Graduate School USA Guaranteed-to-Go Classes

September - December 2018

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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 Officer's Representative Course	October 15-19	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
Contract and Procurement Fraud	September 26 – 27	Washington, DC
Decision Support Analytics	September 25-27	Washington, DC
Written Communication for Auditors	September 25 – 27	Washington, DC

To register, click on a course title.

Communication and Professional Skills

Course Name	Dates	Location
Listening and Memory Development	September 26-27	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
Report Writing	September 24-26	Washington, DC

To register, click on a course title.

Financial Management

Course Name	Dates	Location
Budget Execution	October 2-4	Washington, DC
Federal Budgeting for Non-Budgeting Personnel	September 25-27	Washington, DC
Introduction to Statistics	December 11-14	Washington, DC

To register, click on a course title.

Human Resources Management

Course Name	Dates	Location
Federal Employee Benefits	October 22-26	Washington, DC
Federal Human Resources Management	November6-8	Washington, DC
	December4-6	Washington, DC
Federal Staffing and Placement	September 24-28	Washington, DC
	November 5-9	Washington, DC
Federal Workforce Analysis and Planning	October 16-17	Washington, DC
Job Analysis and Assessment Development	September 25-27	Washington, DC
	October 23-25	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
Principles of Classification	October 15-19	Washington, DC
Processing Federal Personnel Actions	October 15-19 November5-9 December3-7	Washington, DC Washington, DC Washington, DC
Qualifications Analysis	September 26-28 October 16-18	Virginia Beach, VA 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

To register, click on a course title.

Information Technology

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

Leadership

Course Name	Dates	Location
Leading Teams and Groups	September 26-28	Washington, DC

Management

Course Name	Dates	Location
Introduction to Statistics	September 25 –28	Washington, DC
Leading People	October 10-12	Washington DC
Project Management for the Office Professional	November 13-15	Washington, DC
	September 25-27	Washington, DC
Requirements Analysis, Solution Assessment and Validation	September 26-27	Washington, DC

To register, click on a course title.

Personal Property Management

Course Name	Dates	Location
Property Accountability: The Life Cycle	September 25-28	Washington, DC

Security

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

To register, click on a course title.