Graduate School USA
Guaranteed-to-Go Classes
September - December 2018

Acquisition and Contracting

Course Name	Dates	Location
Advanced COR Workshop	September 24-28	Washington, DC
Contract and Procurement Fraud	September 26-27	Washington, DC
Contracting Basics for CORs	September 11 – 13	Washington, DC
Contracting Officer's Representative Course	October 15-19	Washington, DC
	September 17 -21	Washington, DC
Performance-Based Statements of Work	September 18 – 20	Washington, DC

To register, click on a course title.

Auditing

Course Name	Dates	Location
Assessing the Reliability of Computer-Processed Data	September 25 – 26	Washington, DC
Audit Evidence and Documentation	September 13 – 14	Washington, DC
Auditing Grants	September 11 – 13	Washington, DC
Auditing Outsourced Government Services	September 12 – 13	Kansas City, MO
Auditing Performance Outcomes	September 10 – 11	Washington, DC
Basic Governmental Auditing	September 10 – 14	Washington, DC
Basic Governmental Auditing	September 17 – 21	Washington, DC
Compliance Auditing	September 24 – 25	Washington, DC
Contract and Procurement Fraud	September 26 – 27	Washington, DC
Contract Auditing	September 10 – 14	Washington, DC
Creative Thinking for Auditors	September 12 – 13	Washington, DC
Data Analytics Tools and Techniques	September 10	Washington, DC
Decision Support Analytics	September 25-27	Washington, DC
Developing and Presenting Audit Findings	September 19 -20	Washington, DC

To register, click on a course title.

Auditing(continued)

Course Name	Dates	Location
Enterprise Risk Management: Executive Seminar	September 10	Washington, DC
Government Auditing Standards: Review and Update	September 12	Washington, DC
Information Systems Auditing	September 11-13	Washington, DC
Interviewing Techniques for Auditors	September 19 -21	Washington, DC
Manager's and Auditor's Roles in Assessing Internal Control	September 18 – 19	Washington, DC
Planning Audit Assignments	September 19-20	Washington, DC
Prevention and Detection of Fraud	September 25 – 27	Washington, DC
Skills for Leading and Managing Audit Projects	September 18 – 20	Washington, DC
	September 12-14	Dallas, TX
The Governmental Audit: From Planning to Reporting	September 11-14	Washington, DC
Using Metrics to Assess Performance	September 10 -12	Washington, DC
Writing Audit Reports by Objectives	September 11 – 13	Washington, DC
Written Communication for Auditors	September 25 – 27	Washington, DC

Communication and Professional Skills

Course Name	Dates	Location
Administrative Officer's Workshop	September 11-13	Washington, DC
Assertiveness Skills	September 10-11	Washington, DC
Briefing Techniques	September 5-7	Washington, DC
Clear Writing Through Critical Thinking	September 10-12	Washington, DC
Communicating for Results	September 6-7	Washington, DC
Constructive Conflict Resolution	September 19-21	Washington, DC
Customer Service Excellence	September 6-7	Washington, DC
Editing for Impact	September 6-7	Washington, DC
Executive Writing	September 6-7	Washington, DC
Government Email Writing	September 12	Washington, DC
Grammar for Professionals	September 19-21	Washington, DC
Increasing Personal Effectiveness	September 6-7	Washington, DC
Interpersonal Communications	September 13-14	Washington, DC
Interviewing Techniques	September 6-7	Washington, DC
Listening and Memory Development	September 26-27	Washington, DC
Managing Multiple Priorities	September 5	Washington, DC
Negotiating Techniques	September 26-27	Washington, DC
Office Management	September 26-28	Washington, DC
Positive Approaches to Difficult People	September 27-28	Washington, DC
Proofreading	September 13-14	Washington, DC
Report Writing	September 24-26	Washington, DC
Speaking with Confidence	September 19-21	Washington, DC
Time Management	September 6-7	Washington, DC
Writing for Results	September 13-14	Washington, DC
Writing Government Technical Documents	September 18-20	Washington, DC

To register, click on a course title.

Financial Management

Course Name	Dates	Location
Advanced Appropriations Law	September 18 – 20	Washington, DC
Budget Execution	September 11-13	Washington, DC
	October 2-4	Washington, DC
Budget Formulation	September 18-20	Washington, DC
Federal Budget Analysis Using Microsoft Excel	September 18-20	Washington, DC
Federal Budgeting for Non-Budgeting Personnel	September 25-27	Washington, DC
Introduction to Federal Accounting	September 11-14	Washington, DC
Introduction to Statistics	December 11-14	Washington, DC
Planning, Budgeting and Performance Measurement	September 11-13	Seattle, WA
Travel Regulations for Defense Agencies, JTR (TDY Only)	September 18 – 20	Washington, DC
	September 25 – 27	San Diego, CA

Human Resources Management

Course Name	Dates	Location
Advanced Suitability Adjudication	September 20-21	Washington, DC
Basic Employee Relations	September 10-11	Washington, DC
Constructive Conflict Resolution	September 19-21	Washington, DC
CSRS and FERS Retirement and Benefits	September 11-14	Washington, DC
Employee Relations for Practitioners	September 12-14	Washington, DC
Fair Labor Standards Act	September 10-11	Washington, DC
Federal Employee Benefits	October 22-26	Washington, DC
Federal Human Resources Management	September 5-7	Washington, DC
	November 6-8	Washington, DC
	December 4-6	Washington, DC

To register, click on a course title.

Human Resources Management (continued)

Course Name	Dates	Location
Federal Human Resources Management for Supervisors and Managers	September 17-21	Washington, DC
Federal Performance Management	September 11-13	Washington, DC
Federal Position Management	September 11-12	Washington, DC
Federal Staffing and Placement	September 24-28 November 5-9	Washington, DC Washington, DC
Federal Workforce Analysis and Planning	September 6-7 October 16-17	Washington, DC Washington, DC
Freedom of Information and Privacy Acts	September 5-7	Washington, DC
Instructor Training	September 18-21	Washington, DC
Introduction to Supervision	September 17-21	Chicago, IL
Job Analysis and Assessment Development	September 25-27 October 23-25	Washington, DC Washington, DC
Labor Relations for Practitioners	September 12-14	Washington, DC
Managing Employee Conduct and Performance	September 6-7	Washington, DC
Mid-Career Retirement Planning (FERS Only Participants)	September 11-12	Washington, DC
Pay Setting: General Schedule	November 6-8	Washington, DC

To register, click on a course title.

Human Resources Management (continued)

Course Name	Dates	Location
Position Classification	September 17-28	Washington, DC
Position Classification for Supervisors and Administrative Staff	September 6-7	Washington, DC
Pre-Retirement Planning (FERS Participants Only)	September 10-11	Washington, DC
Principles of Classification	September 10-14	Washington, DC
Principles of Classification	October 15-19	Washington, DC
Processing Federal Personnel Actions	October 15-19 November 5-9 December 3-7	Washington, DC Washington, DC Washington, DC
Qualifications Analysis	September 26-28 October 16-18	Virginia Beach, VA Washington, DC
Strategic Human Capital Management	September 6-7	Washington, DC
Travel Regulations for Defense Agencies, JTR (TDY Only)	September 25-27	San Diego, CA
Understanding the Personnel Security Program	September 25-26	Washington, DC
Organizational Decisions	October 25-26	Washington, DC
Writing Federal Position Descriptions	September 13-14	Washington, DC

To register, click on a course title.

Information Technology

Course Name	Dates	Location
Microsoft Excel 2013: Advanced	September 11-13	Washington, DC
Microsoft Excel 2013: Intermediate	September 25-26	Washington, DC

Leadership

Course Name	Dates	Location
Coaching Skills for Today's Leaders	September 20	Washington, DC
Executive Survival Skills	September 5-7	Washington, DC
Leadership Communication	September 5-6	Washington, DC
Leadership Skills for Non-Supervisors	September 5-6	Dallas, TX
Leadership Skills for Non-Supervisors	September 12-13	Washington, DC
Leading Teams and Groups	September 26-28	Washington, DC
The Leadership Challenge	September 18-19	Washington, DC

To register, click on a course title.

Management

Course Name	Dates	Location
Data Collection and Analysis	September 10 – 14	Washington, DC
Eliciting and Communicating Business Requirements	September 5 – 6	Washington, DC
Freedom of Information and Privacy Acts	September 5-7	Washington, DC
Introduction to Program Evaluation	September 17 – 21	Washington, DC
Introduction to Statistics	September 11 –14	Washington, DC
	September 25 –28	Washington, DC
Leading People	October 10-12	Washington DC
Management Analysis: Advanced Applications	September 11 – 14	Washington, DC
Management Analysis: Designing and Conducting a Study	September 18 – 21	Washington, DC
Management Analysis: Overview	September 11 – 14	Washington, DC
Project Management	September 18 –21	Washington, DC
	September 25 –28	Washington, DC
Project Management for the Office Professional	November 13-15	Washington, DC
	September 25-27	Washington, DC

To register, click on a course title.

Management(continued)

Course Name	Dates	Location
Requirements Analysis, Solution Assessment and Validation	September 26-27	Washington, DC
The Leadership Challenge	September 18-19	Washington, DC
The Power of Influence over Authority	September 5	Washington, DC

Personal Property Management

Course Name	Dates	Location
Applications in Personal Property Accountability	September 11 -14	Washington, DC
Property Accountability: The Life Cycle	September 25-28	Washington, DC
Property Management for Custodial Officers	September 12-13	Washington, DC
Warehousing, Operations, and Disposal	September 18-21	Washington, DC

Security

Course Name	Dates	Location
Security Specialist Course	September 25-28	Washington, DC

To register, click on a course title.