



GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

Mission Oriented Business Integrated Services (MOBIS)

Price list effective 23 July 2013

Government Training LLC
(Formerly Government Training Inc.)
5372 Sandhamn Place
Longboat Key, Florida 34228
(301) 455-5633

Woman-Owned Small Business

STANDARD INDUSTRY GROUP: 874

- **SERVICE CODE:** R499
- **Contract number:** GS-02F-0148Y
- For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

- **Contract period:** May 21, 2012 through May 20, 2017

- **Government Training LLC** (Formerly Government Training Inc.)
5372 SANDHAMN PL
LONGBOAT KEY, FL 34228-2056
Phone: 301-455-5633 FAX: 941-870-9651

- **DUNS:** 832316512

- **Contact:** David Dickson

- **Email:** david.dickson@governmenttraininginc.com
- Contractor's internet address/web site where schedule information can be found:
www.GovernmentTrainingInc.com
- **Business size: Small (Woman-Owned Small Business)**

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1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

The following courses are available on-site at government sites. We bring the training to your agency/command. For most current details on each course, content, learning objectives and syllabi, go to www.GovernmentTrainingInc.com.

Courses Available On-Site at government provided facility

Title	Length of course (Days)	On-Site GSA Proposed Price (Up to 15 Studentss)	On-Site GSA Proposed Price (15-20 Studentss)	On-Site GSA Proposed Price (21-25 Studentss)	On-Site GSA Proposed Price (26-30 Studentss)
▪ A Team Approach To Migrating From CP to FP	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Advanced Contract Administration	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Basic Contract Administration	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Contracting Officers Representative (COR) 1 day Managers Update	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Contracting Officers Representative (COR) 2 day Refresher	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Contracting Officers Representative (COR) 40 Hours (5 day course) Boot Camp	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Contracting Officers Representative (COR) Boot Camp – 3 Day Course	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Contracting Principles for CORs & Program/Project Managers (3 day course) (Government Contract Law for Non-Lawyers)	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Cost Estimating	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Developing the Professional Acquisition Manager - 1 Day	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Developing the Professional Acquisition Manager - 2 Day	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Developing the Professional Acquisition Manager - 3 Day	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Developing the Professional Acquisition Manager - 4 Day	4	\$13,400.00	\$13,600.00	\$14,000.00	\$14,800.00
▪ Developing the Professional Acquisition Manager - 5 Day	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Disputes & Terminations - Protect Your Rights – Understand Your Obligations	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ FAR*InDepth Training - 40 Hours	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Federal Appropriations Law	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00

Contracting and Acquisition Classroom Training

▪ Federal Appropriations Law*InDepth™	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Federal Appropriations Law*InDepth™	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00

Title	Length of course (Days)	On-Site GSA Proposed Price (Up to 15 Students)	On-Site GSA Proposed Price (16-20 Students)	On-Site GSA Proposed Price (21-25 Students)	On-Site GSA Proposed Price (26-30 Students)
▪ International Contracting and Negotiations	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Market Research	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Negotiating Techniques	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Overview of Federal Government Contracting - 3 Days	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Performance Based Service Acquisition	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Procurement Ethics	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Purchase Card Buys	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ R&D Contracting	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Source Selection	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Source Selection for Contracting & PM Staff	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Types of Contracts	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00

Students	Up to 15	16-20	21-15	26-30
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Training for Inspector Generals, Auditors, Investigators

▪ Auditing and Investigating a Major Systems Contract - Where to Start based on Contract Phase - What to Look For	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Auditing and Investigating R&D Contracts - Five Step Process - Where to Start - What to Look For	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Auditing and Investigating Service Contracts - Five Step Process - Where to Start - What to Look For	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Contract FRAUD Prevention & Detection for IGs, Auditors	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Contract Pricing Considerations for IG's, Investigators and Auditors	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Federal Appropriations Law for IG's, Investigators and Auditors	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Federal Contracting Basics for IG Investigators Auditors	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Federal Contracting Basics for Investigators, IG's and Auditors	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ International Contracting for IG's, Investigators and Auditors	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Post-award Contract Administration for IG's, Investigators and Auditors	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Source Selection Considerations for IG's, Investigators and Auditors	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00

Title	Length of course (Days)	On-Site GSA Proposed Price (Up to 15 Students)	On-Site GSA Proposed Price (16-20 Students)	On-Site GSA Proposed Price (21-25 Students)	On-Site GSA Proposed Price (26-30 Students)
Agency Business Management Training					
▪ Applying Entrepreneurial Leadership to Government Organizations	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Budget Reviews: Presenting and Defending a Budget Request - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Budget Strategies in a Downsizing Environment - 3 days	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Developing the Professional Agency Business Manager - 1 Day	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Developing the Professional Agency Business Manager - 2 Day	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Developing the Professional Agency Business Manager - 3 Day	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Developing the Professional Agency Business Manager - 4 Day	4	\$13,400.00	\$13,600.00	\$14,000.00	\$14,800.00
▪ Developing the Professional Agency Business Manager - 5 Day	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Intro to the Federal Budget - Budget Basics Training Workshop - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Organizing, Packaging, and Delivering Effective Presentations - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Performance Appraisal Magic: Transforming Ho-Hum Performers into Top Talent	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Reengineering the Government Organization	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Strategic Planning for Organizations	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Tools and techniques for managers who manage teleworkers	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00

Human Resources

▪ Advanced Pay Setting	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Advanced Pay Setting - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Adverse and Performance-Based Actions	4	\$13,400.00	\$13,600.00	\$14,000.00	\$14,800.00
▪ Basic Pay Setting - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Basic Staffing - 3 days	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00

▪ CSRS Retirement Planning	4	\$13,400.00	\$13,600.00	\$14,000.00	\$14,800.00
▪ Developing the HR Professional Manager - 1 Day	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Developing the HR Professional Manager - 2 Day	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00

Title	Length of course (Days)	On-Site GSA Proposed Price (Up to 15 Students)	On-Site GSA Proposed Price (16-20 Students)	On-Site GSA Proposed Price (21-25 Students)	On-Site GSA Proposed Price (26-30 Students)
▪ Developing the HR Professional Manager - 3 Day	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Developing the HR Professional Manager - 4 Day	4	\$13,400.00	\$13,600.00	\$14,000.00	\$14,800.00
▪ Developing the HR Professional Manager - 5 Day	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Federal Employee Benefits	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Federal Employee Development	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Federal Employee Objectives	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Federal Employee Relations	4	\$13,400.00	\$13,600.00	\$14,000.00	\$14,800.00
▪ Federal Human Resources Management	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Federal Performance Management	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Federal Position Management - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Federal Staffing and Placement	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Federal Workforce Analysis and Planning	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ FERS Retirement Training	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ HR Flexibilities - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Job Analysis and Competency Assessment	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Leave and Absence	4	\$13,400.00	\$13,600.00	\$14,000.00	\$14,800.00
▪ Managing 21st Century Workforce: How to Manage Teleworkers - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Managing Teleworkers	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Moving the Organization to A Culture of Diversity - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Performance Appraisal Magic: Transforming Ho-Hum Performers into Top Talent	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Performance Appraisal Magic: Transforming Ho-Hum Performers into Top Talent - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Position Classification (9 days)	9	\$20,100.00	\$21,000.00	\$23,000.00	\$25,000.00
▪ Position Classification Fundamentals (4 Days)	4	\$13,400.00	\$13,600.00	\$14,000.00	\$14,800.00
▪ Principles of Classification	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Processing Personnel Actions	4	\$13,400.00	\$13,600.00	\$14,000.00	\$14,800.00
▪ Processing Personnel Actions - 4 days	4	\$13,400.00	\$13,600.00	\$14,000.00	\$14,800.00
▪ Qualification Job Analysis KSA Examining - 3 days	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Roles and Expectations of Managers and Supervisors - 1 day	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ So, You Want to Be Promoted: Excelling as a Public Sector Manager - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Strategic Recruitment - 1 day	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Tools and techniques for managers who manage teleworkers	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00

Title	Length of course (Days)	On-Site GSA Proposed Price (Up to 15 Students)	On-Site GSA Proposed Price (16-20 Students)	On-Site GSA Proposed Price (21-25 Students)	On-Site GSA Proposed Price (26-30 Students)
Physical Security Training					
▪ Continuity of Operations Planning – (COOP) - 3 days	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Developing the Professional Security Manager - 1 Day	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Developing the Professional Security Manager - 2 Day	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Developing the Professional Security Manager - 3 Day	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Developing the Professional Security Manager - 4 Day	4	\$13,400.00	\$13,600.00	\$14,000.00	\$14,800.00
▪ Developing the Professional Security Manager - 5 Day	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Infrastructure Risk/Vulnerability Assessment	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Infrastructure Risk/Vulnerability Assessment – Taking CARVER to the next level (3 day course)	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Predictive Profiling - 3 days	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Protective Services Detail (2 day course)	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Red Teaming - 3 days	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Risk Management - 3 days	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Security Risk Management Workshop (3 day course)	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Security/Anti-terrorism Engineering Workshop 3 days	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Surveillance & Surveillance Detection (4 day course)	4	\$13,400.00	\$13,600.00	\$14,000.00	\$14,800.00
▪ Tools of Terror: Improvised Explosive Devices (IEDs) (2 day course)	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Workplace Violence Prevention...it's the law! (1 day course)	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Workplace Violence Prevention...it's the law! (1/2 day course)	0.5	\$1,675.00	\$1,700.00	\$1,750.00	\$1,850.00
▪ Workplace Violence Prevention...it's the law! (2 day course)	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00

Title	Length of course (Days)	On-Site GSA Proposed Price (Up to 15 Students)	On-Site GSA Proposed Price (16-20 Students)	On-Site GSA Proposed Price (21-25 Students)	On-Site GSA Proposed Price (26-30 Students)
▪ Advanced Leadership Skills & Techniques - 3 days	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Breakthrough Problem Solving 3 days	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Collaboration & Knowledge Sharing - 4 days	4	\$13,400.00	\$13,600.00	\$14,000.00	\$14,800.00
▪ Communicating Up! Presentation of Analysis, Briefings and Reports In support to Executive Decision-Making (2 days)	2	\$10,000.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Communicating Up! Presentation of Analysis, Briefings and Reports In support to Executive Decision-Making ADVANCED Workshop (2 days)	2	\$10,000.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Creativity And Innovation - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Critical Thinking For Problem Solving - 3 days	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Developing the Supervisor in You - Management & Leadership Skills	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Discovering and Applying the 4 Primary Personality Temperaments in the Government Workplace	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Emotional Intelligence 360-Degree Assessment Workshop - 1 day	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Emotionally Intelligent Leadership - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Engaging Leadership - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ From Tactical To Strategic Thinking - 3 days	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ How to Improve and Lead through Teamwork	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Leadership Skills & Techniques - 3 days	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Leadership Skills and Techniques - 1 Day	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Leadership Skills and Techniques - 2 Day	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Leading Cultural Transformation - 1 Day	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Leading Cultural Transformation - 2 Day	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Leading Cultural Transformation - 3 Day	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Leading Cultural Transformation - 4 days	4	\$13,400.00	\$13,600.00	\$14,000.00	\$14,800.00
▪ Leading the Human Side of Change - 3 days	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Managing Change	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Results Oriented Leadership - Creating Value, Vision and Vitality in Government Organizations	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Techniques to Design & Implement Most Efficient Organizations	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00

Title	Length of course (Days)	On-Site GSA Proposed Price (Up to 15 Students)	On-Site GSA Proposed Price (16-20 Students)	On-Site GSA Proposed Price (21-25 Students)	On-Site GSA Proposed Price (26-30 Students)
Diversity & Inclusion					
▪ 7 Habits of Highly Effective People - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ ADR (Alternative Dispute Resolution) - 1 day	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Cross-Cultural Communication - 1 day	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Diversity Management - 1 Day	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Diversity Management - 2 Day	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Diversity Management - 3 Day	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Diversity Management - 4 Day	4	\$13,400.00	\$13,600.00	\$14,000.00	\$14,800.00
▪ EEO Essentials for Federal Agencies	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Emotional Intelligence - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Mentoring/Succession Planning - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Moving From Conflict to Collaboration - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Moving the Organization to A Culture of Diversity	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Sexual Harassment — Prevention and Awareness - 1 day	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Understanding Diversity: Differentiating Between Diversity, EEO and Affirmative Action - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Understanding Micro-Inequities/Micro-Agressions - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Valuing Diversity On Teams - 2 days	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
Change Management Best Practices					
▪ Aligning Organizational Priorities	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Basic Management Techniques	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Building and Sustaining Teams -2 Day	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Building and Sustaining Teams -3 Day	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Making Decisions & Solving Problems in Government Organizations	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Managing (Difficult) People	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Managing Change - 2 Day	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Managing Change - 3 Day	3	\$10,050.00	\$10,200.00	\$10,500.00	\$11,100.00
▪ Managing Change - 4 Day	4	\$13,400.00	\$13,600.00	\$14,000.00	\$14,800.00
▪ Managing People and Resources to a Performance Based Model	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Managing Priorities for the Organization	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Performance Appraisal Magic: Transforming Ho-Hum Performers into Top Talent	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Tools and techniques for managers who manage teleworkers	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00

Title	Length of course (Days)	On-Site GSA Proposed Price (Up to 15 Students)	On-Site GSA Proposed Price (16-20 Students)	On-Site GSA Proposed Price (21-25 Students)	On-Site GSA Proposed Price (26-30 Students)
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Personal Skills Classroom Training

▪ Briefing and Presentation Skills that Get Results	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Business Writing	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Communicating Up! Presentation of Analysis, Briefings and Reports In support to Executive Decision-Making (2 days)	2	\$10,000.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Communicating Up! Presentation of Analysis, Briefings and Reports In support to Executive Decision-Making ADVANCED Workshop (2 days)	2	\$10,000.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Managing Multiple Priorities	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Managing Stress on the Job	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Negotiation Skills - 1 Day	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Negotiation Skills - 2 Day	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Performance Appraisal Magic: Transforming Ho-Hum Performers into Top Talent	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Report Writing - 1 Day	1	\$3,350.00	\$3,400.00	\$3,500.00	\$3,700.00
▪ Report Writing - 2 Day	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Tools and techniques for managers who manage teleworkers	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00

Real Property Leasing for Federal Agencies

▪ Administering Federal Leases (Lease Contract Management) 40 Hours	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Cost and Price Analysis of Lease Proposals Hands-on, How to establish realistic negotiation objectives and strategies 40 Hours	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Negotiating Federal Real Property Leases	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Overview of Federal Property Leasing - 40 Hours (5 day course)	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Real Property Lease Law for Federal Agencies (Lease contract law for non-lawyers) 40 Hours	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00
▪ Real Property Leasing for Federal Space & Leasing Specialists and Contracting Officers	5	\$16,750.00	\$17,000.00	\$17,500.00	\$18,500.00

Title	Length of course (Days)	On-Site GSA Proposed Price (Up to 15 Students)	On-Site GSA Proposed Price (16-20 Students)	On-Site GSA Proposed Price (21-25 Students)	On-Site GSA Proposed Price (26-30 Students)
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Intelligence

▪ Intelligence Analysis I and 2	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Intelligence Briefings & Reports	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00
▪ Open-Source Intelligence	2	\$6,700.00	\$6,800.00	\$7,000.00	\$7,400.00

On-Site Training - Pricing Terms:

Price INCLUDES:

- Professional Certificate of Successful Completion for each student
- Extensive handout materials that will assist the student when they return to assigned job function
- Pre-Training conference with the instructor to determine areas of special need or interest.

Price EXCLUDES:

- Prices exclude reimbursable expenses for instructor travel, including per diem. In the event Government Training cannot obtain lodging at per diem for the applicable locale, Government Training will bill the ordering entity its actual lodging expenses in accordance with FAR 31.205-46(a) and FTR 301-11.300(b). SIN 874-4 classes are generally held at a client site. Alternatively, eligible ordering activities may request Management Government Training to arrange training at a third-party's facility (e.g., commercial hotel) on a reimbursable basis.
- Price excludes Print Copy of the FAR or Red Book (Federal Appropriations Law), shipping, special handling.

More....

Open Enrollment Training:

Course Length	GSA MOBIS PRICE
1 Day	\$327.46
2 Days	\$654.91
3 Days	\$982.37
4 Days	\$1,309.82
5 Days	\$1,637.28

Pricing Note: Always check our web site for additional special pricing and discounts for Open Enrollment Training.

Consulting and Facilitation Services

Labor Category Hourly Labor Rates	GSA MOBIS Price (Per Hour)
Project Executive	174.84
Project Manager	122.47
Subject Matter Expert 3	181.93
Subject Matter Expert 2	151.76
Subject Matter Expert 1	113.60
Business Analyst 3	102.95
Business Analyst 2	81.65
Business Analyst 1	64.79
Graphic Designer	47.04
Administrative Assistant 3	50.59
Administrative Assistant 2	43.49
Administrative Assistant 1	39.05
Editor	85.20
Copy Editor	39.94

Labor Category Descriptions

Program Executive	Undergraduate degree in business administration, public administration, management, or relevant technical discipline (or equivalent work experience). At least 12 years of work experience in consulting, operational management, strategic planning or performance improvement as a principal executive or senior manager. Maintains business relationships with senior-most client executives and managers. Responsible for substantive management of large projects or projects with a high degree of complexity. Oversees quality review of projects, development of methodologies and standards, and monitoring project team performance.
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Program Manager	Undergraduate degree in business administration, public administration, management, or relevant technical discipline (or equivalent work experience). At least 7 years of work experience in management, business improvement consulting, organizational development, operational management, strategic planning or performance improvement. Responsible for leading small or medium sized engagements including project planning and control, task scheduling and management, oversight of deliverable production, and project quality review. Oversees administrative functions including adherence to contract terms and conditions, progress reporting and project financial management.
Subject Matter Expert SME Level 3	Advanced degree in human resource development, organizational behavior, business administration, public administration, management, or relevant technical discipline (or equivalent work experience). At least 15 years of work experience working with individuals and teams at senior management and executive levels to support leadership excellence, performance improvement, organizational development and related management objectives. Consults with client executives on the most critical substantive components of projects in areas such as organizational design, business process reengineering and related disciplines. Coaches and facilitates in skill areas such as leadership development, change management, strategic thinking, and developing high performance teams. Encourages behavioral change that allows individual and teams to have greater leadership impact on the successful performance of their organizations.
Subject Matter Expert SME Level 2	Advanced degree in management, finance, business administration, organizational development, public administration or other relevant field of study (or equivalent experience). At least 8 years of work experience in the field of discipline relevant to the client's work requirement. Provides the highest level of subject matter expertise in the business of government including financial management, acquisition and contracting, grants management, program and project management, program development, or similar disciplines. Demonstrates superior communications skills in both written and verbal presentations.

Subject Matter Expert SME Level 1	Advanced degree in management, finance, business administration, organizational development, public administration or other relevant field of study (or equivalent experience). 4-8 years work experience in the field of discipline relevant to the client's work requirement. Provides substantive expertise in the business of government including financial management, acquisition and contracting, grants management, program and project management, program development, or similar disciplines. Demonstrates strong communication skills, both written and verbal.
Business Analyst 3	Undergraduate degree with at least 7 years work experience as a business analyst in public or private sector organizations, or consulting to those organizations. Has demonstrated expertise in one or more of the following disciplines: strategic planning and analysis, organizational analysis and design, change management, program/project management, performance measurement, business process improvement/redesign, business systems requirements analysis and design, learning program development and delivery, and facilitation services design and delivery. Has experience managing medium to large teams, takes responsibility for work product delivery and quality. Demonstrates exceptional technical writing and presentation skills.
Business Analyst 2	Undergraduate degree with 3-7 years work experience as a business analyst. Has demonstrated expertise in one or more of the following disciplines: strategic planning and analysis, organizational analysis and design, change management, program/project management, performance measurement, business process improvement/redesign, business systems requirements analysis and design, learning program development and delivery, or facilitation services design and delivery. Has experience managing small to medium teams, takes responsibility for work product delivery and quality. Demonstrates strong technical writing and presentation skills.
Business Analyst 1	Undergraduate degree with 0-3 years work experience as a business analyst. Performs information gathering, analysis, and deliverable preparation under the direction of his/her immediate supervisor. Demonstrates good technical writing and verbal communication skills.

Graphic and Layout Designer	High school diploma with at least three years of work experience in graphics design, desktop publishing, and administrative software applications. Develops presentation standards for all work products. Manages the production of specialized work products including workbooks, training manuals, and automated presentation media.
Administrative Assistant 3	High School diploma with at least five years of work experience. Has formal training in word processing, spreadsheet, presentation software and related administrative tools. Provides general support to the project team including data input, word processing, copy and reproduction, proofreading and related administrative tasks as assigned.
Administrative Assistant 2	High School diploma with at least thtrr years of work experience. Has formal training in word processing, spreadsheet, presentation software and related administrative tools. Provides general support to the project team including data input, word processing, copy and reproduction, proofreading and related administrative tasks as assigned.
Administrative Assistant 1	High School diploma with at least one year of work experience. Has formal training in word processing, spreadsheet, presentation software and related administrative tools. Provides general support to the project team including data input, word processing, copy and reproduction, proofreading and related administrative tasks as assigned.
Editor	Prepare, rewrite and edit copy to improve readability, or supervise others who do this work. Read copy or proof to detect and correct errors in spelling, punctuation, and syntax. Allocate print space for story text, photos, and illustrations according to space parameters and copy significance, using knowledge of layout principles. Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements. Verify facts, dates, and statistics, using standard reference sources. Review and approve proofs submitted by composing room prior to publication production

Copy Editor

Copy editors begin the editing process by fixing any grammatical, punctuation and spelling errors. They also double check that names, places and organizations are spelled properly and that facts, dates and statistics are accurate. This may involve contacting writers' sources and conducting online research. Copy editors also write headlines and subheads for articles and, depending on the publication, create page layouts that consist of the placement of articles, photographs and advertisements.

Course Descriptions:

Course Title	Course Length (Days)	Course Description
Contracting and Acquisition Classroom Training		
Developing the Professional Acquisition Manager - 1 Day	1	Students will navigate complex acquisition situations ranging from acquisition planning to contract management. This course will help students develop critical thinking, procurement strategy, requirements definition, and contract management skills necessary for successful contract performance. Through individual and team activities, students will make acquisition strategy recommendations, conduct market research, draft requirements and quality assurance surveillance plan documents, create meaningful evaluation factors, and develop a detailed plan for managing the contract. Students will confront situations involving contract modifications, faulty contractor reports, performance problems, delays, and invoice payments.
Developing the Professional Acquisition Manager - 2 Day	2	Students will navigate complex acquisition situations ranging from acquisition planning to contract management. This course will help students develop critical thinking, procurement strategy, requirements definition, and contract management skills necessary for successful contract performance. Through individual and team activities, students will make acquisition strategy recommendations, conduct market research, draft requirements and quality assurance surveillance plan documents, create meaningful evaluation factors, and develop a detailed plan for managing the contract. Students will confront situations involving contract modifications, faulty contractor reports, performance problems, delays, and invoice payments.
Developing the Professional Acquisition Manager - 3 Day	3	Students will navigate complex acquisition situations ranging from acquisition planning to contract management. This course will help students develop critical thinking, procurement strategy, requirements definition, and contract management skills necessary for successful contract performance. Through individual and team activities, students will make acquisition strategy recommendations, conduct market research, draft requirements and quality assurance surveillance plan documents, create meaningful evaluation factors, and develop a detailed plan for managing the contract. Students will confront situations involving contract modifications, faulty contractor reports, performance problems, delays, and invoice payments.
Developing the Professional Acquisition Manager - 4 Day	4	Students will navigate complex acquisition situations ranging from acquisition planning to contract management. This course will help students develop critical thinking, procurement strategy, requirements definition, and contract management skills necessary for successful contract performance. Through individual and team activities, students will make acquisition strategy recommendations, conduct market research, draft requirements and quality assurance surveillance plan documents, create meaningful evaluation factors, and develop a detailed plan for managing the contract. Students will confront situations involving contract modifications, faulty contractor reports, performance problems, delays, and invoice payments.
Developing the Professional	5	Students will navigate complex acquisition situations ranging from acquisition

Acquisition Manager - 5 Day		planning to contract management. This course will help students develop critical thinking, procurement strategy, requirements definition, and contract management skills necessary for successful contract performance. Through individual and team activities, students will make acquisition strategy recommendations, conduct market research, draft requirements and quality assurance surveillance plan documents, create meaningful evaluation factors, and develop a detailed plan for managing the contract. Students will confront situations involving contract modifications, faulty contractor reports, performance problems, delays, and invoice payments.
Federal Appropriations Law*InDepth - 8 Hours	1	This course is designed for everyone who deals with “money” in the federal government, including budget analysts, accountants, auditors, contracting officers, purchase card holders and approving managers, certifying officers, program managers, and attorneys.
Federal Appropriations Law*InDepth - 8 Hours	2	This course is designed for everyone who deals with “money” in the federal government, including budget analysts, accountants, auditors, contracting officers, purchase card holders and approving managers, certifying officers, program managers, and attorneys.
Manager’s Update - Contracting Officers Representative - 1 day - Refresher Training - Contracting Officers Representative 2 day - Refresher	1	This course is designed for the experienced COR that needs to keep pace with recent developments in the rapidly changing acquisition world.
	2	This course is designed for the experienced COR that needs to keep pace with recent developments in the rapidly changing acquisition world.
Federal Contracting Basics for IG Investigators Auditors - 40 hours	5	As an investigator, auditor, or inspector your professional skills and knowledge directly contribute to the success and growth of your organization, as well as insuring that the best interests of the public are protected. Federal Contracting Basics for Investigators, Auditors and Inspectors is an overview of the government contracting process, giving you the information you need to understand government procurement from start to finish — from contract formation to contract closeout.
Overview of Federal Government Contracting - 3 Days	3	Understanding the big picture of government contracting helps your team members develop an integrated sense of how all the pieces fit together. This course will help you understand how the each of the key teams of a contractor organization: marketing, sales, technical, management, business, contracts and delivery work together to market to the federal government, write proposals, and execute the contract.
Source Selection for Contracting & PM Staff	5	The major objective of this class is for the Acquisition and Technical Communities to better understand the key functions of source selection and negotiation and be able to use them well in contracting with a vendor. This introduction to the lifecycle approach gives the participants a full picture of what it takes to successfully use technical evaluation and negotiation. In addition, we will track all topics presented here using current Acquisition policy concerns
Training for Inspector Generals, Auditors, Investigators		
Federal Appropriations Law for IG's, Investigators and Auditors	5	Under the current administration and Congress, financial pressures are mounting – and will continue to do so in the future. For those who handle federal funds, finding ways to do more with less is essential. The subtle rules

		on the availability of appropriations can block an otherwise well-reasoned management plan
Post-award Contract Administration for IG's, Investigators and Auditors	5	With the increasing pressure on the federal government to make contractors more accountable, a growing response has been to enlist the support of a team of technical & procurement personnel with ever greater frequency. These persons are being asked to do a wider array of contract administration functions as well as becoming more knowledgeable about how contractors are selected.
Contract Pricing Considerations for IG's, Investigators and Auditors	5	This course builds on the basic pricing skills covered in the FAC-C Level I contracting curriculum. Students will learn and apply more advanced pricing methods and techniques in order to analyze a contractor's proposal and develop government negotiation objectives.
Source Selection Considerations for IG's, Investigators and Auditors	5	The major objective of this class is for the Acquisition and Technical Communities to better understand the key functions of source selection and negotiation and be able to use them well in contracting with a vendor. This introduction to the lifecycle approach gives the participants a full picture of what it takes to successfully use technical evaluation and negotiation.
International Contracting for IG's, Investigators and Auditors	5	This interactive and practical course will explain how international contracting is different from domestic contracting and what new challenges you can expect when contracting offshore. We will learn how to anticipate and prepare for key issues and conflicts that arise in entering and managing contractual relationships with foreign firms and governments.
Contract FRAUD Prevention & Detection for IGs, Auditors and Investigators - 5 days - 40 hours	5	Explore the legal statutes on fraud. Learn both the legal and layman's definitions of fraud, and the nature, causes and types of white-collar crimes. Become familiar with your professional audit responsibilities for designing audit procedures to detect fraud. Discover the role of internal controls and supervision in preventing fraud, and become familiar with audit procedures proven effective in detecting fraud. Discuss the role of auditors in reporting illegal acts and working with investigators to prosecute fraud. Practice fraud detection methods in multiple case exercises.
Auditing and Investigating Service Contracts - Five Step Process - Where to Start - What to Look For - 3 days	5	Explore the legal statutes on fraud. Learn both the legal and layman's definitions of fraud, and the nature, causes and types of white-collar crimes. Become familiar with your professional audit responsibilities for designing audit procedures to detect fraud. Discover the role of internal controls and supervision in preventing fraud, and become familiar with audit procedures proven effective in detecting fraud. Discuss the role of auditors in reporting illegal acts and working with investigators to prosecute fraud. Practice fraud detection methods in multiple case exercises.
Auditing and Investigating R&D Contracts - Five Step Process - Where to Start - What to Look For - 3 days	5	Explore the legal statutes on fraud. Learn both the legal and layman's definitions of fraud, and the nature, causes and types of white-collar crimes. Become familiar with your professional audit responsibilities for designing audit procedures to detect fraud. Discover the role of internal controls and supervision in preventing fraud, and become familiar with audit procedures proven effective in detecting fraud. Discuss the role of auditors in reporting illegal acts and working with investigators to prosecute fraud. Practice fraud detection methods in multiple case exercises.
Auditing and Investigating a Major Systems Contract - Where to Start based on Contract Phase - What to Look For - 5 days - 40 hours	5	Explore the legal statutes on fraud. Learn both the legal and layman's definitions of fraud, and the nature, causes and types of white-collar crimes. Become familiar with your professional audit responsibilities for designing audit procedures to detect fraud. Discover the role of internal controls and supervision in preventing fraud, and become familiar with audit procedures proven effective in detecting fraud. Discuss the role of auditors in reporting

		illegal acts and working with investigators to prosecute fraud. Practice fraud detection methods in multiple case exercises.
Agency Business Management Training		
Developing the Professional Agency Business Manager - 1 Day	1	This course is designed for individuals looking for a comprehensive overview of the range of federal financial management disciplines. Both financial and nonfinancial personnel will benefit from learning how the components of financial management — budgeting, accounting, reporting, financial operations, auditing, and internal control — fit together in federal agencies.
Developing the Professional Agency Business Manager - 2 Day	2	This course is designed for individuals looking for a comprehensive overview of the range of federal financial management disciplines. Both financial and nonfinancial personnel will benefit from learning how the components of financial management — budgeting, accounting, reporting, financial operations, auditing, and internal control — fit together in federal agencies.
Developing the Professional Agency Business Manager - 3 Day	3	This course is designed for individuals looking for a comprehensive overview of the range of federal financial management disciplines. Both financial and nonfinancial personnel will benefit from learning how the components of financial management — budgeting, accounting, reporting, financial operations, auditing, and internal control — fit together in federal agencies.
Developing the Professional Agency Business Manager - 4 Day	4	This course is designed for individuals looking for a comprehensive overview of the range of federal financial management disciplines. Both financial and nonfinancial personnel will benefit from learning how the components of financial management — budgeting, accounting, reporting, financial operations, auditing, and internal control — fit together in federal agencies.
Developing the Professional Agency Business Manager - 5 Day	5	This course is designed for individuals looking for a comprehensive overview of the range of federal financial management disciplines. Both financial and nonfinancial personnel will benefit from learning how the components of financial management — budgeting, accounting, reporting, financial operations, auditing, and internal control — fit together in federal agencies.
Budget Strategies in a Downsizing Environment - 3 days	3	This course combines lectures, discussions, group exercises and case studies to address the ways in which new deficit reduction targets are changing the rules for budgeting. This will enable government agencies to discover effective techniques to formulate, defend and execute an operating budget in the new funding environment.
Budget Reviews: Presenting and Defending a Budget Request - 2 days	2	The Budget of the United States is a complex financial plan that is broad in scope and detailed in content. The Federal government's budget involves the Congress, the President, the Office of Management and Budget, and the Federal Agencies. Given the scope and size of the federal budget, it is no wonder that the process is in reality a number of budget processes.
Intro to the Federal Budget - Budget Basics Training Workshop - 2 days	2	This course combines lectures, discussions, group exercises, and case studies to familiarize students with formulating, executing and analyzing government budgets. This will enable government agencies to meet government accountability and to improve budget performance. Performance measurement is a key component of performance-based budgeting. Therefore, the course presents basic concepts to building and analyzing budget metrics
Organizing, Packaging, and Delivering Effective Presentations - 2 days	2	Audiences judge presenters even before they begin to speak, and they continue to evaluate throughout the entire presentation. Most speakers concentrate almost exclusively on the words they deliver, but audiences

		concentrate on how those words are delivered, sequenced, described, illustrated, and emphasized. When a speaker doesn't support his words with his delivery skills, the impact of the message is weakened – or in worst case – lost.
Applying Entrepreneurial Leadership to Government Organizations	2	Entrepreneurship is not only possible in government organizations, it is the future . . . it is the key to win amid all the organizations clamoring for funding in today's tight economic climate. In this hands-on workshop you will see how to build a master blueprint to introduce and manage innovation and entrepreneurship for real impact, no matter what your position in the organization!
Reengineering the Government Organization	2	This workshop is a step-by-step approach to getting the job done. It is a guide to the journey through fundamental change. You will be given all the essentials required for this journey. Not only does it cover the technical aspects of reengineering, it provides participants with practical tools for approaching the work in each step. Each of the six steps has clearly defined outcomes, activity, accountability, and decisions.
Strategic Planning for Organizations	2	<i>Strategic Planning for Government Organizations</i> is a hands-on workshop designed specifically for those mid- and senior-level managers and executives who must chart their organization's future in a time of massive, high-speed, congressional-level change. This workshop deconstructs conventional wisdom about strategic planning and redefines the steps necessary to build vision, innovation, leadership, and <i>professionalism</i> in government organizations.
Training Support to Agency HR Departments		
Developing the HR Professional Manager - 1 Day	1	A government training and development program which will inspire your supervisors and motivate your workforce. We help you determine supervisory needs, build a customized performance management program and provide post-program support including a Supervisor's Toolkit to extend learning beyond the classroom helping reduce performance issues and problems.
Developing the HR Professional Manager - 2 Day	2	A government training and development program which will inspire your supervisors and motivate your workforce. We help you determine supervisory needs, build a customized performance management program and provide post-program support including a Supervisor's Toolkit to extend learning beyond the classroom helping reduce performance issues and problems.
Developing the HR Professional Manager - 3 Day	3	A government training and development program which will inspire your supervisors and motivate your workforce. We help you determine supervisory needs, build a customized performance management program and provide post-program support including a Supervisor's Toolkit to extend learning beyond the classroom helping reduce performance issues and problems.
Developing the HR Professional Manager - 4 Day	4	A government training and development program which will inspire your supervisors and motivate your workforce. We help you determine supervisory needs, build a customized performance management program and provide post-program support including a Supervisor's Toolkit to extend learning beyond the classroom helping reduce performance issues and problems.

Developing the HR Professional Manager - 5 Day	5	A government training and development program which will inspire your supervisors and motivate your workforce. We help you determine supervisory needs, build a customized performance management program and provide post-program support including a Supervisor's Toolkit to extend learning beyond the classroom helping reduce performance issues and problems.
Advanced Pay Setting - 2 days	2	A 2-day course building on basic knowledge gained in the 2-day "Basic Pay Setting" course.
Basic Staffing - 3 days	3	A 3 day course presenting skills, techniques, and best practices, for recruiting and hiring the right people with the right skills for your jobs. Staffing options, rules, regulations and procedures are covered. Participants learn recruitment methods, qualifications, merit promotion, "in-service" placement actions, and much more.
Basic Pay Setting - 2 days	2	To acquire the knowledge necessary to set pay for GS employees, this course covers pay-setting for hiring and retaining new employees (appointments, reinstatements, reemployment, transfers and conversion, highest previous rate, maximum payable rate), promotions, changes to lower grade, pay changes (within-grade and quality step increases), movement between pay systems, grade and pay retention, and severance pay.
Federal Position Management - 2 days	2	A 2-day training on how to use position management tools, techniques and methods to develop the "most efficient organization". Learn how to identify and correct the following problems: fragmentation, layering unnecessary positions, narrow supervisor to employee ratio, job dilution, missing career ladders, workforce inconsistencies and inconsistent position Brief Overviews. Obtain a solid understanding of the role of position management in succession planning and competitive sourcing.
HR Flexibilities - 2 days	2	Learn how to select and use HR flexibilities and authorities to meet today's human capital challenges and to recruit and retain a multi-dimensional, high-performing workforce. You'll learn about direct hire authority, excepted service employment authorities, the Federal Career Intern Program, the Presidential Management Fellows Program, recruitment, retention and relocation bonuses, various veterans' programs, student loan repayment programs and more.
Managing 21st Century Workforce: How to Manage Teleworkers - 2 days	2	Reality is driving the use of telework. Long commutes, concern over the environment, rapidly rising facility costs and overhead, and geographically dispersed workforce are all contributors to management decisions leading to the establishment of telework programs. However, along with telework itself, working in a teleworking environment raises many valid concerns for managers and supervisors.
Moving the Organization to A Culture of Diversity - 2 days	2	Discrimination claims filed with the Equal Employment Opportunity Commission jumped 15 percent in fiscal 2008 to 95,402 — the highest level since the agency opened in 1965. Perceptions of ageism, sexism, religious discrimination, racism, and failure to accommodate disability are the basis for these claims. Forecasts predict that this number will rise to over 100,000 claims in fiscal 2009.
Processing Personnel Actions - 4 days	4	A 4-day course preparing HR staff to complete and process SF-50s, Notification of Personnel Actions Using The Guide To Processing Personnel Actions and SF-52s, Requests For Personnel Actions. HR forms, terminology, codes, remarks, processes, and procedures required for completing accurate and complete personnel actions. All participants receive a copy of the OPM Guide To Processing Personnel Actions.
Roles and Expectations of	1	This intensive six-hour workshop is a highly interactive and designed for new



Managers and Supervisors - 1 day		or seasoned supervisors who want to grow their management skills quickly and get on the fast track to achieving leadership success. The leadership training will cover proven management techniques and powerful strategies needed to become a stronger, more confident and respected leader.
Performance Appraisal Magic: Transforming Ho-Hum Performers into Top Talent - 2 days	2	When you hear the words “performance appraisal” do they make you want to yawn, tremble, or flee? Often supervisors and managers dread giving appraisals every bit as much as staffers fear receiving them. The repercussions of an anger-provoking performance appraisal can lead to retaliatory actions, and decreased performance on the part of the disgruntled employee.
Strategic Recruitment - 1 day	1	A 1-day training session focusing on the benefits of strategic recruitment; effective oral communications skills for conducting strategic recruitment meetings; and role-playing during group exercises to practice the skills and competencies for conducting a strategic recruitment meeting.
So, You Want to Be Promoted: Excelling as a Public Sector Manager - 2 days	2	The most powerful people in any functional organization are those who inhabit the middle ranks. Supervisors and mid-level managers are the lynchpins of the organization, holding the top and bottom of the agency together while advancing it forward. As if this isn’t enough responsibility, managing in a bureaucracy comes with its own unique challenges; team complacency, entrenched and protracted processes
Qualification Job Analysis KSA Examining - 3 days	3	Participants gain knowledge to evaluate federal job applicants and assess the relative qualifications of job candidates. In addition, each learns the techniques and methods to analyze jobs to identify appropriate job requirements (knowledge, skills, abilities, and/or competencies), write better vacancy announcements, and comply with both the Office of Personnel Management's (OPM’s) requirements and the Uniform Guidelines on Employee Selection Procedures’.
Position Classification Fundamentals (4 Days)	4	A 4 day training program focusing on the General Schedule, this training program provides participants with a comprehensive knowledge of fundamental polices, practices, principles, and complex issues addressed in the area of position classification. Topics covered include, the structure and operation of the General Schedule System; the General Schedule Supervisory and General Schedule Leader Guides, development and preparation of position Brief Overviews and evaluation statements.
Position Classification (9 days)	9	A 9 day training program focusing on the General Schedule, this training program provides participants with a comprehensive knowledge of fundamental polices, practices, principles, and complex issues addressed in the area of position classification. Topics covered include, the structure and operation of the General Schedule System; the General Schedule Supervisory and General Schedule Leader Guides, development and preparation of position Brief Overviews and evaluation statements.
Advanced Pay Setting	2	A 2-day course, providing basic knowledge for setting pay for General Schedule employees, incorporating the May 2005 changes in pay administration.
Processing Personnel Actions	4	A 4-day course preparing HR staff to complete and process SF-50s, Notification of Personnel Actions Using The Guide To Processing Personnel Actions and SF-52s, Requests For Personnel Actions. HR forms, terminology, codes, remarks, processes, and procedures required for completing accurate and complete personnel actions. All participants receive a copy of the OPM Guide To Processing Personnel Actions.
Federal Human Resources Management	3	Receive a high-level overview of the federal human resources environment, where merit system principles and prohibited personnel practices drive

		federal human resources management decisions.
Adverse and Performance-Based Actions	4	Using a workforce planning model, acquire the skills you need to align workforce planning with your agency's mission.
Federal Workforce Analysis and Planning	2	Learn how to forecast and plan for future human resources needs: analyze mission requirements, collect workforce data, identify workforce surpluses or gaps, and identify solutions to address the gaps.
Federal Staffing and Placement	5	Recruit and hire the right people with the right skills for your jobs. Gain the background and knowledge necessary to operate in the complex Federal staffing environment. Become knowledgeable about staffing rules, regulations, and principles; appointment authorities; recruitment methods and hiring procedures; qualifications; merit promotion; and in-service placement actions.
Job Analysis and Competency Assessment	3	Learn how to analyze federal jobs so you can identify appropriate job requirements (specialized experience, competencies, knowledge, skills, abilities, and/or traits, write better vacancy announcements, and prepare effective assessment plans that measure applicants' abilities. This course covers both OPM's requirements and the Uniform Guidelines on Employee Selection Procedures.
Principles of Classification	5	Learn how to apply the basic, cross-cutting principles needed to classify and analyze General Schedule (GS) and Federal Wage System (FWS) positions as well as selected alternative systems. Become adept with the principles and procedures associated with the systems used in federal classification. Improve the analytical skills you need to ask good questions about position duties and design.
Federal Employee Relations	4	Understand the complexities of federal employee relations. Learn the rights and responsibilities of agency employees in areas such as: probationary periods, performance management and awards, discipline, conduct problems, leaves of absence, labor management issues, appeals and grievances, and more.
Federal Performance Management	3	Become equipped in your role as supervisor, manager and human resources specialist with the skills you need to make meaningful performance distinctions. Implement communication, planning, tracking and other performance tools to make, or advise on making, performance decisions, regardless of the system in which you find yourself.
Federal Employee Development	3	Gain a comprehensive understanding of the role of training and development in the management of human resources. Explore the impact of legal requirements and both OPM and agency policy guidance. Learn to use a systematic approach to improve individual and organizational performance. Recognize the importance of a continuous learning environment in the development of a high-performing workforce.
Federal Employee Benefits	5	Learn about the Federal Employees Health Benefit (FEHB) program, Federal Employees Group Life Insurance (FEGLI) program, Thrift Savings Plan (TSP), Civil Service Retirement System (CSRS), CSRS Offset, Federal Employees Retirement System (FERS), and Social Security. Make sure you can accurately and thoroughly analyze and respond to questions from employees about their federal employee benefits. Gain the information needed to advise new, current and separating employees about their benefits.
Leave and Absence	4	Leave of absence laws give employees the right to leave for a variety of reasons—personal or family illness, pregnancy, military service, family military leave, and other personal reasons.
Federal Employee Objectives	3	Gain a comprehensive understanding of the role of training and development in the management of human resources. Explore the impact of legal

		requirements and both OPM and agency policy guidance. Learn to use a systematic approach to improve individual and organizational performance. Recognize the importance of a continuous learning environment in the development of a high-performing workforce.
Managing Teleworkers	2	Reality is driving the use of telework. Long commutes, concern over the environment, rapidly rising facility costs and overhead, and geographically dispersed workforce are all contributors to management decisions leading to the establishment of telework programs.
FERS Retirement Training	2	Learn how to manage your retirement account. FERS is a retirement plan that provides benefits from three different sources: a Basic Benefit Plan, Social Security and the Thrift Savings Plan (TSP). Two of the three parts of FERS (Social Security and the TSP) can go with you to your next job if you leave the Federal Government before retirement. The Basic Benefit and Social Security parts of FERS require you to pay your share each pay period. Your agency withholds the cost of the Basic Benefit and Social Security from your pay as payroll deductions. Your agency pays its part too. Then, after you retire, you receive annuity payments each month for the rest of your life.
CSRS Retirement Planning	4	Prepare for retirement by learning how Civil Service Retirement System (CSRS) annuities are calculated; how health and life insurance benefits carry over into retirement; and how Social Security, Medicare, and Thrift Savings Plan (TSP) withdrawal options apply to the federal retiree.
Physical Security Training		
Developing the Professional Security Manager - 1 Day	1	A basic physical security training program designed to provide baseline knowledge of physical security systems and procedures. The survey process is the common thread used in teaching this program. The course includes conceptual security considerations, vulnerabilities assessments, and familiarization with hardware and procedures. A comprehensive practical exercise is followed by a formal presentation of the survey results by each of the survey groups.
Developing the Professional Security Manager - 2 Day	2	A basic physical security training program designed to provide baseline knowledge of physical security systems and procedures. The survey process is the common thread used in teaching this program. The course includes conceptual security considerations, vulnerabilities assessments, and familiarization with hardware and procedures. A comprehensive practical exercise is followed by a formal presentation of the survey results by each of the survey groups.
Developing the Professional Security Manager - 3 Day	3	A basic physical security training program designed to provide baseline knowledge of physical security systems and procedures. The survey process is the common thread used in teaching this program. The course includes conceptual security considerations, vulnerabilities assessments, and familiarization with hardware and procedures. A comprehensive practical exercise is followed by a formal presentation of the survey results by each of the survey groups.
Developing the Professional Security Manager - 4 Day	4	A basic physical security training program designed to provide baseline knowledge of physical security systems and procedures. The survey process is the common thread used in teaching this program. The course includes conceptual security considerations, vulnerabilities assessments, and familiarization with hardware and procedures. A comprehensive practical exercise is followed by a formal presentation of the survey results by each of

		the survey groups.
Developing the Professional Security Manager - 5 Day	5	A basic physical security training program designed to provide baseline knowledge of physical security systems and procedures. The survey process is the common thread used in teaching this program. The course includes conceptual security considerations, vulnerabilities assessments, and familiarization with hardware and procedures. A comprehensive practical exercise is followed by a formal presentation of the survey results by each of the survey groups.
Continuity of Operations Planning – (COOP) - 3 days	3	<i>"This program provides the foundation for the nation's First Essential Function, Enduring Constitutional Government, and the foundation for the tiers of the National Response Framework, operational governments at all levels-local, State, and Federal-capable of performing their essential functions, under all conditions."</i>
Infrastructure Risk/Vulnerability Assessment – Taking CARVER to the next level (3 day course)	3	The Nation's Critical Infrastructures face a myriad of physical and technical threats. These threats, whether natural, man-made, accidental or intentional, each carry a certain level of risk that could compromise national security, public safety, and the economy. The first step in securing Critical Infrastructures is the performance of a full spectrum Risk and Vulnerability Assessment (RVA).
Predictive Profiling - 3 days	3	<u>Predictive profiling offers a unique approach to threat mitigation that begins from the point of view of the aggressor/adversary and is based on actual adversary's methods of operation, their modus operandi. This method is applicable to securing virtually any environment and to meeting any set of security requirements.</u>
Risk Management - 3 days	3	This course will teach the student to look at the "threat vs. vulnerability" and through the eyes of the adversary. It will teach how to conduct comprehensive analyses based on Situational Awareness Assessment Training (SAAT®) - based on the Israeli "Predictive Profiling" program and enhanced by the Department of Defense Intelligence gathering process. Students will also learn an "All Hazards Assessment" approach and how to integrate the Threat and Vulnerability Assessment information to determine the level of risk to critical assets in both the operational and protected environments.
Red Teaming - 3 days	3	To insure that your facility is well-protected and secure, it is essential to test your procedures, personnel and security framework. The goal of this training is to help the students assemble an objective team to access your vulnerabilities through the eyes of your adversary. From the outside in. Threats are ever-changing so being up-to-date and well versed in the ways of your enemy is crucial.
Security/Anti-terrorism Engineering Workshop 3 days	3	The course is presented by recognized experts in Physical Security, Antiterrorism, and Terrorist Tactics. This course uses the latest version of the DoD Minimum Anti-terrorism Standards for Buildings Document (UFC-4-010-01) as the basis for the curriculum. Heavy emphasis will be placed on all other security/antiterrorism related UFCs that fall in Series 4 of the UFCs.
Security Risk Management Workshop (3 day course)	3	This course will teach the student to look at the "threat vs. vulnerability" and through the eyes of the adversary. It will teach how to conduct comprehensive analyses based on Situational Awareness Assessment Training (SAAT®) - based on the Israeli "Predictive Profiling" program and enhanced by the Department of Defense Intelligence gathering process. Students will also learn an "All Hazards Assessment" approach and how to integrate the Threat and Vulnerability Assessment information to determine the level of risk to critical assets in both the operational and protected

		environments.
Tools of Terror: Improvised Explosive Devices (IEDs) (2 day course)	2	The ever-present reality and paradigm shift of domestic extremist-rooted terrorism has led to the realization that violence and mass casualty attacks will continue with greater frequency and success unless mitigating measures are taken. In particular, Responders must recognize, mitigate, respond to and recover from terror incidents involving improvised explosive devices (IEDs) as a high probability threat. Available In-House at your agency or company
Protective Services Detail (2 day course)	2	“Protective Services Detail” or “PSD” is also often referred to as: Personnel Security Detail, Personal Security Detail or Protective Security Detail. PSD’s are a protective team assigned to protect the security of an individual or group. PSD’s are typically made up of military personnel, private security contractors, or law enforcement agents. Conducting Protective Services Detail (PSD) missions requires understanding by all members involved in the operation. This includes the executives committing to the contract, the contract managers, field operators and even the client.
Surveillance & Surveillance Detection (4 day course)	4	This course is designed to thoroughly present the fundamentals of physical (human) surveillance and surveillance detection, the key elements for anti-terrorism and crime prevention. The ability to understand the mechanics of conducting effective surveillance and defensive surveillance detection is crucial to effective law enforcement, counterterrorism and facility or personal protection. This course explores various methods used to detect physical (human) surveillance as opposed to detection of technical surveillance (electronic). It is designed to examine the methods used by criminals and terrorist groups or individuals as they go about their intelligence collection activities (surveillance).
Workplace Violence Prevention...it’s the law! (2 day course)	2	Fundamentals of: Bullying, intimidation, hostility, and harassment of any kind are all precursors to potential violence. A workplace violence perpetrator has demonstrable behaviors prior to becoming violent...that are many times ignored or not recognized. Because of this, courts and law makers around the world are quickly passing laws making employers and those who do not recognize or do something about these people liable for the negative actions of others.
Workplace Violence Prevention...it’s the law! (1 day course)	1	Intro to: Bullying, intimidation, hostility, and harassment of any kind are all precursors to potential violence. A workplace violence perpetrator has demonstrable behaviors prior to becoming violent...that are many times ignored or not recognized. Because of this, courts and law makers around the world are quickly passing laws making employers and those who do not recognize or do something about these people liable for the negative actions of others.
Workplace Violence Prevention...it’s the law! (1/2 day course)	0.5	Awareness Training: Bullying, intimidation, hostility, and harassment of any kind are all precursors to potential violence. A workplace violence perpetrator has demonstrable behaviors prior to becoming violent...that are many times ignored or not recognized. Because of this, courts and law makers around the world are quickly passing laws making employers and those who do not recognize or do something about these people liable for the negative actions of others.
Leadership Classroom Training		
Leadership Skills and Techniques - 1 Day	1	What is leadership, and what are the essential traits and behaviors of leaders? This course provides the opportunity to explore various perspectives

		on leadership and arrive at your own personal definition. You will also assess your own leadership skills, accept feedback from others, and develop an action plan for self-development. This course is designed for managers, supervisors, team leaders, and individuals who want to develop high performance leadership competencies.
Leadership Skills and Techniques - 2 Day	2	What is leadership, and what are the essential traits and behaviors of leaders? This course provides the opportunity to explore various perspectives on leadership and arrive at your own personal definition. You will also assess your own leadership skills, accept feedback from others, and develop an action plan for self-development. This course is designed for managers, supervisors, team leaders, and individuals who want to develop high performance leadership competencies.
Leading Cultural Transformation - 1 Day	1	Anyone who has ever tried to change the culture within their organization probably began with a single question: "Where and how do I possibly start?" This course provides the tools to answer that question and is designed for senior leaders who seek to transform their organizational culture through an intentional, masterful approach to a sustained evolution.
Leading Cultural Transformation - 2 Day	2	Anyone who has ever tried to change the culture within their organization probably began with a single question: "Where and how do I possibly start?" This course provides the tools to answer that question and is designed for senior leaders who seek to transform their organizational culture through an intentional, masterful approach to a sustained evolution.
Leading Cultural Transformation - 3 Day	3	Anyone who has ever tried to change the culture within their organization probably began with a single question: "Where and how do I possibly start?" This course provides the tools to answer that question and is designed for senior leaders who seek to transform their organizational culture through an intentional, masterful approach to a sustained evolution.
Leadership Skills & Techniques - 3 days	3	What is leadership, and what are the essential traits and behaviors of leaders? This course provides the opportunity to explore various perspectives on leadership and arrive at your own personal definition. You will also assess your own leadership skills, accept feedback from others, and develop an action plan for self-development. This course is designed for managers, supervisors, team leaders, and individuals who want to develop high performance leadership competencies.
Advanced Leadership Skills & Techniques - 3 days	3	There are some traits that all great leaders have in common: presence, self-awareness, emotional intelligence, and ethical values are a few. This course is designed for managers, supervisors, and individuals who would like to enhance these traits and advance their thinking, behavior, and actions to prepare for new leadership challenges.
Engaging Leadership - 2 days	2	All employees can be put into one of three levels of engagement: engaged, not engaged, and actively disengaged. This course offers relevant tools for maintaining active engagement and inspiring non-engaged employees to engage. It is designed for managers, facilitators, team leaders, and team members who want to more effectively engage others in order to enhance performance on individual, team, and organizational levels.
Emotionally Intelligent Leadership - 2 days	2	Managers, facilitators, team leaders, and team members who want to enhance the effectiveness of their leadership by increasing their emotional intelligence.
Emotional Intelligence 360-Degree Assessment Workshop - 1 day	1	Leaders at all levels who want to increase their effectiveness by understanding and analyzing their emotional intelligence, and use this information to create a development action plan.
Critical Thinking For Problem	3	In order to be successful in today's complex work environment, you must be

Solving - 3 days		able to think critically and solve problems effectively. But what is critical thinking, why is it important, and how does it affect your ability to solve problems effectively? Learn the answers to these questions in this course designed for professionals who want to learn methodologies for changing their ways of thinking in order to more effectively solve problems they face in the workplace.
From Tactical To Strategic Thinking - 3 days	3	Leaders are expected to be able to elevate their thinking from a tactical or operational perspective to a more strategic perspective, allowing them to see “the bigger picture.” This course is designed for people who want to be able to move beyond day-to-day, reactionary thinking to a more long-term and future-focused perspective.
Breakthrough Problem Solving 3 days	3	For better or worse, a status quo exists in every organization. This state often impedes our ability to consider alternate perspectives and solutions. This course is designed for leaders and managers who want to think in new ways about problems, issues, or challenges in order to break through common perceived barriers.
Creativity And Innovation - 2 days	2	Everyone has the ability to think creatively. In this course, you will learn how to think more creatively, increase effectiveness, approach problems from unique perspectives, realize new opportunities, and develop creative solutions that foster innovation.
Collaboration & Knowledge Sharing - 4 days	4	Today’s complex, fast-paced business environment requires organizations to work collaboratively and share valuable expertise. This course is designed for senior leaders who seek to build collaborative, knowledge-sharing practices within their organization from a communication and leadership perspective rather than a technological perspective.
Leading Cultural Transformation - 4 days	4	Anyone who has ever tried to change the culture within their organization probably began with a single question: “Where and how do I possibly start?” This course provides the tools to answer that question and is designed for senior leaders who seek to transform their organizational culture through an intentional, masterful approach to a sustained evolution.
Leading the Human Side of Change - 3 days	3	Leading the human side of a transformative change can be one of the most challenging parts of leadership. This course enables you to mitigate these challenges by embracing and adopting a set of proven practices and principles. It is designed for senior and mid-level leaders and managers who want to lead people more effectively through change and transition.
Discovering and Applying the 4 Primary Personality Temperaments in the Government Workplace	3	This highly interactive workshop is designed to give participants applicable skills in understanding and dealing effectively with the unique personalities represented in today’s government workforce. It specifically addresses skills in personality theory assessment and application that participants can develop in class and use immediately to improve their professional and personal environments. These skills are taught, developed and facilitated using a four primary color system; Gold, Green, Orange, and Blue.
Results Oriented Leadership - Creating Value, Vision and Vitality in Government Organizations	2	Everyone has asked themselves what it takes to be someone who is distinguished as <i>clearly</i> a leader. And now you can find the answer. This workshop shows you not only principles, but <i>specific actions</i> you can take to get results. You will learn the characteristics that set leaders apart from run-of-the-mill managers.
Managing Change	2	This workshop is designed to provide the skills required to lead and manage government organizations during change. Participants will learn proven methods to provide encouragement during periods of change and learn techniques that will assist them in introducing change, managing and guiding their team through implementation of the change. Also learned will be

		assessment and follow-up methods to ensure effective change management strategies were used. Participants will have acquired techniques they can use today.
Techniques to Design & Implement Most Efficient Organizations	2	This workshop is a step-by-step approach to getting the job done better, faster, and cheaper! It takes you through the Most Efficient Organization (MEO) development process and shows you, step-by-step, how to prepare an organized, thorough, and professional MEO study. It is a guide to the journey through fundamental change and process improvement.
Developing the Supervisor in You - Management & Leadership Skills	2	This workshop shows you how to get the best from your people . . . and how to be recognized as a supervisor who gets results. Learn clear, practical, <i>how-to techniques of high-performance supervision</i> in the government. You will advance your skills in supervising government employees, planning, accomplishing the mission, organizing, problem solving, facilitating change and making decisions.
How to Improve and Lead through Teamwork	2	Teamwork in the government is rapidly evolving into a new form, which will be the future for all employees. Those who learn how to effectively use it will be respected and sought after by every organization. This workshop shows you <i>precisely</i> what steps to take to make <i>you</i> more valuable and <i>your team</i> more effective.
Diversity & Inclusion		
Valuing Diversity On Teams - 2 days	2	Difference is not just about gender and race – every one of your people has a unique combination of abilities, values and approaches to work. Successful organisations recognise this and ensure they benefit from team diversity by showing their people how to harness differences. And that is what Valuing Diversity in Teams can do for you. This program will introduce your people to a range of work styles and team behaviours, and show them how to make best use of everyone’s contribution.
Understanding Diversity: Differentiating Between Diversity, EEO and Affirmative Action - 2 days	2	Equal Employment Opportunity (EEO) means freedom from discrimination on the basis of sex, color, religion, national origin, disability and age.
Understanding Micro-Inequities/Micro-Agressions - 2 days	2	Microinequity, according to Sandler,[1] refers to the ways in which individuals are "either singled out, or overlooked, ignored, or otherwise discounted" based on an unchangeable characteristic such as race or gender. A microinequity generally takes the form of a gesture, different kind of language, treatment, or even tone of voice.
Cross-Cultural Communication - 1 day	1	Cross-cultural communication (also frequently referred to as intercultural communication, which is also used in a different sense, though) is a field of study that looks at how people from differing cultural backgrounds communicate, in similar and different ways among themselves, and how they endeavor to communicate across cultures.
Emotional Intelligence - 2 days	2	Emotional intelligence (EI) is the ability to identify, assess, and control the emotions of oneself, of others, and of groups. Various models and definitions have been proposed of which the ability and trait EI models are the most widely accepted in the scientific literature.
Moving From Conflict to Collaboration - 2 days	2	Every moment we interact with others, we are at risk of encountering conflict. As we set out to accomplish tasks and satisfy our needs each day, we

		inevitably find ourselves at odds with others who are pursuing their aims as intently as we are. In the face of limited time, space, energy, and resources, conflict is unavoidable.
7 Habits of Highly Effective People (Diversity Version) - 2 days	2	A step-by-step pathway for living with fairness, integrity, service, and human dignity—principles that give us the security to adapt to change and the wisdom and power to take advantage of the opportunities that change creates.
EEO Essentials for Federal Agencies	1	Policy, procedures, and information on current legal and legislated equal employment opportunity, harassment prevention, affirmative employment, civil rights, reasonable accommodation, and workforce diversity
ADR (Alternative Dispute Resolution) - 1 day	1	Alternative dispute resolution (ADR) (also known as external dispute resolution) includes dispute resolution processes and techniques that act as a means for disagreeing parties to come to an agreement short of litigation. It is a collective term for the ways that parties can settle disputes, with (or without) the help of a third party.
Mentoring/Succession Planning - 2 days	2	A performance coach helps other people improve their proficiency and competence at performing a specific task. Sometimes performance coaching involves passing along knowledge, but that’s only a small part of the activity. As a performance coach, your real goal is to help a person improve the way they perform in a specific area.
Sexual Harassment — Prevention and Awareness - 1 day	1	It is unlawful to harass a person (an applicant or employee) because of that person’s sex. Harassment can include “sexual harassment” or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
Change Management Best Practices		
Managing Change - 2 Day	2	This experiential course provides tools and techniques to effectively lead others through a spectrum of change situations. Senior and mid-level leaders and managers who want to more effectively manage change efforts will be exposed to situations that require both planning and decision making to achieve a desired change.
Managing Change - 3 Day	3	This experiential course provides tools and techniques to effectively lead others through a spectrum of change situations. Senior and mid-level leaders and managers who want to more effectively manage change efforts will be exposed to situations that require both planning and decision making to achieve a desired change.
Managing Change - 4 Day	4	This experiential course provides tools and techniques to effectively lead others through a spectrum of change situations. Senior and mid-level leaders and managers who want to more effectively manage change efforts will be exposed to situations that require both planning and decision making to achieve a desired change.
Building and Sustaining Teams -2 Day	2	Effective teaming fosters collaboration, encourages information-sharing, and yields dynamic results. This course provides specific strategies for building and sustaining high-performing teams. It is designed for managers, supervisors, facilitators, team leaders, and individual team members.
Building and Sustaining Teams -3 Day	3	Effective teaming fosters collaboration, encourages information-sharing, and yields dynamic results. This course provides specific strategies for building

		and sustaining high-performing teams. It is designed for managers, supervisors, facilitators, team leaders, and individual team members.
Basic Management Techniques	2	This workshop gives supervisors and managers the practical skills needed to plan, schedule, organize, direct and control resources to get results. The pragmatic, hands-on methods you learn are derived from proven success in government organizations. You will advance your skills in managing government employees, planning, accomplishing the mission, organizing, problem solving, facilitating change and making decisions.
Managing Priorities for the Organization	2	This workshop shows government leaders how to align personal needs and priorities with organizational needs and priorities. By considering a multitude of factors including organizational culture, mission, vision, leadership, coaching, corporate citizenship, change management, organizational requirements, teamwork, team dynamics, customer needs and decision making, leaders can create action plans for employee professional growth and organizational efficiency, ensuring that one is not at the expense of the other.
Managing People and Resources to a Performance Based Model	2	Become a more effective leader by using the practical skills of performance-based management that will transform your current methods of managing people, quality, productivity and contractor performance. Unlike traditional personnel management methods, this Workshop provides government supervisors and managers the advanced skills needed to truly succeed in effectively managing employees and contracts in a performance-based environment.
Aligning Organizational Priorities	2	This workshop shows government leaders how to align personal needs and priorities with organizational needs and priorities. By considering a multitude of factors including organizational culture, mission, vision, leadership, coaching, corporate citizenship, change management, organizational requirements, teamwork, team dynamics, customer needs and decision making, leaders can create action plans for employee professional growth and organizational efficiency, ensuring that one is not at the expense of the other.
Managing (Difficult) People	2	One of the key elements of performance based management in government is the ability to get results through other people. This practical, skills-oriented program provides insights into human behavior at work, improves communication skills so people respond positively, and enhances the motivational tools associated with top performance.
Making Decisions & Solving Problems in Government Organizations	2	Decision making is a fundamental skill for government managers. This workshop shows you how to quickly solve problems & make confident decisions . . . to be recognized as someone who can be counted on to get results — consistently. You will gain powerful new skills to use <i>now</i> .
Personal Skills Classroom Training		
Briefing and Presentation Skills that Get Results	2	Many people report their number one fear to be public speaking. This is unfortunate, as we are often required to give presentations in the workplace, both planned and on-the-spot. Either way, giving an effective presentation can be managed with a few tips, tools, and techniques that can be applied both in the moment and in front of the podium. This course is designed for individuals who want to improve the quality and impact of their briefings and presentations.
Business Writing	2	Effective writing transmits clear, tailored messages. To write effectively, you



		must first understand your audience and then create a message that is concise and meaningful. This course will build the knowledge and skills to confidently communicate to various audiences in an effective and, when appropriate, influential manner. It is designed for professionals who are proficient in the basics of grammar and writing and who wish to make their writing more effective in achieving results in business.
Report Writing - 1 Day	1	Effective writing transmits clear, tailored messages. To write effectively, you must first understand your audience and then create a message that is concise and meaningful. This course will build the knowledge and skills to confidently communicate to various audiences in an effective and, when appropriate, influential manner. It is designed for professionals who are proficient in the basics of grammar and writing and who wish to make their writing more effective in achieving results in business.
Report Writing - 2 Day	2	Effective writing transmits clear, tailored messages. To write effectively, you must first understand your audience and then create a message that is concise and meaningful. This course will build the knowledge and skills to confidently communicate to various audiences in an effective and, when appropriate, influential manner. It is designed for professionals who are proficient in the basics of grammar and writing and who wish to make their writing more effective in achieving results in business.
Negotiation Skills - 1 Day	1	Did you know that you negotiate on some level every day? Whether it is with your spouse, your kids, your boss, or your colleagues, possessing the ability to negotiate effectively can be a valuable skill. This course allows you to rehearse negotiations in a workplace setting.
Negotiation Skills - 2 Day	2	Did you know that you negotiate on some level every day? Whether it is with your spouse, your kids, your boss, or your colleagues, possessing the ability to negotiate effectively can be a valuable skill. This course allows you to rehearse negotiations in a workplace setting.
Managing Multiple Priorities	1	This workshop shows government employees how to firmly balance a series of high-demand tasks while handling constantly changing directions and multiple, urgent priorities. Gain powerful new skills you can use immediately to control a dynamic, rapidly changing job. This workshop solidly focuses on practical, specific <i>How-To</i> aspects of managing your work.
Managing Stress on the Job	1	Stress is a reality in today's world. This stress can come from positive and negative events, from big crises and little hassles, and from our expectations of work and ourselves. Stress is cumulative: events tend to build on one another to wear down our energy.
Diversity Management Training		
Diversity Management - 1 Day	1	The legal and statutory requirements for Equal Employment Opportunity and Affirmative Action which support diversity in the Federal government and in private industry; That diversity is the similarities, as well as the differences, among and between individuals at all levels of the organization, and in society at large; and How diversity contributes to a richness in the organization by having a variety of views, approaches, and actions to use in strategic planning, tactical planning, problem solving, and decision-making. Includes Generational Diversity.
Diversity Management - 2 Day	2	The legal and statutory requirements for Equal Employment Opportunity and Affirmative Action which support diversity in the Federal government and in

		private industry; That diversity is the similarities, as well as the differences, among and between individuals at all levels of the organization, and in society at large; and How diversity contributes to a richness in the organization by having a variety of views, approaches, and actions to use in strategic planning, tactical planning, problem solving, and decision-making. Includes Generational Diversity.
Diversity Management - 3 Day	3	The legal and statutory requirements for Equal Employment Opportunity and Affirmative Action which support diversity in the Federal government and in private industry; That diversity is the similarities, as well as the differences, among and between individuals at all levels of the organization, and in society at large; and How diversity contributes to a richness in the organization by having a variety of views, approaches, and actions to use in strategic planning, tactical planning, problem solving, and decision-making. Includes Generational Diversity.
Diversity Management - 4 Day	4	The legal and statutory requirements for Equal Employment Opportunity and Affirmative Action which support diversity in the Federal government and in private industry; That diversity is the similarities, as well as the differences, among and between individuals at all levels of the organization, and in society at large; and How diversity contributes to a richness in the organization by having a variety of views, approaches, and actions to use in strategic planning, tactical planning, problem solving, and decision-making. Includes Generational Diversity.
Real Property Leasing for Federal Agencies		
Real Property Leasing for Federal Space & Leasing Specialists and Contracting Officers	5	This introductory training course is designed for contracting personnel. It covers leasing procedures for use by both GSA and other agencies that perform leasing under GSA-delegated authority. The leasing process from space planning to termination is discussed. This is one of the courses required to qualify for a leasing warrant.
Overview of Federal Property Leasing - 40 Hours (5 day course)	5	This introductory training course is designed for space managers, leasing specialists, and contracting personnel. It covers leasing procedures for use by both GSA and other agencies that perform leasing under GSA-delegated authority. The leasing process from space planning to termination is discussed. This is one of the courses required to qualify for a leasing warrant.
Real Property Lease Law for Federal Agencies (Lease contract law for non-lawyers) 40 Hours	5	This training course concentrates on ways to identify and avoid legal problems that arise while soliciting for and administering leases. Through the case study method using actual court decisions, students will learn to apply proper legal principles to the work they do every day. Students also will work extensively with the clauses typically found in federal leases, including GSA Form 3517. This is one of the courses required to qualify for a leasing warrant.
Administering Federal Leases (Lease Contract Management) 40 Hours	5	Designed for the practitioner, this training course provides useful information on the technical direction and enforcement of real property leases. Appropriate for leasing specialists, real property managers, or contracting officer's representatives, this course covers a wide range of contract management issues from initial build out of the space through ongoing performance management to termination procedures.
Cost and Price Analysis of Lease Proposals Hands-on, How to establish realistic negotiation	5	This specialized training course is essential for those involved in evaluating lease proposals. Through the use of practical exercises, students will learn the analysis techniques needed to establish realistic negotiation objectives.



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objectives and strategies 40 Hours		This is one of the courses required to qualify for a leasing warrant.
Negotiating Federal Real Property Leases	5	Through preparation and role-playing, students will develop the knowledge and skills needed to negotiate lease contracts in accordance with applicable regulations. This is one of the courses required to qualify for a leasing warrant.

Terms & Representations

2. Maximum order. \$1 million
3. Minimum order. \$100.00
4. Geographic coverage (delivery area). 50 United States, District of Columbia, Puerto Rico
5. Point(s) of production (city, county, and State or foreign country). Not applicable.
6. Discount from list prices or statement of net price. Net prices set forth above.
7. Quantity discounts. SIN 874-5 - For 10 or more copies: 14.00% to 53.00% each.
8. Prompt payment terms. ½% 20 Days Net 30
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Notification whether Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items (list items by country of origin). None.
- 11a. Time of delivery. (Contractor insert number of days.) As negotiated with ordering activity.
- 11b. Expedited Delivery. Contact the Contractor.
- 11c. Overnight and 2-day delivery. Contact the Contractor.
- 11d. Urgent Requirements. Contact the Contractor.
12. F.O.B. point(s). Destination
- 13a. Ordering address.
5372 SANDHAMN PL
LONGBOAT KEY, FL 34228-2056
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address.
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LONGBOAT KEY, FL 34228-2056
15. Warranty provision. None.
16. Export packing charges, if applicable. Not applicable.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). None.
18. Terms and conditions of rental, maintenance, and repair (if applicable). None.
19. Terms and conditions of installation (if applicable). None.
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
Not applicable.
- 20a. Terms and conditions for any other services (if applicable). Not applicable.
21. List of service and distribution points (if applicable). Not applicable.
22. List of participating dealers (if applicable). Not applicable.
23. Preventive maintenance (if applicable). Not applicable.
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
Not applicable.

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. Not applicable.

25. Data Universal Number System (DUNS) number. 832316512

26. Contractor is registered in Central Contractor Registration (CCR) database.