



**Real-World Training
For Real-World Challenges**

graduateschool.edu 888.744.GRAD



Dedicated to Lifelong Learning

Graduate School USA is committed to providing a stimulating environment for a community of learners who are interested in building professional relationships that assist them in enhancing their careers and advancing their agencies' missions.

Supporting the Workforce	5
Government Training and Professional Development	6
Certificate Programs	7
Government Audit Training Institute	8
Center for Leadership and Management	9
Human Resources Management	11
Transition Management Program	13
On-Site Training	14
GSA Schedule	17
Evening and Weekend Programs	19
GSUSA Customer Service	20
Meet Our Students	20
The International Institute	23
The GSUSA Difference	25
Our Instructors	27
Specialized Support	28
Strengthening Your Skills and Your Organization	30



You Serve the Nation. We Serve You.

I expected to be given a blueprint on how to get ahead, and what I got was a blueprint for my career and personal achievements. I got a lot more than I bargained for, but it was all wonderful. It also re-emphasized the fact that I am not my pay grade. What I provide is public service, and I should be proud of that. Your gift is important, wherever you are, and don't minimize it.

— Keeva S.

Aspiring Leader Program Graduate

Supporting the Workforce

Founded in 1921 to serve USDA scientists, Graduate School USA was the first organization created to provide continuing specialized education to the federal community.

For 95 years, we've worked closely with a range of agencies and organizations, growing our knowledge of government and developing an extensive resource pool of staff, curriculum experts, and instructors with federal experience.

Graduate School USA provides relevant, responsive services in support of both organizational and personal achievement. We create and deliver expert training and workforce development.

Whatever your agency's needs or experience level, you'll find that our training serves individuals across the spectrum of skills, specialties, and experience.

Courses in Graduate School USA's Government Training curriculum are structured to meet the workforce development and continuing education needs of federal government agencies, employees, and contractors. Where applicable, they are developed and updated to provide students with the competencies identified by government organizations or professional associations. We also provide more than 85 courses aligned with DoD financial management and leadership competencies, supporting those who must attain or maintain DoDFM Certification.



Government Training and Professional Development

graduateschool.edu/gtpd

Graduate School USA's government-focused services encompass quality courses, certificate programs, leadership development, classroom and online delivery support, career services and training center management, individual assessments, and coaching and mentoring services.

Committed to supporting our clients with practical, real-life applications that assist them in doing their jobs, we deliver the training solutions that only a valued partner with nearly one hundred years of federal government experience can provide.

Courses are tailored to support federal competencies, providing the knowledge and skills that agencies want and need. Our curriculum is continuously updated in response to changing laws, rules and regulations, and learning requirements. Delivered by expert instructors, all training is interactive in nature and is intended for immediate application on the job.

Graduate School USA sustains a diverse community of learners who value networking and sharing experiences as they develop the skills and knowledge that will help them improve agency productivity and enhance their careers.

Curriculum offerings include:

Acquisition and Contract Management

Auditing

Business Analysis

Communication and Professional Skills

Financial Management

Foreign Languages

Government Audit Training

Grants Management

Human Resources Management

Information Technology

Leadership and Management

Personal Property Management

Program and Management Analysis

Project Management

Security

Certificate Programs

graduateschool.edu/certificates

Long-term learning and acquisition of both broad and specialized skills benefit both individual careers and organizational missions. For those seeking comprehensive learning experiences in professional areas, Graduate School USA offers government- and career-centered Certificate programs through our Government Training and Professional Development (GTPD) curriculum, while certificates available through our Evening and Weekend Programs (EP) focus on topics of personal and career interest to individuals.

GTPD Certificates:

- Business Analysis**
- Enterprise Architecture**
- Federal Financial Management (Masters Certificate)**
- Federal Human Resources Management**
- Grants Management**
- Leadership, Supervision, and Management**
- Personal Property Management**
- Program and Management Analysis**
- Project Management**
- Team Leadership**

EP Certificates:

- Administrative Procedures**
- Digital Graphic Arts**
- Economics**
- Editorial Practices**
- Environmental Studies**
- Horticulture**
- Landscape Design**
- Natural History Field Studies**
- Paralegal Studies**



Government Audit Training Institute

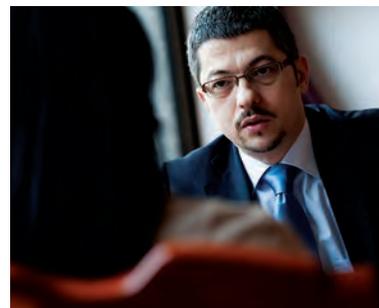
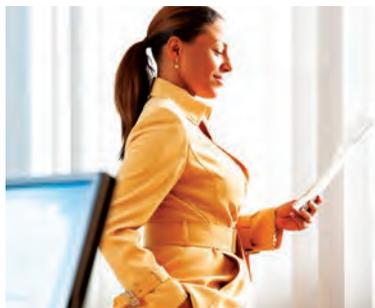
graduateschool.edu/gati

Graduate School USA is home to the Government Audit Training Institute (GATI). Recognized as the premier provider of training in performance auditing, GATI offers classes to meet the continuing professional education requirements of the diverse audit community. GATI emphasizes training for performance auditing, including operational and internal auditing, and all of its courses are based on the auditing standards issued by the Government Accountability Office.

We understand that the role and expectations for government auditors and evaluators is getting increasingly complex. The demands for assessing risks, making meaningful findings and recommendations in financial reporting, system integrity, and program economy, efficiency and effectiveness require new and advanced skills.

Your ability to add value in meeting these challenges and in advancing your career is up to you. Since 1978, GATI has partnered with experts within the government auditing community to develop and deliver superior courses specifically designed to meet the needs of the government auditor.

As partners with you, it is our goal to continue this legacy with a commitment to excellence in meeting the highest standards for quality training and service — not only to respond to the needs of the individual, but to enhance the profession as a whole.



Center for Leadership and Management

graduateschool.edu/clm

Graduate School USA believes strongly in the power of leadership training to shape and direct change, both in organizations and in individual lives and careers. Through our Center for Leadership and Management (CLM), we offer courses and programs designed to strengthen both individual and organizational performance. Focused on developing current and future federal executives, managers, and leaders, our integrated approach includes assessment, training, and career development. Our courses and programs emphasize core competencies and behaviors essential to quality leadership, including emotional intelligence, interpersonal communication skills, team building, problem solving, self-awareness, and collaboration.

CLM's long-term leadership development programs provide experiential learning and intensive training for professionals at every stage of their careers. These programs include **Aspiring Leader (GS 4–6)**; **New Leader (GS 7–11)**; **Executive Leadership (GS 11–13)**; **Executive Potential (GS 13–15)**; and **Senior Level Seminars (GS 14–15)**.

In addition to classroom-based and distance education training, we develop performance improvement initiatives, providing these services:

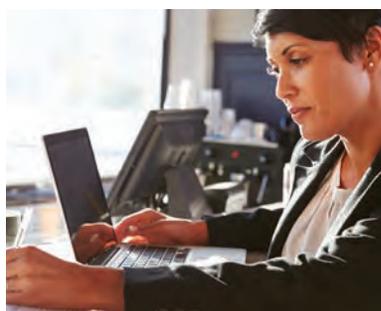
Curriculum Development

Assessments, including Graduate School USA's Premier 360-Degree Leadership Effectiveness Inventory (LEI)

Custom-Designed Leadership

Organizational Development

Customized Training to Fit Organizational Needs





A Diverse Community of Learners

Graduate School USA engages diverse populations through proven and innovative approaches that take advantage of its network of public and corporate leaders and practitioners, state-of-the art technologies, and online learning platform. With unparalleled access to workplace developments, Graduate School USA allows learners to remain current at every stage of their careers and personal development and to contribute to organizational effectiveness.

Human Resources Management

graduateschool.edu/hr

The Leader in Federal Human Resources Training

Federal agencies rely on Graduate School USA to deliver practical training for real-life HR issues, taught by instructors who have been where you are; so, they know what you need.

Our comprehensive HR courses are mapped to federal competencies and provide federal HR practitioners, managers, and supervisors the opportunity to develop essential competencies in both general and specialized subject matter areas. Many of our courses are designed to help HR practitioners acquire expertise in their occupation, while others are specifically designed to help supervisors and managers understand and manage their HR responsibilities.

Human Resources Management Course Areas:

- Classification and Compensation**
- Employee Benefits**
- Employee and Labor Relations**
- Employee Development and Training**
- Human Resources for HR Assistants**

- Recruitment and Placement**
- General Human Resources Management**
- Personnel Security and Suitability**
- Equal Employment Opportunity**
- Employee Retirement**



Graduate School USA fosters individual growth and professional success through a supportive, practitioner-centered learning environment where public service is revered and learners become leaders. We strive to provide and sustain a culture of exceptional customer service that meets the educational and business needs of those we serve.

Human Resources Management (cont'd)

Human Resources has been identified as one of five mission-critical federal occupations with skills gaps. Graduate School USA's human resources curriculum will help you close that gap by providing valuable, in-depth learning opportunities.

Our basic, intermediate, and specialty courses help build the full complement of skills federal HR practitioners need to perform their jobs with excellence, whether they hold entry-level positions or have years of government experience.

Human Resources Management Certificate Program

Graduate School USA's Certificates of Accomplishment in Human Resources are offered at three progressive levels. Consisting of courses that are practical, job-related, and federal-specific, our certificate programs focus on the real issues confronting contemporary HR practitioners.

Courses required for the **Level I Certificate** cover the conceptual, technical, and procedures foundation needed by the successful HR practitioner. The **Level II Certificate** courses build on these basics and significantly broaden and expand the student's competencies. **Level III Certificate** courses further develop the analytical and consulting skills that equip the HR practitioner to serve as a valuable advisor to management.



Get started today! The success of your organization will not happen by chance. It will only happen if you're prepared for change. Let Graduate School USA teach you the strategies to manage those changes successfully.

Transition Management Program

graduateschool.edu/change

If there is one constant in the world, it is change. The organizations and the individuals that are successful in an atmosphere of uncertainty are the ones that take the necessary steps to ensure that they are prepared to effectively navigate in an environment where the issues and challenges are not always black or white.

Since 1921, Graduate School USA has been helping organizations change — in the right direction. Our “Transition Management Program” is designed to help you plot a course that will ultimately lead to mission success, whether your organization is experiencing significant shifts in focus, you have employees who are new to the federal government or employees who are transitioning from one role to another.

Change Management Curriculum

Graduate School USA’s Change Management curriculum trains individuals and organizations to recognize and understand the new opportunities, greater innovation and ultimate success that can evolve from change.

The curriculum includes the following courses:

Change Management: Preparing for an Unknown Future

- **Instructs individuals on how to adapt their current strengths and capabilities to effective change management procedures.**

Change Management for Leaders: Preparing for an Unknown Future

- **Prepares managers and supervisors to lead the charge in change management, while coaching and developing their staff through the progressive stages of change within their organization.**

On-Site Training

graduateschool.edu/onsite

On-Site Training At Your Location

Employees are an organization's greatest asset. Having a well-trained workforce helps you advance your mission. At Graduate School USA, understanding your organization's goals and training your staff to achieve them is our number one mission.

That's why we have hundreds of classroom and online courses, in a wide range of subject areas, that can be delivered right to your doorstep. Our on-site training is a cost-effective solution for you and your staff that can be customized to meet your unique training needs.

Benefits:

Cost Savings

You are cost-conscious — so are we. By bringing Graduate School USA courses to your location, you can eliminate the cost of sending your on-site staff to another site. Choosing on-site training means your organization will:

- **Eliminate travel costs such as employee airfare, transportation, per diem, parking, and rental cars.**
- **Maximize employee training time with no need for travel, overtime, or compensatory pay.**
- **Save with pricing levels based on number of participants.**



Benefits of On-Site Training (cont'd)

Convenience

- Choose the best time to learn based on your employees' workloads and schedules.
- Benefit from courses scheduled to fit your needs.
- Experience turn-key delivery — pick the training, time, and place, and we handle the rest.

Relevance

- Tailor off-the-shelf training and incorporate examples and content specific to your agency.

Specialized Client Services

- Get assistance with site selection, scheduling, marketing, and more.

Delivery Format

- Select from a variety of formats, including instructor-led classroom sessions or a variety of distance education options.

If your training requires a customized approach or is larger in scope, we can provide you with advice on the time required for each topic and the length of the overall training; or, we can help you assemble a program. Contact our Business Development team at training@graduateschool.edu or **(888) 744-GRAD** for assistance with your specific needs.



Schedule
Contract GS-10F-0228P

GSA Schedule

graduateschool.edu/gsa

Use the GSA Schedule to Get Your Graduate School USA Training!

Graduate School USA holds the GSA Professional Services Schedule, SIN C874 Contract Number GS-10F-0228P for 874-1 Consulting Services and 874-4 for Training Services.

874-1 Integrated Consulting Services:

- **Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services**
- **Facilitation and related decision support services**
- **Survey services, using a variety of methodologies, including survey planning design, and development; survey administration; data validation and analysis; reporting; and stakeholder briefings**
- **Advisory and assistance services in accordance with FAR 37.203**

874-4 Training Services:

Instructor-Led Training, Web-Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships

- **Off-the-shelf training and/or educational courses that are delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages, and computer applications) system**
- **Professional services in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or Web-based (i.e. Internet/Intranet, software packages and computer applications) system**
- **Customization services for planning, creating, and/or implementing specially designed courses**



Rediscover the Excitement of Learning.

Challenge yourself with new ideas, build your skills and broaden your horizons — for business or for pleasure. Choose from a wide array of courses in topics ranging from graphic design to foreign languages. Affordable tuitions and a convenient location make it easier than you might think. Learning is exciting at Graduate School USA.

	MBA division		MBA IT division			
	254	550	254	274	154	415
MDW	650	520	754	273	825	154
TAC	341	430	144	364	954	174
ITC	254	680	874	657	125	274
WLP	784	145	124	752	741	759
ITC	403	784	954	241	741	345

Evening and Weekend Programs

graduateschool.edu/ep

Evening and Weekend Programs provide high-quality, engaging, affordable classes to DC area residents, 21 and older, who are excited about pursuing their passions, investigating new hobbies, and developing valuable skills.

Participants can choose from over 100 different courses, annually, in areas ranging from foreign languages to graphic design. Explore mathematics and statistics for all skill levels; get to know the DC-MD-VA region through natural history field studies offered in partnership with the Audubon Naturalist Society; gain a solid grounding in paralegal studies; get an introduction to digital photography; and more.

For those who wish to take their studies to the next level, there are Certificate Programs designed to be completed through the Evening and Weekend Programs curriculum.

Our courses are offered after office hours and on Saturdays, making it more convenient for working adults to achieve personal goals, move forward in their careers, and encounter new ideas and new people in a friendly, supportive environment.

Areas of study offered through Evening and Weekend Programs include:

Accounting

Business and Management

Economics

Editing

English and Writing

Environmental Studies

Financial Management

Foreign Languages

Graphic Arts

Horticulture

Human Resources Management

Information Technology

Law and Paralegal Studies

Mathematics and Statistics

Natural History Field Studies

Photography

Public Affairs and Policy

Test Preparation

GSUSA Customer Service

We understand that the entire learning experience is important. That's why we make sure clients and students have the support they need, every step of the way, so they can get the most out of their time with us.

Graduate School USA's Customer Service Representatives provide assistance with course selection, registration, and more. As a learning partner to government for more than 95 years, we have a deep knowledge of the regulations and requirements that affect your training.

Whether they are working with a federal employee who is seeking certification or assisting an agency with purchasing, registration, and contracts, our representatives are prepared to address the unique needs of both individuals and organizations.

Meet Our Students

You will not find a more diverse, focused, and goal-oriented group of students anywhere than you will at Graduate School USA. Although our students come from a wide variety of backgrounds — government, military, private enterprise, retirement — they all have one thing in common: a serious interest in enhancing their skill sets.

Graduate School USA is as diverse an institution as the people we serve. We offer professional development programs all over the world, government training in classrooms around the country, evening and weekend courses for DC-area residents, and distance education for learners around the globe.



A Unique Perspective on Government

You can't just get these kinds of government-related materials and instruction and experience outside of the School. It's learner-focused, and you use authentic materials. That's something you don't get in a generic program — use of authentic materials and instructors who are professionals in that same field.

— Cheryl Seminara, Director
FEMA Employee Development Division

Helping Build Futures

I cannot say enough about the program and how it helped me when I was seeking direction for where I wanted to go in life. The studies put me on the path to freedom — freedom from poverty — which led to my fulfilling and successful career. The program actually propelled me onto a higher ground that I could only imagine at one point in my life.

— Yvette Johnson
Paralegal Studies Certificate Program Participant

Changing Careers, Changing Lives

For me, the ELP solidified the idea that we all have such diverse ways of leading — and we're all leaders. I brought the ELP's team concept back to my department, and now my department has actually been working much better with more collaboration and better customer service. I've become a better communicator, both personally and professionally, and I was promoted to supervisor of my department.

— A. Sanchez-Stevens
Executive Leader Program (ELP) Graduate



Training Leaders Around the Globe

International Institute partners include the U.S. Department of State, the World Bank, the U.S. Agency for International Development (USAID), AGOA Training Center Africa, the Organization of American States, and the U.S.-China Business & Culture Exchange, among many others.

The International Institute

graduateschool.edu/ii

Graduate School USA's International Institute was created in 1961 with the support of U.S. Attorney General Robert F. Kennedy. Its mission is to facilitate international cooperation and understanding through the exchange of knowledge. In support of this mission, the Institute delivers customized educational services and performance solutions to U.S.-based agencies with global missions; international organizations; the private sector; and non-governmental organizations (NGOs) and governmental institutions worldwide.

Professional Study Programs and Educational Exchanges

The International Institute designs and administers exchange programs that provide opportunities for participants to interact and share best practices with their counterparts. Our programs include orientations, meetings, workshops, seminars, and observational study in the field.

Capacity Building

With experience working with more than 100 countries, access to hundreds of learning programs and courses, and a multilingual staff, the International Institute has the ability to quickly develop customized programs to build the capacity of individuals and institutions.

Governance

In partnership with governments and institutions, the International Institute works to build institutional capacity so governments are responsive, transparent, and accountable to their citizens.





A Record of Quality and Success

The diversity of our programs and participants contributes to a rich community of practice that emphasizes learning and experiences beyond the classroom.

The Graduate School USA Difference

There are several key ingredients that make up the Graduate School USA difference. But, the most important one is — **YOU!** Your dedication to serving the public inspires us to provide the most comprehensive training experience you will find anywhere else.

We take pride in creating dynamic programs with a team that understands how to help you achieve individual and organizational success. Graduate School USA is committed to supporting you with learning that drives achievement and that assists you in doing your job better. We deliver the training solutions that only a valued partner with 95 years of federal government experience can provide.

The world has changed since we opened our doors in 1921, and our training has changed with it. From 176 students in eight courses to now more than 250 courses and thousands of students worldwide each year, one thing has remained the same – our commitment to your success.

Our Strengths

- A 95-year history of training excellence
- A customer-centric culture that places the emphasis where it should be — on you
- Learning that can be immediately applied in the workplace
- World-class instructors with professional experience in the subjects they teach
- Customized course materials to meet individual and organizational needs
- Affordable programs

Graduate School USA offers rigorous Certificate programs to students completing prescribed programs of study. These programs have grown in popularity over time and are viewed as a valuable source of training for professionals wishing to build competencies and demonstrate achievement.



It Takes Great Leaders to Train Great Leaders.

By participating in the ELP, I was hoping to discover a new side of myself. I know life is a constant learning process but one thing I thought of when I thought of great leaders was: They're already there. They made it. What I've learned is that great leaders are great learners. They're continually learning, and what leading is all about is learning. We're always on this journey. This experience was just a great example of what a great leader should be doing.

— Roberta Mathers
Executive Leadership Program Graduate

Our Instructors

Agencies and individuals rely on Graduate School USA for professional training and development that supports organizational and career success. And our instructors are a big part of the reason they keep coming back.

Drawn from government, academia, and the private sector, Graduate School USA instructors are skilled practitioners in their fields. They bring their topical expertise and their real-world experience to the classroom — understanding what kind of information their students need, and how they need to use it.

All of our instructors and curriculum designers share the goal of sending students back to their organizations with relevant, applicable tools and information. What you learn in the classroom, you can take back to the office and use right away.

Graduate School USA instructors value teaching and public service, and they enthusiastically share their expertise with you.



At Graduate School USA, we bring you the most experienced instructors whose passion and dedication are matched only by their commitment to their students. Not only do our instructors bring a real-world perspective, but they are experts in their craft with a distinguished track record of success.

Specialized Support

For clients in federal and local government, nonprofit organizations, and beyond, Graduate School USA supports a range of goals. From developing and implementing training to managing programs and services, this partial roster of current and recent projects illustrates the breadth of our capabilities.

District of Columbia (DC) Public Library Spanish Language Training

Graduate School USA has designed and delivered a curriculum for library workers who interact with the Spanish-speaking public by phone and in person. Lessons put the language in a job-related context. By the end of each thirty-hour session, participants are able to conduct simple conversations, answer questions about library services, ask clarifying questions, and respond to requests in Spanish. DC Public Library employees who have taken the course report increased comprehension and ability to make themselves understood when using Spanish to assist library customers.

International Visitor Leadership Program

The International Visitor Leadership Program (IVLP) is the U.S. Department of State's premier professional exchange program. By connecting current and emerging foreign leaders with their American counterparts, IVLP fosters long-term professional relationships and helps strengthen U.S. engagement with countries around the world. Graduate School USA is one of seven organizations that serve as National Program Agencies for the IVLP.

Our team designs geographically diverse, customized projects for international visitors. These include appointments, professional meetings, synthesis sessions, home hospitality events, workshops, panel discussions, school visits, community volunteer activities, presentations, travel opportunities, and cultural events. We use creative and innovative approaches to programming in order to provide a unique, practical, focused experience for each visitor.

The American Red Cross and the National Center for Missing and Exploited Children

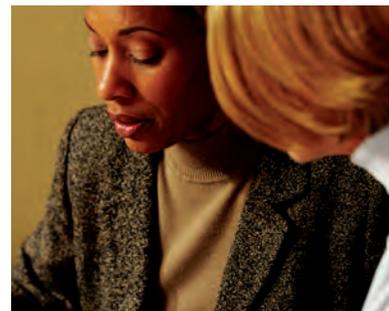
Employees of the American Red Cross (ARC) and the National Center for Missing and Exploited Children (NCMEC) received foreign language training that helps them communicate better in a variety of situations with the people they serve. The School is providing both organizations with customized courses in conversational French and Spanish. For the ARC, Graduate School USA provides Arabic training.

Department of Housing and Urban Development (HUD)

Since 2012, Graduate School USA's Distance Education team has delivered virtual class series for HUD supervisors as part of the agency's Presidential Management Fellows (PMF) program. A flagship leadership development program for advanced-degree candidates, the PMF is designed to develop future federal leaders.

City of New York

We support state and local governments nationwide with flexible and customized services. Since 1992, Graduate School USA has provided the government of New York City with comprehensive auditing training. With a curriculum mapped to city performance competencies and covering diverse issues, we've kept generations of public sector professionals up-to-date on local and federal requirements. Our courses are regularly revised to reflect changes to legislation and training needs, so New York always benefits from the latest — and best — information.



Strengthening Your Skills and Your Organization

Graduate School USA's goal is to provide expert support for your real-world training requirements when and where you need it, with resources that include proven content and experienced curriculum design and instruction.

We offer a range of services supporting routine and not-so-routine customization needs, for those instances when off-the-shelf is not the perfect solution. Our customized training and development programs utilize a variety of learning media and are designed to meet the needs of federal agencies, state and local governments, and non-governmental and other organizations.

We Are Prepared To:

- Bring our open-enrollment courses to your location
- Tailor our existing courses/programs and deliver them at your site or at the location of your choice
- Conduct a needs assessment to design and develop courses that address topics or issues of interest to you
- Deliver courses through modes ranging from the traditional classroom to blended and distance learning platforms
- Provide training-related services to support agency, talent-management initiatives

For more information about our curriculum design and customization services, please contact us at training@graduateschool.edu.

I want to Excel

Learn new skills, enhance your abilities,
and advance your federal career.


Graduate School USA
graduateschool.edu • (888) 744-GRAD



A Stimulating Learning Environment

There is so much energy at Graduate School USA. People are here because they want to be, because they have an interest in making their own lives better, to do better at their jobs. The classes always have a palpable, exciting energy, and I like being part of that. And I love the fact that the students come in with open minds and open hearts and say, 'We're ready to learn.'

— Heather Capps Murphy
Second-Generation Graduate School USA Instructor



600 Maryland Avenue SW
Washington, DC 20024-2520

Key code: GRAD7510

Electronic Service Requested

Non-profit Organization
U.S. Postage PAID
Permit Number 4297
Suburban, MD

Government Training and Professional Development

Center for Leadership and Management

Government Audit Training Institute

Evening and Weekend Programs

International Institute

graduateschool.edu