/Online
Dec 4 - 5, 2024.....Virtual/Online

Leading Effective Teams and Groups

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Overview** ■ Price: **\$895**

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

Feb 26 - 27, 2024Virtual/Online
Jun 24 - 25, 2024.....Virtual/Online
Aug 26 - 27, 2024.....Virtual/Online
Oct 21 - 22, 2024Largo, MD or Virtual/Online

Teambuilding Skills for Government Employees

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Overview** ■ Price: **\$895**

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

May 1 - 2, 2024.....Virtual/Online
Jul 29 - 30, 2024.....Virtual/Online
Sep 23 - 24, 2024Virtual/Online

Conflict Management and Resolution

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Overview** ■ Price: **\$945**

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

May 13 - 14, 2024Largo, MD or Virtual/Online
Sep 11 - 12, 2024Virtual/Online

Women and Leadership: Thriving in the Workplace

Credits: **NASBA CPEs: 14 | CEUs: 1.4** ■ Level: **Overview** ■ Price: **\$945**

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

Jun 26 - 27, 2024.....Largo, MD or Virtual/Online

Sep 30 - Oct 1, 2024.....Virtual/Online

Nov 20 - 21, 2024.....Virtual/Online

Leading People Through Change: An Introduction

Credits: **CEUs: 1.4** ■ Level: **Introductory**

Overview: This course introduces new and aspiring leaders to their roles in the change process. The course defines and explores the characteristics of change and how to manage people, tasks, teams, and projects effectively. Participants will develop change initiatives and manage the elements of change through interactive exercises. Each participant will learn to identify the needs of their team during change, as well as methods for measuring success and outcomes.

Who Should Attend: All Federal employees and contractors in leadership positions and aspiring leaders who want to more effectively lead people through change.

When and Where

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

Coaching for Success: An Introduction

Credits: **CEUs: 1.4** ■ Level: **Introductory**

Overview: Effective coaching is a necessary skill for leaders at all levels, and this course will emphasize how to build more productive and effective employees and teams. You will learn coaching techniques that help motivate, inspire, and build trust. You will explore how employee beliefs, attitudes, and expectations have changed, and the new skills required for managing employee performance. In this interactive session, you will receive numerous opportunities to demonstrate these skills.

Who Should Attend: All Federal employees and contractors in leadership positions and aspiring leaders who want to know what it takes to become effective coaches, as well as anyone else responsible for building teams or work groups.

When and Where

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

Effective Writing Workshop

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Overview** ■ Price: **\$925**

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

Apr 24 - 25, 2024Largo, MD or Virtual/Online
Jun 17 - 18, 2024.....Virtual/Online
Aug 28 - 29, 2024.....Largo, MD or Virtual/Online
Sep 18 - 19, 2024Virtual/Online
Nov 6 - 7, 2024Virtual/Online

Federal Writing Boot Camp

Credits: **NASBA CPEs: 28** | **CEUs: 2.8** ■ Level: **Overview** ■ Price: **\$1525**

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 22 - 25, 2024.....Largo, MD or Virtual/Online
Aug 19 - 22, 2024.....Virtual/Online
Sep 30 - Oct 3, 2024.....Largo, MD or Virtual/Online
Dec 9 - 12, 2024Largo, MD or Virtual/Online

Critical Thinking for Clear Writing: An Introduction

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Introductory** ■ Price: **\$895**

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

Mar 13 - 14, 2024Virtual/Online
Jun 17 - 18, 2024.....Largo, MD or Virtual/Online
Aug 14 - 15, 2024.....Virtual/Online
Sep 30 - Oct 1, 2024.....Virtual/Online
Nov 20 - 21, 2024.....Virtual/Online

Report Writing

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Overview** ■ Price: **\$895**

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

Mar 19 - 20, 2024Virtual/Online
Jul 16 - 17, 2024.....Virtual/Online
Sep 23 - 24, 2024Virtual/Online

Technical Writing: An Introduction

Credits: **CEUs: 1.4** ■ Level: **Introductory** ■ Price: **\$895**

Overview: Effective technical documents communicate important and sometimes complex information to its readers in a way that is clear, easy to understand, and engaging. Effective technical writers understand this task can be more challenging when some of the readers don't share the writer's knowledge, experience, or training. As a result, an effective technical writer must carefully consider his or her readers when drafting the document.

In this course, you will learn the fundamentals of technical writing. The course will summarize and explain the various types of documents technical writers develop, as well as provide the tools and techniques effective technical writers use to create documents that are easily understood by any reader, even non-technical readers.

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

When and Where

Jul 31 - Aug 1, 2024.....Virtual/Online

Editing Skills for Government Employees

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Overview** ■ Price: **\$895**

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

Mar 25 - 26, 2024Virtual/Online

Jul 8- 9, 2024.....Largo, MD or Virtual/Online

Sep 11 - 12, 2024Virtual/Online

Oct 23 - 24, 2024Largo, MD or Virtual/Online

Plain Language Writing for Government Employees

Credits: **NASBA CPEs: 7** | **CEUs: 0.7** ■ Level: **Overview** ■ Price: **\$515**

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

Jun 20, 2024Virtual/Online

Sep 16, 2024.....Virtual/Online

Nov 12, 2024Virtual/Online

English Essentials: A Comprehensive Review

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ Level: **Overview** ■ Price: **\$1195**

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

Jun 11 - 13, 2024.....Largo, MD or Virtual/Online

Aug 6 - 8, 2024.....Virtual/Online

Sep 3 - 5, 2024.....Largo, MD or Virtual/Online

Proofreading Skills for Government Employees

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Overview** ■ Price: **\$895**

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

Mar 18 - 19, 2024Virtual/Online

Jul 29 - 30, 2024.....Virtual/Online

Aug 26 - 27, 2024.....Largo, MD or Virtual/Online

Oct 16 - 17, 2024Largo, MD or Virtual/Online

English Essentials: GPO Style Manual Review

Credits: **CEUs: 0.7** ■ Level: **Overview**

Overview: Professionals who can write clearly and correctly are more valuable to an organization than those whose business writing is filled with errors. This course is designed for those who want to refresh their knowledge of punctuation and/or those who know what's correct but can't always explain why. Students will learn in a highly interactive and hands-on environment.

Who Should Attend: The Government Publishing Office (GPO) Style Manual is the default style manual for almost all Federal agencies and their employees. This course is designed for Federal employees, Federal contractors, and anyone else who needs or wants a thorough refresher in the rules found in the GPO Style Manual.

When and Where

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

ORAL COMMUNICATION

Communication Skills: Speaking to an Audience

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Overview** ■ Price: **\$865**

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

Mar 27 - 28, 2024Largo, MD or Virtual/Online
Jun 17 - 18, 2024.....Virtual/Online
Aug 14 - 15, 2024.....Largo, MD or Virtual/Online
Sep 18 - 19, 2024Largo, MD or Virtual/Online
Nov 12 - 13, 2024.....Virtual/Online

Interpersonal Communication: Building Professional Workplace Relationships

Credits: **NASBA CPEs: 1.4** | **CEUs: 1.4** ■ Level: **Overview**

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

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

MICROSOFT OFFICE

Microsoft Excel: Level One

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Introductory** ■ Price: **\$945**

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

Mar 25 - 26, 2024Virtual/Online
May 13 - 14, 2024Virtual/Online
Jun 24 - 25, 2024.....Virtual/Online
Aug 5 - 6, 2024.....Virtual/Online
Sep 18 - 19, 2024Virtual/Online
Oct 28 - 29, 2024Virtual/Online
Dec 4 - 5, 2024.....Virtual/Online

Microsoft Excel: Level Two

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Intermediate** ■ Price: **\$945**

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

Mar 27 - 28, 2024Virtual/Online
May 22 - 23, 2024Virtual/Online
Jun 26 - 27, 2024.....Virtual/Online
Aug 7 - 8, 2024.....Virtual/Online
Sep 23 - 24, 2024Virtual/Online
Dec 9 - 10, 2024Virtual/Online

Microsoft Excel: Level Three

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Advanced** ■ Price: **\$945**

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

Jul 1 - 2, 2024Virtual/Online
Aug 12 - 13, 2024Virtual/Online
Sep 25 - 26, 2024Virtual/Online
Dec 11 - 12, 2024Virtual/Online

Microsoft PowerPoint

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Overview** ■ Price: **\$945**

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

Sep 16 - 17, 2024Virtual/Online

Microsoft Word: Intermediate

Credits: **NASBA CPEs: 7** | **CEUs: 0.7** ■ Level: **Intermediate**

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

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

Microsoft Word: Advanced

Credits: **NASBA CPEs: 8** | **CEUs: 0.8** ■ Level: **Advanced**

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

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

Project Management for Team Members

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Introductory** ■ Price: **\$925**

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

Mar 18 - 19, 2024Largo, MD or Virtual/Online
Jun 17 - 18, 2024.....Virtual/Online
Aug 14 - 15, 2024.....Largo, MD or Virtual/Online
Sep 30 - Oct 1, 2024.....Virtual/Online
Nov 4 - 5, 2024Largo, MD or Virtual/Online

Project Management

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ Level: **Intermediate** ■ Price: **\$1245**

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

May 28 - 30, 2024Largo, MD or Virtual/Online
Jul 23 - 25, 2024.....Virtual/Online
Sep 3 - 5, 2024.....Virtual/Online

Microsoft Project: An Introduction

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.

Agile Project Management: An Introduction

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

Overview: Students will learn Agile's history, foundational principles, and values when applied to project management. Throughout the course, students will have an opportunity to learn and demonstrate the processes of an Agile project while gaining an understanding of the key events and results associated with it.

Students will also learn the differences between Agile based projects and traditional waterfall projects while gaining an understanding of Agile's benefits and limitations and where its approach is usually most effective. The course also illustrates how Agile and traditionally run projects often coexist and why in certain organizational environments the "blended approach" may be most appropriate.

The course is delivered in a lecture/class exercise format with a class project presented at the end of the final day.

Who Should Attend: This course is for staff members who are either leading projects or serving as project team members on traditional (waterfall) projects and would like to transition to the Agile project management approach. This course is also for those who are currently involved with Agile projects and seeking to develop and enhance their knowledge of Agile concepts, its approach, and the various roles involved.

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** ■ Level: **Overview** ■ Price: **\$1225**

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 9 - 11, 2024Virtual/Online
Jun 4 - 6, 2024Virtual/Online
Jul 30 - Aug 1, 2024.....Virtual/Online
Aug 27 - 29, 2024.....Virtual/Online
Sep 24 - 26, 2024Virtual/Online
Nov 19 - 21, 2024.....Virtual/Online

Federal Employee Relations: An Introduction

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Introductory** ■ Price: **\$895**

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

Feb 20 - 21, 2024Virtual/Online
Jul 10 - 11, 2024.....Virtual/Online
Sep 30 - Oct 1, 2024.....Virtual/Online

Federal Staffing and Placement

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ Level: **Overview** ■ Price: **\$1195**

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

Feb 20 - 22, 2024Virtual/Online
Aug 6 - 8, 2024.....Virtual/Online
Sep 10 - 12, 2024Virtual/Online

Position Classification

Credits: **NASBA CPEs: 28** | **CEUs: 2.8** ■ Level: **Overview** ■ Price: **\$1545**

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

May 20 - 23, 2024Largo, MD or Virtual/Online
Jul 22 - 25, 2024.....Virtual/Online
Sep 9 - 12, 2024Largo, MD or Virtual/Online
Dec 2 - 5, 2024.....Largo, MD or Virtual/Online

Processing Personnel Actions

Credits: **NASBA CPEs: 28** | **CEUs: 2.8** ■ Level: **Overview** ■ Price: **\$1595**

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

Apr 22 - 25, 2024Virtual/Online
Jun 10 - 13, 2024.....Virtual/Online
Aug 19 - 22, 2024.....Virtual/Online
Sep 30 - Oct 3, 2024.....Virtual/Online
Dec 9 - 12, 2024.....Virtual/Online

Performance Management

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Introductory** ■ Price: **\$895**

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 12 - 13, 2024.....Largo, MD or Virtual/Online

Federal Pay Setting: An Introduction

Credits: **CEUs: 1.4** ■ Level: **Introductory** ■ Price: **\$945**

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

Sep 16 - 17, 2024Virtual/Online

EEO in the Federal Government

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Overview** ■ Price: **\$895**

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 24 - 25, 2024Virtual/Online

Veterans' Adjudication in Federal Employment

Credits: **CEUs: 0.7** ■ Level: **Overview**

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

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

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

When and Where

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

Qualifications Analysis

Credits: **CEUs: 1.4** ■ Level: **Introductory** ■ Price: **\$895**

Overview: This course will prepare Federal HR professionals and others to analyze jobs and job requirements for a number of occupations. Students will also learn to apply the legal and regulatory requirements of the OPM Qualification Standards Handbook to these occupations, including basic eligibility, minimum qualification requirements, specialized experience requirements, positive education requirements, and the substitution of education for experience.

Who Should Attend: This course is open to anyone interested in acquiring a better understanding of Federal qualifications analysis, its processes, and the relevant policies and procedures.

When and Where

Sep 3 - 4, 2024Virtual/Online

Job Analysis

Credits: **CEUs: 1.4** ■ Level: **Overview**

Overview: By the end of the course, students should be able to define job analysis, prepare an accurate job analysis within the rules, regulations, and law, perfect the KSAs and other characteristics (KSAOs) needed to accurately perform the required duties of the position, determine the appropriate methods to measure the KSAO, and understand the need for a job analysis

Who Should Attend: This course is open to anyone interested in acquiring a better understanding of Federal job analysis, its processes, and the relevant policies and procedures.

When and Where

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

Writing Position Descriptions

Credits: **CEUs: 1.4** ■ Level: **Overview**

Overview: The purpose of this course is to provide the participant with an overview of the position classification system and how position descriptions are developed in the federal government. The federal hiring process begins with a manager/supervisor developing a position description which describes the duties and responsibilities that will be assigned to a particular job vacancy. It is the responsibility of the Human Resources Office to work with managers/supervisors and guide them through the process of writing a position description acceptable for classification and other human resources management purposes.

Who Should Attend: This course is open to anyone interested in writing position descriptions and acquiring a better understanding of the process and the relevant policies and procedures.

When and Where

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

Position Classification for Supervisors and Managers

Credits: **CEUs: 1.4** ■ Level: **Overview**

Overview: This course will provide students with an overview of the Federal position classification system and process. The federal hiring process and other significant personnel actions begin with a supervisor/manager developing a position description. The position description describes the duties and responsibilities to be assigned to a particular job. The position description is then classified by the Human Resources Office in accordance with the relevant laws, rules, regulations, and classification standards issued by the Office of Personnel Management.

Who Should Attend: This course is open to Federal supervisors and managers as well as other staff who would benefit from having a better understanding of the Federal position classification laws, rules, regulations, policies, and practices.

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 Position Management

Credits: **CEUs: 1.4** ■ Level: **Overview**

Overview: This course has been designed to provide human resources advisers, administrative staffs, supervisors, and managers with an overview of Federal position management as well as the roles and responsibilities of all participants. Within the context of the course, discussions will focus on the history of position management in the Federal government, identifying common organizational problems, presenting available options to resolve those problems, and reviewing authorized flexibilities to assist in your position management strategies.

The planning, development, and continuous monitoring of a position management program in each Federal agency is a critical step in accomplishing the agency's mission. Through an effective position management program, managers are responsible for ensuring and enhancing the quality of programs, products, and customer service on a timely basis while improving productivity, controlling costs, and assuring that programs are managed with integrity.

Who Should Attend: This course is open to anyone interested in acquiring a better understanding of Federal position management, its processes, and the relevant policies and procedures.

When and Where

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

RETIREMENT AND BENEFITS PLANNING

Pre-Retirement and Benefits Planning for Federal Employees

Credits: CEUs: 1.4 ■ Level: Overview ■ Price: \$895

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

Apr 17 - 18, 2024Virtual/Online
Jun 17 - 18, 2024.....Virtual/Online
Sep 11 - 12, 2024Virtual/Online
Nov 6 - 7, 2024Virtual/Online

FEDERAL BUDGET AND FINANCIAL MANAGEMENT

Federal Budgeting: An Introduction

Credits: NASBA CPEs: 14 | CEUs: 1.4 ■ Level: Introductory ■ Price: \$895

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

Apr 22 - 23, 2024Largo, MD or Virtual/Online
Jul 1 - 2, 2024Virtual/Online
Aug 5 - 6, 2024.....Largo, MD or Virtual/Online
Sep 16 - 17, 2024Virtual/Online
Dec 16 - 17, 2024Largo, MD or Virtual/Online

Budget Analysis and Execution: An Introduction

Credits: NASBA CPEs: 14 | CEUs: 1.4 ■ Level: Introductory ■ Price: \$895

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

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

When and Where

Feb 28 - 29, 2024Virtual/Online
May 15 - 16, 2024Largo, MD or Virtual/Online
Aug 7 - 8, 2024.....Virtual/Online
Sep 23 - 24, 2024Virtual/Online
Nov 18 - 19, 2024.....Largo, MD or Virtual/Online

FEDERAL BUDGET AND FINANCIAL MANAGEMENT

Budget Formulation: An Introduction

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Introductory** ■ Price: **\$875**

Overview: The Federal budget cycle can be divided into three distinct phases that are generally sequential and yet intertwined. The first phase, which is the focus of this course, culminates in the transmittal of the President's Budget proposals to the Congress, and is called the budget formulation phase.

As part of the budget formulation process, agencies submit baseline program levels and discretionary, mandatory, and governmental receipt proposals to OMB for consideration. Agencies work with OMB to determine the effect of proposals on budget authority, collections, and outlays based on the Administration's economic and technical assumptions. The scored level of budget authority, collections, and outlays for each approved budget proposal and the baseline for all programs create an overall picture of the President's proposed fiscal path. This course will cover all aspects of budget formulation.

Who Should Attend: This course is designed for federal employees and federal contractors responsible for financial management, budget formulation, and/or budget execution, as well as anyone else who contributes to their agency's budget process. This course will also benefit Management and Program Analysts, Administrative Officers, staff members new to the federal government, staff members responsible for project or program management, or anyone else in a position requiring you to make financial decisions for your federal component.

When and Where

May 20 - 21, 2024Virtual/Online

Aug 12 - 13, 2024Virtual/Online

Federal Appropriations Law Seminar

Credits: **NASBA CPEs: 21** | **CLPs: 21** | **CEUs: 2.1** ■ Level: **Overview** ■ Price: **\$1195**

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

Sep 17 - 19, 2024Virtual/Online

Federal Accounting Fundamentals: An Introduction

Credits: **NASBA CPEs: 21** | **CEUs: 2.1** ■ Level: **Introductory**

Overview: This course is designed to provide foundational knowledge of basic federal accounting guidance, principles, and practices to facilitate the monitoring, reconciliation, adjustment, reporting, and compliance of Federal programs.

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

When and Where

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

FEDERAL BUDGET AND FINANCIAL MANAGEMENT

Federal Funds Control for Non-Financial Personnel

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

Overview: Most Federal employees have some responsibility or oversight for federal dollars (sometimes it is an “other duty as assigned” or secondary job function). If you are a purchase card holder, involved in contracting, grants or cooperative agreements, work on or support the budget, spending plans or operating plans, request or purchase supplies, work in information technology, manage the transit program, or plan or facilitate travel or training, then you are involved in funds control. This course examines the statutory, regulatory, policy, and historical basis of the availability and use of appropriated funds. The course is based on the *Principles of Federal Appropriations Law*, the “Red Book” published by the General Accounting Office.

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. Typical attendees include administrative professionals, acquisition professionals, travel managers, new funds certifying officials, budget analysts, program managers, transit program managers, project managers and purchase card holders.

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** ■ Level: **Overview** ■ Price: **\$1245**

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

Apr 16 - 18, 2024Largo, MD or Virtual/Online
Jun 4 - 6, 2024Virtual/Online
Jul 30 - Aug 1, 2024.....Virtual/Online
Aug 27 - 29, 2024.....Virtual/Online
Sep 30 - Oct 2, 2024.....Largo, MD or Virtual/Online
Nov 12 - 14, 2024.....Virtual/Online

Emotional Intelligence Workshop

Credits: **NASBA CPEs: 7** | **CEUs: 0.7** ■ Level: **Overview**

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

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

PROFESSIONAL DEVELOPMENT

Customer Service for Government Employees

Credits: **NASBA CPEs: 7** | **CEUs: 0.7** ■ Level: **Overview** ■ Price: **\$515**

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

Sep 17, 2024Virtual/Online

Nov 5, 2024Virtual/Online

Managing Your Priorities and Workload

Credits: **NASBA CPEs: 7** | **CEUs: 0.7** ■ Level: **Overview** ■ Price: **\$515**

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 10, 2024Virtual/Online

Sep 10, 2024Virtual/Online

Nov 5, 2024Virtual/Online

Your Federal Career: A Roadmap to Success

Credits: **NASBA CPEs: 14** | **CEUs: 1.4** ■ Level: **Overview** ■ Price: **\$875**

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 8 - 9, 2024Virtual/Online

Oct 9 - 10, 2024Virtual/Online

Writing Effective Self-Assessments

Credits: **CEUs: 0.7** ■ Level: **Overview** ■ Price: **\$515**

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

Jun 20, 2024Virtual/Online

Working with Difficult People

Credits: **CEUs: 0.7** ■ Level: **Overview**

Overview: Almost every office has “that” difficult person – the one who makes life hard for others in the office. This course will reduce your frustration by helping you understand the various types of difficult people. You’ll also learn techniques that will help you understand what to do, what to say, and how to say it when dealing with difficult people.

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

When and Where

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

Stress Management for Government Employees

Credits: **CEUs: 0.7** ■ Level: **Overview**

Overview: The workplace can be very stressful. If you don’t manage it properly, too much stress can affect your body, your mind, your health, and your productivity. This course will teach you to overcome stress, find balance in your professional and personal life, and take control of your future.

Moreover, learning how to manage your stress shouldn’t be stressful. This course will help you to get the relief you need in a time frame that works for you. You’ll receive a copy of *The Stress Management Workbook*, which will help you build sustainable stress management skills for significantly reducing stress, now and for the future.

You will learn how to keep your brain sharp, improve your mind’s response to stress, and develop strategies for minimizing stress. This fresh set of stress management skills will empower you to perform better at work, increase your energy, foster better relationships, and be healthier in both mind and body.

Who Should Attend: A happier, stress-free life is within reach and all Federal civilian and military employees and contractors are encouraged to attend.

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 Travel: An Overview

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

Overview: This course provides an overview, discussion, and hands-on exercises related to Federal and Department of Defense (DoD) travel. Participants will acquire useful, practical, and fundamental knowledge of how to plan, coordinate, facilitate, review, approve, research, track, and fund travel in accordance with applicable government regulations.

Who Should Attend: This course is designed for travel managers, travel specialists, uniformed service members, administrative professionals, support staff, frequent travelers, authorizing, approving and certifying officials, budget officers, fund managers, travel document preparers and/or reviewers.

When and Where

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

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

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

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
- 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
- Teambuilding 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
- 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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Parking is free. Our building is about a 1 to 2 minute Metro bus ride from the Largo Town Center Metro Station. Take the C21, C22, or C26 bus. Arrive at LARGO DR W and LOTTSFORD RD bus stop. The bus stop is right in front of the building.



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