Management

2020 SCHEDULE OF CLASSES

Programs Include:

Graduate School USA

Real-World Training
For Real-World Challenges

www.graduateschool.edu

- Project Management
- Grants Management
- Personal Property Management
- Program and Management Analysis

GSA Schedule Contract GS-10F-0226P

Graduate School USA is an approved contract holder to provide training and consulting services under Professional Services Schedule, SIN C874. Visit www.graduateschool.edu/gsa for more information.

We Are Now Accredited.

Graduate School USA (GSUSA) has been granted accreditation by the Accrediting Council for Continuing Education & Training (ACCET).

This accreditation ensures that our programs will continue to be current, relevant, and educationally sound, so that students receive the training that will help them achieve their career and professional development goals.

As a part of our accreditation, GSUSA's courses, assessment tools, and learning outcomes will be reviewed regularly to ensure adherence to the guidelines set forth by ACCET and reflect the commitment to excellence to which ACCET-accredited organizations adhere. This means that the training our students receive is meaningful and applicable as they build their skills. ACCET is an accrediting body that was founded in 1974 for the purpose of improving continuing education and training, and has been officially recognized by the U.S. Department of Education, since 1978, as a "reliable authority" as to the quality of education and training provided by the institutions they accredit.

As an ACCET accredited institution, GSUSA will be listed in the American Council on Education's Accredited Institutions of Postsecondary Education Directory and the CHEA Almanac of External Quality Review, which are widely utilized by government agencies, military services, and corporations for identifying credible education and training organizations.

Accreditation ensures that individuals are making a sound decision about the quality of the training they seek. Students can enroll with the confidence that they will be getting a high-quality training experience.

ACCET
Accredited by the Accrediting Council for Continuing Education & Training

"Graduate School USA has nearly a century of offering premier training to government agencies and organizations, and we are pleased that ACCET has recognized our extensive success and standard of excellence with regard to our programs and staff."

Jack Maykoski
President & CEO of Graduate School USA

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Graduate School USA™

Real-World Training For Real-World Challenges

Schedules, course content, pricing, instructors, and other terms and conditions of products and services offered by Graduate School USA are subject to change without prior notice. Graduate School USA is a private, not-for-profit educational institution, not affiliated with the federal government or any federal agency or department.

Project Management

Graduate School USA's Project Management training provides core knowledge and instruction to complement your work experience, and position you for career success. Our classes provide hands-on, practical experience, and demonstrate the most prevalent project management tools, techniques, and concepts. *Partner with us to accomplish your project management goals.*

Maintain your certification at Graduate School USA.

Once you earn a certification from Project Management Institute (PMI), you are required to participate in continuing education to keep the certification active.

As a registered education provider for PMI, Graduate School USA is positioned to help you maintain your PMI credential. We offer multiple continuing education courses to develop your professional skills in all three areas of the PMI Talent Triangle™: Technical Project Management, Leadership, and Strategic and Business Management.

Graduate School USA
Real-World Training For Real-World Challenges

Project Management Institute
Registered Education Provider

The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

Graduate School USA has been reviewed and approved as a provider of project management training by the Project Management Institute (PMI).

Graduate School USA offers a variety of project management courses for different audiences. We have a course for you.

Project Management Audience	Solution
If you desire a broad, high-level understanding of project management to be conversant	Overview of Project Management (PROJ2020)
If you manage small or informal projects, and seek a general process/methodology to follow	Principles for Managing Projects (PGMT7012)
If you work on project teams, lead projects, or desire to develop formal project management skills	Certificate of Accomplishment in Project Management
If you desire to attain a PMP® or CAPM® certification from PMI®	Path to the PMP®
If you currently have a PMI® certification and seek professional development units (PDU's)	• Introduction to Agile Project Management (PROJ7010) • Introduction to Microsoft Project 2016 (PROJ8990) • Project Leadership (PROJ8010) and more… Most of our project management courses can serve as a refresher and provide PDUs.

Path to the PMP®

One of the most popular certifications in the field of project management is the Project Management Professional (PMP®) certification. Governments and industries around the world recognize the competence of the PMP®. As a Registered Education Provider for Project Management Institute (PMI®), Graduate School USA can help you fulfill the education requirements for the PMP® certification. If your career plans include a PMP or a CAPM certification from PMI, consider our "Path to the PMP" track of courses.

- Project Management Essentials
- Scope, Quality & Risk Management
- Schedule, Cost & Resource Management
- Stakeholder & Communications Management
- Project Leadership
- Introduction to Agile Project Management
- Introduction to Microsoft Project
- Planning for the PMP Exam

Certificate in Project Management

The demand for leaders and professionals to be equipped with effective project management skills and knowledge continues to grow, and Graduate School USA's Project Management curriculum meets the need. Our Certificate in Project Management includes a course of study based on the internationally recognized PMBOK® Guide, making it appropriate for those pursuing a certification from Project Management Institute, as well as those who are new to managing projects.

Take advantage of our Project Management Fast Track Scheduling!

At certain times each year, we strategically schedule the courses for the project management certificate back to back. This tactic is known as our fast track scheduling because it allows you to complete your certificate in as little as two weeks!

The fast track dates for 2020 are:

- April 13-24
- August 17-28
- November 30 – December 11

The fast track schedule is optional. You are always welcome to take the courses at your own pace.

Core Courses: (Four required courses)

Course Title	Course Code	Day(s)	Credits
Project Management Essentials	PGMT7007D	3	1.8 CEU
Schedule, Cost & Resource Management	PROJ9200D	2	1.2 CEU
Scope, Quality & Risk Management	PROJ9210D	2	1.2 CEU
Project Leadership	PGMT8010D	1	0.6 CEU

Elective Courses: (Select two courses.)

Course Title	Course Code	Day(s)	Credits
Stakeholder & Communications Management	PROJ9215D	1	0.6 CEU
Introduction to Agile Project Management	PROJ7010D	1	0.6 CEU
Introduction to MicroSoft Project 2016	PROJ8990T	2	1.2 CEU
Planning for the PMP Exam	PROJ9300D	5	3.5 CEU

Graduate School USA employs many instructors who are certified by Project Management Institute (PMI).

Learners can feel secure knowing that Graduate School USA instructors are well qualified to lead each class. Experienced instructors, like **Laura Gray**, who is certified by PMI as a Project Management Professional (PMP®), share real-world examples to align with your workplace challenges.

> "The nice thing about a certificate program is you can cover all the basics of Project Management — at a fairly deep level — without the same time commitment as a full degree. The certificate also provides less theory and more practical application, with plenty of working exercises in each course."

ACCET Accredited by the Accrediting Council for Continuing Education & Training

On-site Training

Hundreds of Graduate School USA's classroom and online courses, in a wide range of subject areas, are available for contract and on-site training.

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 help you assemble a program.

Contact our Business Development team at onsite@graduateschool.edu or 800.787.9074 for assistance with your specific needs.

Benefits of On-Site Training

Convenience

Choose the best time to learn, based on your employees' workloads and schedules. Pick the training, time, and place, and we handle the rest.

Delivery Format

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

Cost Savings

Eliminate travel costs, such as employee airfare, transportation, per diem, parking, and rental cars. You also eliminate the need for overtime or compensatory pay.

Relevance

Our courses contain federal-specific content, allowing for direct transfer of knowledge and skills to the job.

Graduate School USA
Real-World Training For Real-World Challenges

For more information, contact onsite@graduateschool.edu or call 800.787.9074.

Principles for Managing Projects

PGMT7012D 2 Days 1.2 CEU $1,299

This engaging introductory course is ideal for those seeking to understand the principles of managing projects in a professional setting. Participants discuss critical concepts in the lifecycle of a project, examine the importance of different project roles, apply core project management tools using a working project, discuss effective ways to identify and manage key stakeholders, and more. Participants depart with a straightforward framework to effectively manage projects and key skills to support project success.

LEARNING OUTCOMES

- Describe general project management concepts and terminology
- Identify key project team roles and responsibilities
- Describe the importance of proper tracking to meet project commitments
- Apply basic project management tools and techniques

WHO SHOULD ATTEND?

- Office professionals seeking a general understanding of project management tools and techniques
- Individuals who manage small, informal projects and seek a simple process/methodology to follow
- Employees who are periodically assigned to work on project teams

SESSION SCHEDULE LOCATION

2/12/20 – 2/13/20 ..... Washington, DC
3/17/20 – 3/18/20 ..... Washington, DC
4/20/20 – 4/21/20 ..... Washington, DC
5/13/20 – 5/14/20 ..... Washington, DC
6/15/20 – 6/16/20 ..... San Diego, CA
6/22/20 – 6/23/20 ..... Virginia Beach,VA
6/23/20 – 6/24/20 ..... Washington, DC
7/15/20 – 7/16/20 ..... Washington, DC
7/20/20 – 7/21/20 ..... Denver, CO
8/17/20 – 8/18/20 ..... San Diego, CA
8/18/20 – 8/19/20 ..... Washington, DC
9/9/20 – 9/10/20 ..... Washington, DC
9/14/20 – 9/15/20 ..... Atlanta, GA
10/7/20 – 10/8/20 ..... Washington, DC
11/2/20 – 11/3/20 ..... Washington, DC
12/7/20 – 12/8/20 ..... Washington, DC

Overview of Project Management

PROJ7020D 1 Day 0.6 CEU $699

This course provides a broad overview of project management using a standardized methodology, focusing on how to coordinate the most common (and useful) project deliverables. In this course, participants will learn how to approach tasks, armed with an understanding of project management and its consistent processes. They will become familiar with a standardized approach to project management and create common project management deliverables throughout the project lifecycle.

LEARNING OUTCOMES

- Discuss the value of project management
- Describe common project management terms and concepts
- Create useful project management deliverables
- Use project management tools to manage project stakeholders

WHO SHOULD ATTEND?

- Individuals seeking a high-level, general understanding of project management
- Individuals working on project teams, or leading project teams
- Individuals seeking Professional Development Units
- Individuals seeking a comprehensive review of the PMI framework

SESSION SCHEDULE LOCATION

3/30/20 – 3/30/20 ..... Washington, DC
5/12/20 – 5/12/20 ..... Washington, DC
7/14/20 – 7/14/20 ..... Washington, DC
9/23/20 – 9/23/20 ..... Washington, DC
10/21/20 – 10/21/20 ..... Washington, DC

Professional Development Units (PDUs)	
0.5	Leadership
5.0	Technical Project Management
0.5	Strategic and Business Management

ACCET Accredited by the Accrediting Council for Continuing Education & Training

Project Management Essentials

PGMT7007D **3 Days** **1.8 CEU** **$1,599**

Project Management Essentials introduces the Guide to the Project Management Body of Knowledge (PMBOK® Guide) and offers a standardized approach to project management. Participants will use the PMI standard to manage a project throughout its lifecycle, from initiation to closing. In doing so, participants will be developing and using the same proven tools and techniques that experienced project managers use to lead teams to successful project completion.

Participants develop key project deliverables, including a project charter; stakeholder analysis; risk register; scope, quality and requirements documents; project estimates; and project change control deliverables, as they manage a project throughout its lifecycle.

LEARNING OUTCOMES

- Identify elements of the PMI project management framework
- Describe the relationship between project management processes throughout a project lifecycle
- Create common project management deliverables, including a project charter, project scope statement, project schedule, and a project change request

WHO SHOULD ATTEND?

- Individuals seeking a comprehensive understanding of project management
- Individuals pursuing a PMI certification
- Individuals seeking Professional Development Units

SESSION SCHEDULE — LOCATION

2/19/20 – 2/21/20	Washington, DC
3/24/20 – 3/26/20	Washington, DC
4/13/20 – 4/15/20	Washington, DC
5/12/20 – 5/14/20	Washington, DC
6/1/20 – 6/3/20	Washington, DC
6/17/20 – 6/19/20	Washington, DC
7/13/20 – 7/15/20	San Diego, CA
7/21/20 – 7/23/20	Washington, DC
7/27/20 – 7/29/20	Virginia Beach, VA
8/4/20 – 8/06/20	Atlanta, GA
8/10/20 – 8/12/20	Denver, CO
8/17/20 – 8/19/20	Washington, DC
9/16/20 – 9/18/20	Washington, DC
10/6/20 – 10/8/20	Washington, DC
11/17/20 – 11/19/20	Washington, DC
11/30/20 – 12/2/20	Washington, DC

This course is part of the **Certificate Program in Project Management.**

Professional Development Units (PDUs)	
3.0	Leadership
13.0	Technical Project Management
2.0	Strategic and Business Management

Project Management Institute

Registered Education Provider

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Project Leadership

PGMT8010D **1 Day** **0.6 CEU** **$699**

This course focuses on the leadership aspects of project management.

LEARNING OUTCOMES

- Describe key roles on the project team
- Identify unique responsibilities of the project manager
- Discuss strategies to navigate leadership and management challenges commonly encountered by project teams

WHO SHOULD ATTEND?

- Prerequisites: Basic project management knowledge and organizational skills are recommended.
- Individuals working on project teams, or leading project teams
- Individuals seeking Professional Development Units

SESSION SCHEDULE LOCATION

4/16/20 – 4/16/20 ..... Washington, DC
5/15/20 – 5/15/20 ..... Washington, DC
6/8/20 – 6/8/20 ..... Washington, DC
7/16/20 – 7/16/20 ..... San Diego, CA
7/24/20 – 7/24/20 ..... Washington, DC
7/30/20 – 7/30/20 ..... Virginia Beach, VA
8/7/20 – 8/7/20 ..... Atlanta, GA
8/21/20 – 8/21/20 ..... Washington, DC
9/11/20 – 9/11/20 ..... Washington, DC
10/30/20 – 10/30/20 ..... Washington, DC
12/3/20 – 12/3/20 ..... Washington, DC

This course is part of the **Certificate Program in Project Management.**

Professional Development Units (PDUs)	
5.0	Leadership
0.5	Technical Project Management
0.5	Strategic and Business Management

Planning for the PMP Exam

PROJ9300D **5 Days** **3.5 CEU** **$2,449**

This course is a must for those planning to take the Project Management Institute's PMP® Certification exam. Along with an in-depth review of the PMI framework, participants also obtain an overview of the PMP® exam format, tips for taking the exam, practice exam questions, and more. Each participant receives a copy of the PMBOK® Guide, the highly regarded Rita Mulcahy™ PMP® Exam Prep, a one-year license to online practice exams, a workbook, and flashcards. These valuable resources are designed to help participants continue their preparation after the class ends. PMP® certified instructors facilitate this course using engaging, experiential learning techniques and exercises to help participants understand and apply the information.

In this comprehensive course, participants examine PMP® exam content by reviewing the 10 PMI knowledge areas: Project Integration Management, Project Scope Management, Project Schedule Management, Project Cost Management, Project Quality Management, Project Resources Management, Project Communications Management, Project Risk Management, Project Procurement Management, and Project Stakeholder Management.

LEARNING OUTCOMES

- Identify project activities related to knowledge areas as outlined in the PMBOK® Guide
- Apply appropriate tools and techniques to projects in various situations
- Apply PMI Code of Ethics to typical project scenarios

WHO SHOULD ATTEND?

It is important to complete the following before registering for this course.

- PGMT7007D Project Management Essentials (or predecessor PGMT7005D Project Management), AND
- PROJ9210D Scope, Quality & Risk Management, AND
- PROJ9200D Schedule, Cost & Resources Management, AND
- PROJ9215D Stakeholder & Communications Management, AND
- PGMT8010D Project Leadership

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SESSION SCHEDULE LOCATION

3/23/20 – 3/27/20 ..... Washington, DC
5/11/20 – 5/15/20 ..... Washington, DC
8/17/20 – 8/21/20 ..... Washington, DC
10/26/20 – 10/30/20 ..... Washington, DC

This course is part of the **Certificate Program in Project Management.**

Professional Development Units (PDUs)	
3.5	Leadership
28.0	Technical Project Management
3.5	Strategic and Business Management

Introduction to Microsoft Project 2016

PROJ8990T **2 Days** **1.2 CEU** **$1,399**

This introductory course provides core knowledge and practice exercises for participants to directly operate Microsoft Project 2016. Participants use the software to develop a usable project plan, schedule tasks, manage project resources, and more.

Participants navigate the Microsoft Project 2016 environment by defining a new project plan, organizing and linking project tasks, optimizing the critical path, setting the project baseline, adding and managing resources to the project plan, setting up resource calendars, resolving resource conflicts, customizing Gantt charts, creating timelines and custom reports, and more.

LEARNING OUTCOMES

- Create a new project plan
- Schedule and organize tasks
- Manage project resources
- Create custom reports

WHO SHOULD ATTEND?

- Prerequisites: General knowledge of project management and familiarity with Microsoft Windows (preferably Windows 10)
- Individuals who will manage or oversee project schedules
- Individuals seeking Professional Development Units
- Individuals pursuing a PMP® certification

SESSION SCHEDULE LOCATION

3/31/20 – 4/1/20 ..... Washington, DC
5/14/20 – 5/15/20 ..... Washington, DC
7/15/20 – 7/16/20 ..... Washington, DC
8/20/20 – 8/21/20 ..... Washington, DC
9/24/20 – 9/25/20 ..... Washington, DC
11/9/20 – 11/10/20 ..... Washington, DC

This course is part of the **Certificate Program in Project Management.**

Professional Development Units (PDUs)	
0	Leadership
12	Technical Project Management
0	Strategic and Business Management

Introduction to Agile Project Management

PROJ7010D **1 Day** **0.6 CEU** **$699**

This introductory course provides foundational knowledge, tools, and techniques for building the Agile discipline. By simulating the most popular of the Agile methodologies, participants use Agile techniques to plan, track, and monitor Agile projects.

LEARNING OUTCOMES

- Describe Agile methodologies, frameworks, and processes
- Explain Agile best practices and benefits
- Apply a Scrum project management framework

WHO SHOULD ATTEND?

- Prerequisites: Basic project management knowledge and organizational skills are recommended.
- Individuals seeking a general understanding of Agile
- Individuals seeking to participate in a Scrum development effort
- Individuals seeking Professional Development Units

SESSION SCHEDULE LOCATION

4/17/20 – 4/17/20 ..... Washington, DC
6/08/20 – 6/08/20 ..... Washington, DC
8/20/20 – 8/20/20 ..... Washington, DC
9/28/20 – 9/28/20 ..... Washington, DC
11/4/20 – 11/4/20 ..... Washington, DC
12/4/20 – 12/4/20 ..... Washington, DC

This course is part of the **Certificate Program in Project Management.**

Professional Development Units (PDUs)	
0.5	Leadership
5.0	Technical Project Management
0.5	Strategic and Business Management

Schedule, Cost & Resource Management

PROJ9200D **2 Days** **1.2 CEU** **$1399**

This course applies various estimating methods to successfully develop a project schedule and a project budget. Participants practice the critical path method and earned value analysis, among other tools. Examine how to manage resources, particularly for project stakeholders, to execute a project within given time and cost constraints.

In this highly interactive course, participants will learn how to develop a project schedule and determine a critical path; develop resource and cost estimates; use earned value management calculations for cost forecasting; evaluate project changes; and identify key factors for managing a project team.

LEARNING OUTCOMES

- Identify elements of the standard PMI project management framework/process map
- Describe the relationship between project schedule, cost and resource management processes throughout a project lifecycle
- Create schedule, cost and resource management deliverables, including duration, cost and resource estimates, loaded network diagram, critical path, earned value management forecasts, and change requests

WHO SHOULD ATTEND?

- You must complete the following before registering for this course: PGMT7007D Project Management Essentials (or predecessor PGMT7005D Project Management), or PMI certification.
- Individuals pursuing a PMI certification
- Individuals seeking Professional Development Units
- Individuals seeking a comprehensive understanding and application of managing a project schedule, cost, and resources

SESSION SCHEDULE	LOCATION
3/25/20 – 03/26/20	Washington, DC
3/30/20 – 3/31/20	Washington, DC
4/22/20 – 4/23/20	Washington, DC
6/17/20 – 6/18/20	Washington, DC
6/29/20 – 6/30/20	Washington, DC
8/26/20 – 8/27/20	Washington, DC
9/21/20 – 9/22/20	Washington, DC
9/28/20 – 9/29/20	Washington, DC
10/22/20 – 10/23/20	Washington, DC
11/16/20 – 11/17/20	Washington, DC
12/9/20 – 12/10/20	Washington, DC

This course is part of the **Certificate Program in Project Management.**

Professional Development Units (PDUs)	
3.5	Leadership
8.0	Technical Project Management
0.5	Strategic and Business Management

Become a Certified FAC: Level 1 Program/Project Manager

Coming SOON

Fundamentals of Project and Program Management (ACQI7110D)

Becoming a skilled, competent, and professional program and project manager (P/PM) is essential to the success of critical agency missions. P/PMs ensure that requirements are appropriately written, performance standards are established, and contractors deliver what they promise. P/PMs develop requirements, lead integrated project teams (IPTs), and oversee budgeting and governance processes, all of which are critical to ensuring that agency mission needs are filled and expected outcomes achieved.

After having completed FPM 120-A and FPM 120-B, completing this five-day, instructor-led, classroom course allows you to meet your training requirements for the Federal Acquisition Institute's Federal Acquisition Certificate (FAC: P/PM Level I).

Call 888.744.GRAD for 2020 course information and dates.

Scope, Quality & Risk Management

PROJ9210D **2 Days** **1.2 CEU** **$1399**

Our Project Scope, Quality & Risk Management course examines the relationships between goal-setting, project scope, and project quality, while experientially guiding participants to identify and manage project risks throughout the lifecycle of the project.

In this highly interactive course, participants will learn how to collect and write project requirements, organize and manage project scope and quality against measurable goals, as well as continually identify, analyze and respond to project risks.

LEARNING OUTCOMES

- Identify elements of the standard PMI project management framework
- Describe the relationship between project scope, project quality, and project risk management processes throughout a project lifecycle
- Create scope, quality, and risk management deliverables, including requirements statement, work breakdown structure, quality metrics, change request, and risk register

WHO SHOULD ATTEND?

It is important to complete the following before registering for this course: PGMT7007D Project Management Essentials (or predecessor PGMT7005D Project Management), or PMI certification.

- Individuals pursuing a PMI certification
- Individuals seeking Professional Development Units
- Individuals seeking a comprehensive understanding and appropriate application of managing a project schedule, cost, and resources

SESSION SCHEDULE — LOCATION

4/20/20 – 4/21/20 ..... Washington, DC
5/14/20 – 5/15/20 ..... Washington, DC
6/15/20 – 6/16/20 ..... Washington, DC
7/20/20 – 7/21/20 ..... Washington, DC
8/24/20 – 8/25/20 ..... Washington, DC
9/9/20 – 9/10/20 ..... Washington, DC
10/14/20 – 10/15/20 ..... Washington, DC
11/09/20 – 11/10/20 ..... Washington, DC
12/7/20 – 12/8/20 ..... Washington, DC

This course is part of the **Certificate Program in Project Management.**

Professional Development Units (PDUs)	
1.0	Leadership
9.0	Technical Project Management
2.0	Strategic and Business Management

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Stakeholder & Communications Management

PROJ9210D **1 Day** **0.6 CEU** **$699**

Communicating and working effectively with project stakeholders can be one of the most challenging aspects of managing projects. The Project Stakeholder & Communications Management course focuses on tools for effective communications planning, including how to analyze and respond to stakeholder needs. The course introduces the concept of interest-based negotiation (IBN) and outlines an IBN process for achieving and maintaining stakeholder agreement as the project progresses.

In this highly interactive course, participants will learn how to identify and analyze stakeholders; evaluate stakeholder needs; develop a communications plan; and employ interest-based negotiation strategies.

LEARNING OUTCOMES

- Identify elements of the standard PMI project management framework (process map)
- Describe the relationship between project stakeholder and communications management processes throughout a project lifecycle
- Create stakeholder and communications management deliverables, including a stakeholder register; communications plan; and stakeholder management strategy

WHO SHOULD ATTEND?

- It is important to complete the following before registering for this course: PGMT7007D Project Management Essentials (or predecessor PGMT7005D Project Management), or PMI certification.
- Individuals pursuing a PMI certification
- Individuals seeking Professional Development Units
- Individuals seeking a comprehensive understanding and appropriate application of managing project schedule, cost, and resource

SESSION SCHEDULE — LOCATION

4/24/20 – 4/24/20 ..... Washington, DC
5/6/20 – 5/6/20 ..... Washington, DC
6/2/20 – 6/3/20 ..... Washington, DC
7/31/20 – 7/31/20 ..... Washington, DC
8/28/20 – 8/28/20 ..... Washington, DC
9/30/20 – 9/30/20 ..... Washington, DC
10/29/20 – 10/29/20 ..... Washington, DC
12/11/20 – 12/11/20 ..... Washington, DC

This course is part of the **Certificate Program in Project Management.**

Professional Development Units (PDUs)	
2.0	Leadership
3.5	Technical Project Management
0.5	Strategic and Business Management

www.graduateschool.edu/defense ▪ 888.744.GRAD

Training for the Department of Defense

From Leadership to Communication Skills, Federal Financial Management to Project Management, Auditing to Federal Human Resources Management, our courses prepare you for the real-life challenges you face every day.

When achieving your career objectives is your mission, get the support to help you accomplish your goals at Graduate School USA (GSUSA).

You will receive practical, application-specific workforce solutions that are designed to help you:

- Do your job better;
- Meet your training objectives; and
- Advance your agency's mission.

As a long-standing training partner with the Department of Defense, we understand your unique challenges.

GSUSA's courses cover critical DoD developmental areas and prepare you and your organization to succeed.

If you are seeking DoD financial management certification, GSUSA has more than 100 courses that are mapped to DoD competencies, each of which is available for individual registration or on-site delivery. For those who are already certified, at any level, taking GSUSA classes can help you maintain your certification.

For more information, visit
www.graduateschool.edu/defense
or call 888.744.GRAD.

Graduate School USA
Real-World Training For Real-World Challenges

NEW Grants Management

According to the U.S. Government Accountability Office, the federal government has awarded approximately $675 billion in grants to state and local governments. Despite steps taken by the Office of Personnel Management (OPM), the Office of Management and Budget, and the Chief Financial Officers Council, providing quality training to the grants workforce remains a challenge.

Graduate School USA's Grants Management Curriculum focuses on both technical and professional competencies identified by OPM to:

- Understand the grants process life cycle from pre-award to audit and close-out to audit;
- Develop and implement strategies to effectively monitor federal grant recipients; and
- Learn and relate federal cost principles to effectively develop and oversee federal grants.

Our courses are taught by instructors with real-world government experience, who deliver up-to-date course content that you can immediately apply on the job. Let GSUSA help you gain new skills to meet your grants management goals!

Graduate School USA™
Real-World Training For Real-World Challenges

ACCET Accredited by the Accrediting Council for Continuing Education & Training

NEW Certificate in Grants Management

Our Certificate in Grants Management is focused on the training needs of federal assistance grantees, pass-through entities, grant managers, grant specialists, federal program and project staff (including individuals in the GS-1109 classification series), monitoring officials, and auditors whose duties include compliance testing and internal control certifications. Attorneys with suspension/debarment responsibilities and grant auditors will also benefit from our courses.

Required Courses:

Course Title	Course Code	Credits
Introduction to Grants Management	GRNT7015D	24 CEU
Grants Performance Management and Monitoring	GRNT7035D	24 CEU
Effective Grants Manager	GRNT7025D	24 CEU
Auditing Grants	AUDT7407A	24 CEU

Elective Courses: (Complete three courses.)

Program and Management Analysis Courses: (Complete one course.)

Course Title	Course Code	Credits
Management Analysis: Overview	PGMT7000D	2.4 CEU
Cost Benefit Analysis Workshop	PGMT8100D	2.4 CEU
Project Management Essentials	PGMT7007D	2.4 CEU

Communication and Professional Skills Courses: (Complete one course.)

Course Title	Course Code	Credits
Clear Writing Through Critical Thinking	WRIT7100D	1.8 CEU
Communicating for Results	COMM7003D	1.2 CEU
Briefing Techniques	COMM7002D	1.8 CEU
Writing for Results	WRIT7110D	1.2 CEU

Leadership and Management Courses: (Complete one course.)

Course Title	Course Code	Credits
Decision Making and Problem Solving	MGMT8102D	1.2 CEU
Emotionally Intelligent Leaders	LEAD8007D	1.2CEU
Leading Teams and Groups	TDEV8200D	1.8 CEU
The Power of Influence over Authority	MGMT7120D	0.6 CEU

Contract Number
GS-10F-0228P

Graduate School USA is an approved contract holder to provide training and consulting services under Professional Services Schedule, SIN C874.

We can provide customized support to your agency to help you meet your annual training requirements.

For more information, visit www.graduateschool.edu/gsa or call 800.787.9074.

NEW

Auditing Grants

AUDT7407G 3 Days 24 CPE $939

Recent events have led the public eye to be critically focused on the use of federal and state dollars in grant-funded programs. Gain an awareness of the unique challenges faced by grant and program managers; the entities receiving the grants; and auditors. Receive an overview of the grants process; relevant grants management and grant audit regulatory requirements. Learn the stages of the grant process: award, monitoring, audit and close out. Become adept at implementing strategies for auditing each of these stages by applying those strategies in case studies.

LEARNING OUTCOMES

- Understand the full grants management process and current regulatory requirements governing grants
- Identify the role of auditors in providing guidance and feedback to grants managers
- Describe the role of auditors in providing audit recommendations, assistance and other constructive feedback to grants managers
- Identify options for audit objectives and procedures that are achievable and will provide timely, useful information
- Identify issues beyond compliance that need to be audited

WHO SHOULD ATTEND?

Auditors and others involved in the grants process

SESSION SCHEDULE	LOCATION
2/25/20 – 2/27/20	Washington, DC
4/28/20 – 4/30/20	Washington, DC
5/4/20 – 5/6/20	Chicago, IL
7/7/20 – 7/9/20	Washington, DC
9/28/20 – 9/30/20	Washington, DC
11/17/20 – 11/19/20	Las Vegas, NV
12/08/20 – 12/10/20	Washington, DC

This course is part of the **Certificate Program in Grants Management.**

ACCET Accredited by the Accrediting Council for Continuing Education & Training

NEW Effective Grants Manager

GRNT7025D 3 Days 1.8 CEU $899

This course explores the critical steps toward increasing economy, efficiency, and effectiveness of grants and grant-funded programs. As a participant in this class, you will explore current issues and events in grants management along with how to successfully prepare for a grant audit. You will find this course to be informative in guiding your approach to managing your organization's grant portfolio, whether you are a federal employee or private sector grant administrator with financial, performance or compliance responsibilities. Participants will also learn and apply the general and technical competencies identified by the Office of Personnel Management (OPM) to help ensure successful grants management outcomes

LEARNING OUTCOMES

- Identify current issues and trends in grants management
- Identify new and unique options for dealing with special challenges in grants, such as volunteer recruitment, training and retention, advertising of services, communication between the "number crunchers" and program managers, and other related topics
- Become familiar with the grant audit process
- Review correct close-out procedures when grants expire
- Apply OPM's general and professional competencies to grants management

WHO SHOULD ATTEND?

This course is intended for recipients of federal assistance awards, pass-through entities, grant managers at all levels of the organization, federal program and financial staff (particularly individuals in the GS-1109 classification series), and audit staff whose duties include compliance testing and program evaluation. Participants are encouraged to complete Introduction to Grants Management, and Grants Performance Measurement and Monitoring offered at Graduate School USA.

SESSION SCHEDULE	LOCATION
1/27/20 – 1/29/20	Atlanta, GA
2/3/20 – 2/5/20	Washington, DC
2/3/20 – 2/5/20	Austin, TX
3/23/20 – 3/25/20	Chicago, IL
4/13/20 – 4/15/20	Washington, DC
6/10/20 – 6/12/20	Washington, DC
6/22/20 – 6/24/20	Atlanta, GA
7/6/20 – 7/8/20	Washington, DC
8/19/20 – 8/21/20	Philadelphia, PA
8/24/20 – 8/26/20	Washington, DC
10/19/20 – 10/21/20	Denver, CO
10/19/20 – 10/21/20	Washington, DC
12/07/20 – 12/09/20	San Francisco, CA
12/07/20 – 12/09/20	Washington, DC

This course is part of the **Certificate Program in Grants Management.**

NEW Grants Performance Management and Monitoring

GRNT7035D **3 Days** **1.8 CEU** **$899**

You will focus on the unique performance management, measurement, and monitoring issues for grants and grant-funded programs. You will enhance your awareness of performance issues relating to both achievement of program goals and effective and efficient management of program resources. You will learn a step-by-step, hands-on process to develop and implement a formalized monitoring function for grants that will apply to monitoring of recipients and sub-recipients. This process also includes self-monitoring within your agency or organization, a function mandated by 2 CFR 200, the Uniform Administrative Requirements.

To increase the effectiveness of your new monitoring function, you will learn to identify monitoring issues and tools applicable for both grantors and recipients.

Participants will also learn and apply the general and technical competencies identified by the Office of Personnel Management (OPM) to help ensure successful grants management outcomes.

LEARNING OUTCOMES

- Establish realistic and realizable performance targets
- Provide performance data in support of performance reports that are clear, concise, accurate, and verifiable
- Define and prioritize key monitoring processes and procedures
- Establish a formal monitoring plan for your agency that complies with Federal requirements
- Apply OPM's general and professional competencies to grants management

WHO SHOULD ATTEND?

This course is intended for recipients of federal assistance awards, pass-through entities, grant managers, grant specialists, federal program and project staff (particularly individuals in the GS-1109 classification series), monitoring officials, and auditors whose duties include compliance testing and internal control certifications. Attorneys with suspension/debarment and other enforcement responsibilities will also benefit from this content. An understanding of the concepts in this course will be enhanced for participants with grant-related experience.

SESSION SCHEDULE	LOCATION
1/28/20 – 1/30/20	Washington, DC
2/24/20 – 2/26/20	Chicago, IL
3/23/20 – 3/25/20	Washington, DC
4/13/20 – 4/15/20	Atlanta, GA
6/8/20 – 6/10/20	Denver, CO
6/22/20 – 6/24/20	Washington, DC
7/20/20 – 7/22/20	Washington, DC
8/17/20 – 8/19/20	Washington, DC
8/24/20 – 8/26/20	Seattle, WA
10/26/20 – 10/28/20	Kansas City, MO
11/16/20 – 11/18/20	Washington, DC
12/7/20 – 12/9/20	San Diego, CA

This course is part of the **Certificate Program in Grants Management.**

NEW Introduction to Grants Management

GRNT7015D **3 Days** **1.8 CEU** **$899**

During this course, you will have the opportunity to gain an overview of federal grants topics and terminology, roles and responsibilities, and rules and regulations – including the new Uniform Administrative Requirements at 2 CFR 200, commonly called the Super Circular. You will discuss and practice applying administrative requirements and basic cost principles within a team environment for a variety of scenarios and one comprehensive case study. Throughout the course, we will discuss common compliance problem areas with covered regulations, and potential solutions that are applicable to many agencies and private entities. Participants will also learn and apply the general and technical competencies identified by the Office of Personnel Management (OPM) to help ensure successful grants management outcomes

LEARNING OUTCOMES

- Define common types of grants and grant related terminology
- Interpret common administrative and cost requirements within the new uniform grants management requirements
- Distinguish between the phases of the budget process and how grant budgets are developed
- Develop procedures for assessing risk relating to your program
- Address high-risk issues through developing, implementing, and evaluating agency/programmatic internal controls
- Understand and apply various sanctions and other remedies for instances of non-compliance
- Apply OPM's general and professional competencies to grants management

WHO SHOULD ATTEND?

This course is intended for recipients of federal assistance awards, pass-through entities, grant managers, grant specialists, federal program and project staff (particularly individuals in the GS-1109 classification series), monitoring officials, and auditors whose duties include compliance testing and internal control certifications. Attorneys with suspension/debarment and other enforcement responsibilities will also benefit from this content. An understanding of the concepts in this course will be enhanced for participants with grant-related experience.

SESSION SCHEDULE	LOCATION
1/7/20 – 1/9/20	Washington, DC
2/3/20 – 2/5/20	Atlanta, GA
4/20/20 – 4/22/20	Washington, DC
4/21/20 – 4/23/20	Seattle, WA
6/1/20 – 6/3/20	Washington, DC
6/1/20 – 6/3/20	Philadelphia, PA
7/29/20 – 7/31/20	Washington, DC
8/17/20 – 8/19/20	Chicago, IL
8/19/20 – 8/21/20	Washington, DC
9/21/20 – 9/23/20	Washington, DC
10/5/20 – 10/7/20	Seattle, WA
11/17/20 – 11/19/20	Washington, DC
12/7/20 – 12/9/20	San Diego, CA

This course is part of the **Certificate Program in Grants Management.**

CLM
Center for Leadership and Management

GSUSA believes in the power of leaders at all levels of an organization to shape and direct change. Our Center for Leadership and Management (CLM) offers courses and programs that support and advance this belief and has earned high praise from thousands who have attended our trainings since 1995.

For more information, visit www.graduateschool.edu/clm or call 888.744.GRAD.

Personal Property Management

Graduate School USA's personal property management curriculum consists of four courses on accountability and management that lead to a Certificate of Accomplishment in Personal Property Management.

This curriculum reviews the entire life cycle of property — from acquisition to utilization to disposal — and the application of relevant policies and regulations.

Courses describe the roles and responsibilities of property officials to develop and implement effective methods for controlling and accounting for personal property throughout its life cycle

Graduate School USA™
Real-World Training For Real-World Challenges

ACCET Accredited by the Accrediting Council for Continuing Education & Training

Certificate in Personal Property Management

Graduate School USA's Certificate of Accomplishment in Personal Property Management covers life-cycle federal property management, allowing the participant to see the whole process instead of isolated procedures.

Designed for staff in logistics, supply, acquisition, inventory management, and property utilization and disposal positions, this program provides a solid foundation of knowledge and skills, including team-based approaches for personal property management. Participants receive a solid foundation in the planning, control, use, and disposal of an organization's assets and understand how the property management function interacts with users, acquisition, and finance.

Required Courses:

Course Title	Course Code	Credits
Property Accountability: The Life Cycle	PROP7112D	2.4 CEU
Property Management for Custodial Officers	PROP7103D	1.2 CEU
Warehousing, Operations and Disposal	PROP7001D	2.4 CEU

Elective Courses: (Complete a total of three courses.)

Program and Management Analysis Courses: (Complete one course.)

Course Title	Course Code	Credits
Introduction to Financial Management	FINC7000D	24 CEU
Management Analysis: Overview	PGMT7000D	2.4 CEU
Project Management	PGMT7005D	2.4 CEU

Writing Courses: (Complete one course.)

Course Title	Course Code	Credits
Clear Writing Through Critical Thinking	WRIT7100D	1.8 CEU
Essentials of English	ENGL7000D	3.0 CEU
Fundamentals of Writing	WRIT7010D	1.8 CEU

Acquisition Courses: (Complete one course.)

Course Title	Course Code	Credits
Comprehensive COTR Workshop	ACQI7523D	40 CPE
Contracting Basics for COTRs	ACQI7503D	24 CPE
Shaping Smart Business Arrangements	ACQI7501D	40 CPE
Simplified Acquisition Procedures	ACQI7506D	40 CPE

Planning, Managing and Controlling a Personal Property Inventory

PROP7013D 3 Days 1.8 CEU $899

Explore the basic principles and concepts of the personal property management life cycle including property acquisition, receipt, control, reutilization and disposal. Discuss and apply the principles of project management to plan a personal property inventory. Develop cost, schedule, quality, stakeholder and communications plans resulting in inventories being completed on time, on cost and on mission.

LEARNING OUTCOMES

- Explain the principals of federal personal property
- Describe the basic elements of project management
- Apply the principles of project management to a personal property inventory
- Define the scope of an inventory
- Create a plan for conducting the property inventory including time and resource estimates
- Conduct a property inventory
- Manage the property inventory by monitoring performance and making necessary adjustments
- Apply "lessons learned' to future property inventories

WHO SHOULD ATTEND?

All those involved in the acquisition and management of personal property who need to learn how to apply the principles of project management when conducting physical inventories to improve the effectiveness of their personal property's performance

SESSION SCHEDULE LOCATION

4/13/20 – 4/15/20 ..... Atlanta, GA
4/13/20 – 4/15/20 ..... Washington, DC
6/1/20 – 6/3/20 ..... Washington, DC
7/29/20 – 7/31/20 ..... Washington, DC
7/29/20 – 7/31/20 ..... Virginia Beach, VA
8/24/20 – 8/26/20 ..... Washington, DC
10/19/20 – 10/21/20 ..... Washington, DC
12/7/20 – 12/9/20 ..... Washington, DC

Property Accountability: The Life Cycle

PROP7112D 4 Days 2.4 CEU $1099

Learn how to apply laws and regulations to realistic problems in life-cycle management. Focus on acquisition; accountability, including inventory management, redistribution and reconciliation; and disposal of property. Develop effective team-based skills for managing and leading life-cycle property management operations.

LEARNING OUTCOMES

- Select life-cycle management to personal property
- Describe factors for determining the need for equipment
- State supply sources and the acquisition process
- Discuss specific responsibilities of property managers in the accountability phase
- Discuss the inventory management functions of the accountability phase
- Summarize situations that require disposal of property
- Explain the methods, time frames, and responsibilities for disposal

WHO SHOULD ATTEND?

Managers of personal property and facilities; administrators of property provided to contractors; those who need to apply law to real problems in life-cycle management; those responsible for all or part of life-cycle management; and those needing to know about the acquisition process, accountability and the disposal process

SESSION SCHEDULE LOCATION

2/25/20 – 02/28/20 ..... Washington, DC
3/23/20 – 3/26/20 ..... Virginia Beach, VA
4/21/20 – 4/24/20 ..... Washington, DC
5/4/20 – 5/7/20 ..... Huntsville, AL
6/1/20 – 6/4/20 ..... Washington, DC
7/27/20 – 7/30/20 ..... Washington, DC
8/24/20 – 8/27/20 ..... Washington, DC
9/14/20 – 9/17/20 ..... Washington, DC
9/21/20 – 9/24/20 ..... San Diego, CA
10/5/20 – 10/8/20 ..... Washington, DC
12/7/20 – 12/10/20 ..... Washington, DC

This course is part of the **Certificate Program in Personal Property Management.**

ACCET Accredited by the Accrediting Council for Continuing Education & Training

Property Management for Custodial Officers

PROP7103D **2 Days** **1.2 CEU** **$699**

Gain a comprehensive overview of the day-to-day management of personal property. Lectures, discussions and class exercises cover the administrative and regulatory aspects of a property management program, terminology and the processes of determination of need, acquisition, accountability, inventory, control and disposal at the user level. Discussions center on the working environment and communications among the custodial officer, the accountable officer and the resource managers.

LEARNING OUTCOMES

- Identify the stakeholders in personal property and their relationship with key laws, rules and regulations
- Describe the key functions of department and agency property management officials including custodial officers
- Define key property management terms
- Explain the key activities and their relationship within the property management life cycle

WHO SHOULD ATTEND?

All designated or soon-to-be-designated property custodians; personnel at the user level, collateral property managers or property custodial officers; anyone seeking a basic procedure course on personal property management responsibilities; and those who need to be able to coordinate, keep records, maintain inventory, and serve as a conduit between program and property functions

SESSION SCHEDULE — LOCATION

1/8/20 – 1/9/20 ..... Washington, DC
3/23/20 – 3/24/20 ..... Washington, DC
5/4/20 – 5/5/20 ..... Washington, DC
7/30/20 – 7/31/20 ..... Washington, DC
8/17/20 – 08/18/20 ..... San Francisco, CA
8/27/20 – 8/28/20 ..... Washington, DC
9/22/20 – 09/23/20 ..... Denver, CO
10/5/20 – 10/6/20 ..... Washington, DC
11/5/20 – 11/6/20 ..... Washington, DC
11/16/20 – 11/17/20 ..... Atlanta, GA

This course is part of the **Certificate Program in Personal Property Management.**

Warehousing, Operations and Disposal

PROP7001D **4 Days** **2.39 CEU** **$1099**

Learn about basic storage and warehousing of materials, supplies, furnishings and equipment used in federal agencies. Become proficient as a warehousing manager and as a member of the property management team for the life-cycle management of personal property. Receive valuable information on the complex responsibility of warehousing, inventory management and the disposal process.

LEARNING OUTCOMES

- Describe accountability in the receiving process
- Explain how to receive hazardous materials
- Differentiate among the various aspects of warehousing, including utilization of space, locator systems and materials handling equipment (MHE)
- Define storage management, including types of storage, space requirements, floor plans and layout, and storage aids and accessories
- Summarize the importance of security in inventory management

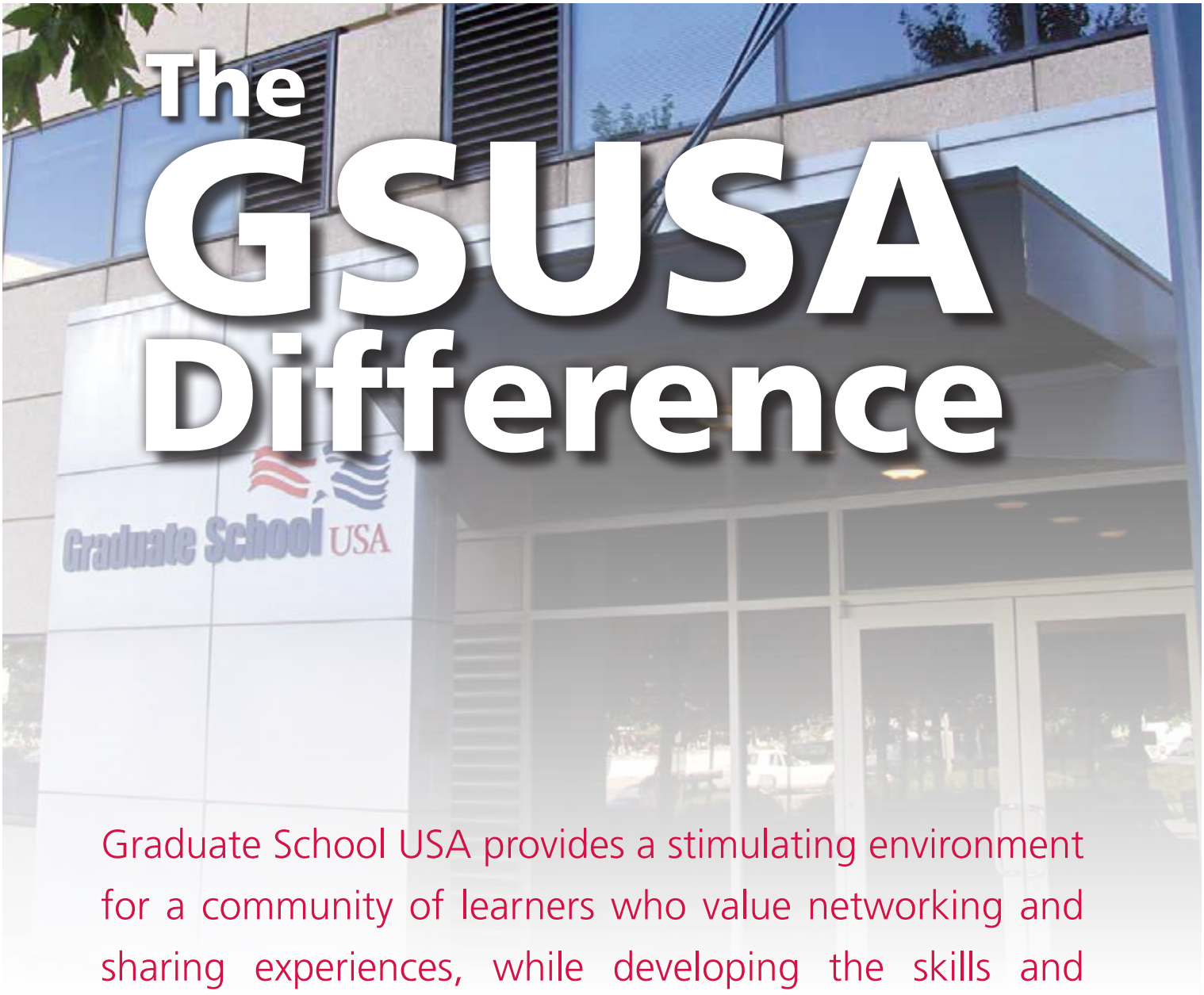
WHO SHOULD ATTEND?

Anyone concerned with receipt, storage and shipping operations; those involved in warehouse safety practices and regulations, and security; those who need to know about the interface of inventory management and storage; those concerned with the use of materials handling equipment; those who need to know how to implement a space utilization design, and a storage locator and retrieval system

SESSION SCHEDULE — LOCATION

2/24/20 – 2/27/20 ..... Washington, DC
6/8/20 – 6/11/20 ..... Washington, DC
8/24/20 – 8/27/20 ..... Washington, DC
9/21/20 – 9/24/20 ..... Washington, DC
12/7/20 – 12/10/20 ..... Washington, DC

This course is part of the **Certificate Program in Personal Property Management.**



The GSUSA Difference

Graduate School USA provides a stimulating environment for a community of learners who value networking and sharing experiences, while developing the skills and knowledge that can lead to enhanced agency productivity and effectiveness.

Committed to supporting you with practical, real-life applications that can help you do your jobs better, we deliver the training solutions that only a valued partner with nearly 100 years of federal government experience can provide.

Your Success Really Is OUR MISSION!

Customer Support

At GSUSA, we understand that the entire learning experience is important. That's why we provide the support you need to get the most out of your time with us, from registration through course completion.

Get assistance with course selection, registration, and more. Have certification or other requirements to meet? No problem. If you need course customization or on-site training, we can make that happen, too. GSUSA's business and curriculum development experts can work with you to make sure you get exactly the kind of training you need, when and how you need it.

As a learning partner to government for nearly a century, we have a deep knowledge of the regulations and requirements that affect your training — GSUSA Customer Relations Representatives are prepared to address the unique needs of individuals and agencies when it comes to purchasing, registration, and contracts.

Knowledgeable, well-prepared customer relations professionals: They're part of the GSUSA Difference.

Our Participants

From the start, we've focused on teaching skills that participants "can take right back to work." Our courses and programs equip you for the requirements and challenges of your job with skills that address real-world needs.

The GSUSA learning environment supports individuals across the spectrum of skills, specialties, and experiences as they expand their professional knowledge, increase their expertise, and pursue their passions. Participants are empowered with options and resources for growing their careers as they support their organizations.

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.

GSUSA courses are delivered by a diverse group of experts who bring relevant professional experience to their teaching and share a genuine commitment to addressing real-world needs in the classroom.

There are several key ingredients that make up the Graduate School USA difference. But, the most important one is — YOU! We take pride in creating dynamic training programs to help you achieve individual and organizational success.

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 more than 250 courses and thousands of students worldwide each year, one thing has remained the same — our commitment to your success.

Program and Management Analysis

Graduate School USA's Program & Management Analysis training can help to broaden your career options. Our courses aim to develop the core analytical skills necessary for qualitative and quantitative analysis. The training is appropriate for those working in the federal 0343 series, as well as those interested in developing analytical competencies. A solid foundation of analytical abilities can position you for more career opportunities and future success!

We welcome an opportunity to be your training partner.

Program and Management Analysis courses include:

- Management Analysis Overview
- Management Analysis: Planning
- Data Collection Methods
- Descriptive Statistics for Data Analysis
- Designing an Analytical Study
- Data Analysis and Storytelling
- Cost-Benefit Analysis Workshop
- Inferential Statistics for Data Analysis
- Introduction to Program Evaluation
- Management Analysis: Advanced Applications

Explore the Program and Management Analysis curriculum to strengthen your analytical skills.

ACCET Accredited by the Accrediting Council for Continuing Education & Training

Certificate in Program and Management Analysis

Federal analysts are involved in a wide variety of mission critical initiatives and studies. If your current position, or desired work role, includes any of the following, Graduate School USA's **Program and Management Analysis Certificate Program** is for you.

- Gathering, analyzing or managing data
- Conducting studies
- Interpreting findings
- Evaluating options
- Assessing workflows
- Studying costs
- Making recommendations
- Appraising efficiency and effectiveness
- Investigating issues
- Analyzing trends
- Recommending solutions

We can help prepare you to take on more analytical assignments for your organization.

Why you should enroll in Graduate School USA's Program and Management Analysis Certificate Program

- The most effective Leaders are adept at both soft skills, such as communications, as well as hard skills, such as analyzing alternatives and managing projects.
- Operational efficiency and effectiveness stem from data-driven decision making.
- Analytical skills are becoming more valuable as data takes on greater importance in our social and professional experiences.
- Decisions based on data are more credible.

Let us equip you to provide even more value to your organization.

For more information on the Certificate in Program and Management Analysis, visit www.graduateschool.edu/certificates or call 888.744.GRAD.

Cost-Benefit Analysis Workshop

PGMT8100D 3 Days 1.8 CEU $949

Receive a solid foundation in the planning framework for cost-benefit studies, including cost types and behaviors, present-value concept, cost-effectiveness versus cost-benefit, internal rate of return, OMB Circular A-94 and more. Cover the fundamentals to perform basic cost-benefit studies and understand complex studies.

LEARNING OUTCOMES

- Describe the purpose and objective of cost-benefit analysis
- Explain and utilize the concepts of cost, present value and discount
- Effectively use cost-benefit analysis
- Present findings and recommendations

WHO SHOULD ATTEND?

While there is no grade restriction, this course is designed for mid-level managers, analysts and staff members who have had no previous training in cost-benefit analysis.

SESSION SCHEDULE LOCATION

3/24/20 – 03/26/20 ..... Washington, DC
5/27/20 – 5/29/20 ..... Washington, DC
7/21/20 – 7/23/20 ..... Washington, DC
9/1/20 – 9/3/20 ..... Washington, DC
11/3/20 – 11/5/20 ..... Washington, DC

GSA Schedule
Contract GS-10F-0228P

Graduate School USA is an approved contract holder to provide training and consulting services under Professional Services Schedule, SIN C874.

We can provide customized support to your agency to help you meet your annual training requirements. Visit www.graduateschool.edu/gsa.

Data Analysis & Storytelling

PGMT8050D 3 Days 1.8 CEU $1099

Don't just show the numbers. Let us prepare you to communicate the story behind the data. Data storytelling is an emerging field that is frequently associated with analytics and data science. It offers a structured approach to communicate data findings in a way that significantly improves audience understanding. Participants in this hands-on workshop analyze data, construct narratives and design visuals that help decision makers connect the dots.

This course follows the Designing an Analytical Study course in the Program and Management Analysis Certificate Program

LEARNING OUTCOMES

- Describe six key steps in an analytical study
- Develop appropriate questions for data analysis
- Apply descriptive statistics to analyze data
- Communicate data findings with a story narrative
- Create and edit charts to enhance data visualization
- Develop a presentation using data visualization and storytelling techniques

WHO SHOULD ATTEND?

Prerequisites: It is important to complete the following two courses before registering for this course — Data Analysis Using Descriptive Statistics (PGMT8200D) and Designing an Analytical Study (PGMT8005D).

- Individuals who use data to persuade or make recommendations
- Decision makers who evaluate data to form a course of action
- Individuals and leaders who make or view data presentations
- Analysts and leaders who communicate data findings
- Individuals and analysts seeking to improve presentations and briefs

SESSION SCHEDULE LOCATION

4/29/20 – 4/30/20 ..... Washington, DC
5/14/20 – 5/15/20 ..... Washington, DC
6/18/20 – 6/19/20 ..... Washington, DC
7/27/20 – 7/28/20 ..... Washington, DC
8/26/20 – 8/27/20 ..... Washington, DC
9/10/20 – 9/11/20 ..... Washington, DC
10/21/20 – 10/22/20 ..... Washington, DC
11/16/20 – 11/17/20 ..... Washington, DC
12/16/20 – 12/17/20 ..... Washington, DC

ACCET Accredited by the Accrediting Council for Continuing Education & Training

Federal Financial Management

Prepare for Mission Success!

Get comprehensive training solutions that can help you develop the knowledge and skills to make appropriate financial decisions with Graduate School USA's Federal Financial Management curriculum.

Graduate School USA

Visit www.graduateschool.edu/fm for more information.

Data Collection Methods

PGMT8011D **3 Days** **1.8 CEU** **$1099**

Discover how the data can shape the results and reliability of a management study or audit. This interactive course provides knowledge and practical techniques for collecting good primary data. Learners develop tools for collecting primary data and practice data collection methods for observations, interviews and questionnaire surveys. Each day participants will plan and carry out data collection projects to gain experience with each method.

LEARNING OUTCOMES

- Describe methods for collecting primary data
- Develop an observational rating scale
- Develop an interview guide
- Develop effective questionnaire items
- Identify techniques to increase questionnaire response rates

WHO SHOULD ATTEND?

Individuals who are interested in tools and techniques to collect good primary data or who are involved in collecting data for analysis, audits, management studies, and more

SESSION SCHEDULE	LOCATION
2/25/20 – 2/27/20	Washington, DC
3/18/20 – 3/20/20	Washington, DC
4/20/20 – 4/22/20	Washington, DC
5/18/20 – 5/20/20	Washington, DC
6/15/20 – 6/17/20	Washington, DC
6/17/20 – 6/19/20	San Diego, CA
6/24/20 – 6/26/20	Virginia Beach, VA
7/20/20 – 7/22/20	Washington, DC
7/22/20 – 7/24/20	Denver, CO
8/17/20 – 8/19/20	Washington, DC
8/19/20 – 8/21/20	San Diego, CA
9/14/20 – 9/16/20	Washington, DC
9/16/20 – 9/18/20	Atlanta, GA
10/5/20 – 10/7/20	Washington, DC
11/2/20 – 11/4/20	Washington, DC
12/7/20 – 12/9/20	Washington, DC

Designing an Analytical Study

PGMT8005D **2 Days** **1.2 CEU** **$799**

Participants in this interactive course apply a proven, systematic method to plan and design an analytical study. Classroom exercises and deliverables include developing research questions, designing data collection instruments, scheduling key milestones and more..

LEARNING OUTCOMES

- Develop a plan to conduct an analytical study
- Describe the major steps in an analytical study
- Evaluate methods to collect and analyze data
- Develop data collection instruments
- Identify project milestones for an analytical study

WHO SHOULD ATTEND?

We recommend completing Data Collection Methods (PGMT8200D) course prior to taking this course.

Individuals and analysts involved in performing and/or reviewing management studies; Decision makers and critical thinkers who analyze information and evaluate options to make decisions and recommendations; Individuals and analysts seeking a statistics refresher

SESSION SCHEDULE	LOCATION
3/23/20 – 3/24/20	Washington, DC
4/23/20 – 4/24/20	Washington, DC
5/21/20 – 5/22/20	Washington, DC
6/22/20 – 6/23/20	Washington, DC
7/23/20 – 7/24/20	Washington, DC
8/24/20 – 8/25/20	Washington, DC
9/17/20 – 9/18/20	Washington, DC
10/8/20 – 10/9/20	Washington, DC
11/16/20 – 11/17/20	Washington, DC
12/10/20 – 12/11/20	Washington, DC

Descriptive Statistics for Data Analysis

PGMT8200D 2 Days 1.2 CEU $599

Leaders and professionals require a basic understanding of statistics to properly analyze information and evaluate options. This introductory statistics course provides a foundation for analyzing data. Beginning with a review of arithmetic and algebra that is used in statistical calculations. Participants proceed to basic descriptive statistics, including percentages, averages, proportions and more. The emphasis in course is on understanding; Understanding the concepts underlying the statistical formulas; Understanding which formula to use in a given analytic situation. Each concept is presented with examples then practiced with calculations and interpretations to increase understanding.

LEARNING OUTCOMES

- Describe and develop frequency distributions
- Calculate proportions and percentages
- Calculate measures of the average and the variation in quantitative data
- Use proportions and percents to describe variation in categorical data
- Describe normal distribution
- Calculate and use z scores to identify probabilities under the normal distribution

WHO SHOULD ATTEND?

Individuals needing to understand and/or perform basic statistical calculations and interpretations in their professional work; Decision makers and critical thinkers who analyze information and evaluate options to make decisions and recommendations; Individuals new to data analysis and statistics Individuals seeking a refresher of basic descriptive statistical concepts

SESSION SCHEDULE	LOCATION
2/25/20 – 2/26/20	Washington, DC
4/6/20 – 4/7/20	Washington, DC
5/11/20 – 5/12/20	Washington, DC
6/23/20 – 6/24/20	Washington, DC
7/8/20 – 7/9/20	Washington, DC
8/4/20 – 8/5/20	Washington, DC
9/8/20 – 9/9/20	Washington, DC
10/5/20 – 10/6/20	Washington, DC
11/2/20 – 11/3/20	Washington, DC

Inferential Statistics for Data Analysis

PGMT9200D 2 Days 1.2 CEU $549

Good decisions and recommendations are often the result of proper analysis. This intermediate statistics course builds on the material in the introductory statistics course by covering inferential statistical concepts for quantitative and categorical data. The emphasis on understanding is continued throughout this course. Examples, practice exercises; and discussions are used to help participants understand and relate the concepts to practical scenarios.

LEARNING OUTCOMES

- Describe statistical sampling and draw a random sample with an acceptable minimal sample size
- Determine statistical significance and test hypotheses for means and proportions
- Calculate the chi square value for frequency data
- Compare two sample means and two sample proportions
- Construct a scatter diagram and compute a correlation coefficient
- Calculate a regression equation and use it to predict a dependent variable

WHO SHOULD ATTEND?

It is important to complete the Data Analysis Using Descriptive Statistics (PGMT8200D) before registering for this course.

Individuals and analysts needing to understand and/or perform statistical calculations and interpretations in their professional work; Decision makers and critical thinkers who analyze information and evaluate options to make decisions and recommendations; Individuals and analysts seeking a statistics refresher

SESSION SCHEDULE	LOCATION
2/27/20 – 2/28/20	Washington, DC
4/8/20 – 4/9/20	Washington, DC
5/13/20 – 5/14/20	Washington, DC
6/25/20 – 6/26/20	Washington, DC
8/6/20 – 8/7/20	Washington, DC
9/10/20 – 9/11/20	Washington, DC
10/7/20 – 10/8/20	Washington, DC
11/4/20 – 11/5/20	Washington, DC

Introduction to Program Evaluation

PGMT7003D 5 Days 3.0 CEU $1309

Evaluation identifies, discovers, generates and displays information about an organization's program effectiveness. The information shows what the organization produces, how those products affect society, and how much the effect is worth. Budget hearings before Congress, as well as OMB, often require information generated by evaluations. Legislation commonly requires formal evaluation of some type as a condition for a program's existence or funding. Learn to describe programs, identify information useful in evaluation, collect reliable data and analyze it effectively.

LEARNING OUTCOMES

- Identify and apply critical elements of the evaluation process
- Identify the phases of research design
- Evaluate the strengths and weaknesses of different data-gathering techniques
- Interpret statistical data
- Identify costs and benefits of a program

WHO SHOULD ATTEND?

Employees who are new to the field of program evaluation or those who need to review the basics of program evaluation

SESSION SCHEDULE LOCATION

3/3/20 – 3/7/20 ..... Washington, DC
4/13/20 – 4/17/20 ..... Washington, DC
6/8/20 – 6/12/20 ..... Washington, DC

Management Analysis: Overview

PGMT7000D 4 Days 2.4 CEU $1299

Receive a solid foundation in management analysis techniques. Provide more effective assistance when working closely with experienced management analysts. Become acquainted with the process of analysis and various data-gathering methods, so that you can work independently on parts of studies or complete an elementary study with minimum supervision.

LEARNING OUTCOMES

- Describe the role of the management analyst
- Develop a basic study plan
- Identify and describe issues or problems
- Collect data employing the appropriate data collection methods
- Interpret simple descriptive statistics for data analysis
- Explain the fundamentals of developing a study report and presenting a briefing

WHO SHOULD ATTEND?

Management technicians, supervisors, assistants, new program/management analysts, and those who anticipate doing elementary management analyses but have no formal training. This course also helps prepare those who have the potential for management analysis positions but do not currently possess the required technical knowledge.

SESSION SCHEDULE LOCATION

3/3/20 – 3/6/20 ..... Washington, DC
4/13/20 – 4/16/20 ..... Washington, DC
4/28/20 – 5/1/20 ..... Washington, DC
5/19/20 – 5/22/20 ..... Washington, DC
6/15/20 – 6/18/20 ..... Washington, DC
7/20/20 – 7/23/20 ..... Washington, DC
8/18/20 – 8/21/20 ..... Washington, DC
9/14/20 – 9/17/20 ..... Washington, DC
10/13/20 – 10/16/20 ..... Washington, DC
11/16/20 – 11/19/20 ..... Washington, DC
12/1/20 – 12/4/20 ..... Washington, DC

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Management Analysis: Planning

PGMT7004D 4 Days 2.4 CEU $1259

Learn the fundamentals of planning and preparing a valuable management analysis study for your organization. Explore topics such as planning a system using the functional analysis systems technique, using decision trees to organize data, developing a thorough study proposal and applying the weighted ranking technique in decision making.

SESSION SCHEDULE	LOCATION
3/17/20 – 3/20/2020	Washington, DC
5/12/20 – 5/15/2020	Washington, DC
7/7/20 – 7/10/20	Washington, DC
9/1/20 – 9/4/20	Washington, DC
12/8/20 – 12/11/20	Washington, DC

Management Analysis: Advanced Applications

PGMT9000D 4 Days 2.4 CEU $1149

Learn to apply and synthesize information, concepts, rules and principles to reach a higher level of management analysis comprehension and performance in this hands-on workshop. Guided by highly experienced instructors, review and apply management analysis tools and techniques in a structured environment to arrive at approaches or solutions to organizational issues or problems.

SESSION SCHEDULE	LOCATION
4/7/20 – 4/10/20	Washington, DC
5/18/20 – 5/21/20	Washington, DC
7/28/20 – 7/31/20	Washington, DC
10/6/20 – 10/9/20	Washington, DC
12/1/20 – 12/4/20	Washington, DC

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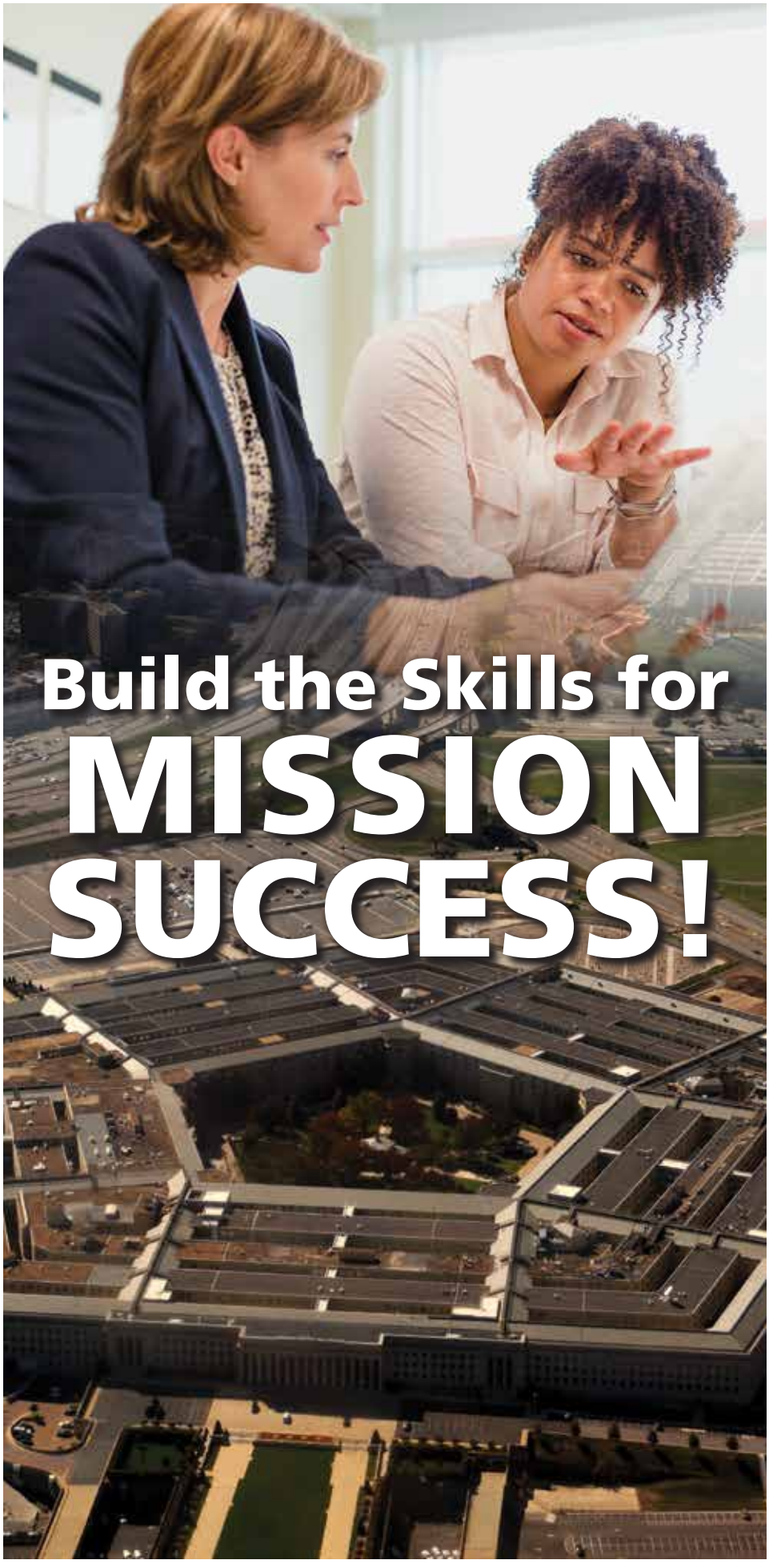

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