



# Graduate School USA Guaranteed-to-Go Classes

August - December 2018

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## Acquisition and Contracting

| Course Name                                     | Dates                         | Location                         |
|---|-------------------------------|----------------------------------|
| Advanced COR Workshop                           | September 24-28               | Washington, DC                   |
| Contracting Basics for Administrative Personnel | August 28-30                  | Washington, DC                   |
| Contracting Officer's Representative Course     | August 13-17<br>October 15-19 | Washington, DC<br>Washington, DC |
| COR Refresher                                   | August 9                      | Washington, DC                   |

To register, click on a course title.

# Auditing

| <b>Course Name</b>                                 | <b>Dates</b>               | <b>Location</b>                     |
|--|----------------------------|-------------------------------------|
| Analysis Techniques for Auditors                   | August 8-9                 | Washington, DC                      |
| Assessing Controls in Performance Audits           | August 13-14               | Washington, DC                      |
| Auditing Performance Outcomes                      | August 21-22               | Kansas City, MO                     |
| Basic Governmental Auditing                        | August 6-10                | Washington, DC                      |
| Basic Governmental Auditing                        | August 20-24               | Kansas City, MO                     |
| Contract Auditing                                  | August 20-24               | San Diego, CA                       |
| Information Systems Auditing                       | September 11-13            | Washington, DC                      |
| Planning Audit Assignments                         | September 19-20            | Washington, DC                      |
| Prevention and Detection of Fraud                  | August 6-8<br>August 13-15 | San Francisco, CA<br>Washington, DC |
| Problem Solving                                    | August 8-9                 | Washington, DC                      |
| Quick Response Auditing                            | August 27-28               | Washington, DC                      |
| Reviewing Other People's Report Writing            | August 28-29               | Washington, DC                      |
| Skills for Leading and Managing Audit Projects     | August 21-23               | Washington, DC                      |
| Skills for Leading and Managing                    | September 12-14            | Dallas, TX                          |
| The Governmental Audit: From Planning to Reporting | August 20-23               | Washington, DC                      |
| The Governmental Audit: From Planning to Reporting | September 11-14            | Washington, DC                      |

## Communication and Professional Skills

| <b>Course Name</b>                      | <b>Dates</b>    | <b>Location</b> |
|---|-----------------|-----------------|
| Briefing Techniques                     | September 5-7   | Washington, DC  |
| Clear Writing through Critical Thinking | August 6-8      | Washington, DC  |
| Communicating for Results               | September 6-7   | Washington, DC  |
| Constructive Conflict Resolution        | September 19-21 | Washington, DC  |
| Critical Thinking                       | August 21-22    | 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        | August 7-8      | Washington, DC  |
| Negotiating Techniques                  | September 26-27 | Washington, DC  |
| Problem Solving                         | August 8-9      | Washington, DC  |
| Speaking with Clarity                   | August 6-10     | 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  |

**To register, click on a course title.**

## Financial Management

| <b>Course Name</b>  | <b>Dates</b>    | <b>Location</b> |
|---|-----------------|-----------------|
| Appropriations Law for Reimbursements, Revolving Funds, and User Fees | August 7-8      | Washington, DC  |
| Budget Execution  | August 7-9      | Washington, DC  |
| Federal Budget Analysis Using Microsoft Excel                         | August 7-9      | Washington, DC  |
| Federal Budget Process  | August 28-29    | Washington, DC  |
| Federal Budgeting for Non-Budgeting Personnel                         | August 7-9      | Washington, DC  |
| Federal Budgeting for Non-Budgeting Personnel                         | September 25-27 | Washington, DC  |
| Introduction to Federal Budgeting                                     | August 14-16    | Washington, DC  |
| Introduction to Financial Management                                  | August 21-23    | Washington, DC  |
| Introduction to Statistics  | December 11-14  | Washington, DC  |

## Human Resources Management

| <b>Course Name</b>                    | <b>Dates</b>    | <b>Location</b> |
|---------------------------------------|-----------------|-----------------|
| Advanced Position Classification      | August 7-10     | Washington, DC  |
| Basic Employee Relations              | August 6-7      | Denver, CO      |
| Basic Employee Relations              | September 10-11 | Washington, DC  |
| Basic Labor Relations                 | August 6-7      | Washington, DC  |
| Constructive Conflict Resolution      | September 19-21 | Washington, DC  |
| CSRS and FERS Retirement and Benefits | August 14-17    | Washington, DC  |
| EEO in the Federal Sector             | August 7-9      | Washington, DC  |
| Employee Relations for Practitioners  | August 8-10     | Denver, CO      |

## Human Resources Management (continued)

| <b>Course Name</b>  | <b>Dates</b>   | <b>Location</b>  |
|---|--|--|
| Fair Labor Standards Act  | September 10-11  | Washington, DC   |
| Federal Employee Benefits                                       | August 20-24<br>October 22-26                                | Washington, DC<br>Washington, DC                                     |
| Federal Employee Development                                    | August 7-9   | Washington, DC   |
| Federal Human Resources Management                              | August 8-10<br>September 5-7<br>November 6-8<br>December 4-6 | Washington, DC<br>Washington, DC<br>Washington, DC<br>Washington, DC |
| Federal Human Resources Management for Supervisors and Managers | September 17-21  | Washington, DC   |
| Federal Performance Management                                  | August 7-9   | Washington, DC   |
| Federal Position Management                                     | September 11-12  | Washington, DC   |
| Federal Staffing and Placement                                  | August 13-17<br>November 5-9                                 | Washington, DC<br>Washington, DC                                     |
| Federal Workforce Analysis and Planning                         | October 16-17  | Washington, DC   |
| Freedom of Information and Privacy Acts                         | September 5-7  | Washington, DC   |
| Job Analysis and Assessment Development                         | August 28-30<br>October 23-25                                | Washington, DC<br>Washington, DC                                     |
| Managing Employee Conduct and Performance                       | August 9-10  | Washington, DC   |
| Mid-Career Retirement Planning (FERS Only Participants)         | September 11-12  | Washington, DC   |
| Pay Setting: General Schedule                                   | November 6-8   | Washington, DC   |
| Planning and Conducting a RIF                                   | August 7-10  | Washington, DC   |

**To register, click on a course title.**

## Human Resources Management (continued)

| Course Name   | Dates  | Location   |
|---|--|--|
| Position Classification   | August 20, -31   | Washington, DC   |
| Position Classification   | August 20-31   | San Diego, CA  |
| Position Classification   | September 17-28  | Washington, DC   |
| Principles of Classification                                    | October 15-19  |  |
| Pre-Retirement Planning   | August 22-23   | Washington, DC   |
| Pre-Retirement Planning<br>(FERS Participants Only)             | August 7-8   | San Francisco, CA  |
| Pre-Retirement Planning<br>(FERS Participants Only)             | August 20-21   | Washington, DC   |
| Pre-Retirement Planning<br>(FERS Participants Only)             | September 10-11  | Washington, DC   |
| Pre-Retirement Planning for Law<br>Enforcement and Firefighters | August 16-17   | Washington, DC   |
| Principles of Classification                                    | August 6-10<br>September 10-14                               | Washington, DC<br>Washington, DC                                     |
| Processing Federal Personnel Actions                            | August 6-10<br>October 15-19<br>November 5-9<br>December 3-7 | Washington, DC<br>Washington, DC<br>Washington, DC<br>Washington, DC |
| Qualifications Analysis   | August 28-30<br>October 16-18                                | Washington, DC<br>Washington, DC                                     |
| Strategic Human Capital Management                              | September 6-7  | Washington, DC   |
| Travel Regulations for Defense Agencies,<br>JTR (TDY Only)      | September 25-27  | San Diego, CA  |

## Human Resources Management (continued)

| <b>Course Name</b>  | <b>Dates</b>                  | <b>Location</b>                  |
|---|-------------------------------|----------------------------------|
| Understanding the Personnel Security Program              | September 25-26               | Washington, DC                   |
| Using and Presenting HR Data for Organizational Decisions | August 30-31<br>October 25-26 | Washington, DC<br>Washington, DC |
| Using Metrics to Assess Performance                       | August 22-24                  | Washington, DC                   |
| Workers Compensation and Disability Retirement            | August 9-10                   | Washington, DC                   |

## Information Technology

| <b>Course Name</b>                   | <b>Dates</b> | <b>Location</b> |
|--------------------------------------|--------------|-----------------|
| Cyber Security: A Technical Approach | August 21-24 | Washington, DC  |

## Leadership

| <b>Course Name</b>                    | <b>Dates</b>    | <b>Location</b> |
|---------------------------------------|-----------------|-----------------|
| Executive Survival Skills             | September 5-7   | Washington, DC  |
| Leadership Communication              | September 5-6   | Washington, DC  |
| Leadership Essentials                 | August 14-16    | Denver, CO      |
| Leadership Essentials                 | August 28-30    | Washington, DC  |
| Leadership Skills for Non-Supervisors | August 22-23    | Washington, DC  |
| Leadership Skills for Non-Supervisors | August 29-30,   | Washington, DC  |
| Leadership Skills for Non-Supervisors | September 5-6   | Dallas, TX      |
| Leading Teams and Groups              | September 26-28 | Washington, DC  |

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## Leadership (continued)

| <b>Course Name</b>       | <b>Dates</b>    | <b>Location</b> |
|--------------------------|-----------------|-----------------|
| The Leadership Challenge | September 18-19 | Washington, DC  |

## Management

| <b>Course Name</b>   | <b>Dates</b>                                    | <b>Location</b>                                    |
|--|---|--|
| Business Analysis: Overview                                      | August 21-23                                    | Washington, DC                                     |
| Freedom of Information and Privacy Acts                          | September 5-7                                   | Washington, DC                                     |
| Management Analysis: Overview                                    | August 7-10                                     | Washington, DC                                     |
| Management Analysis: Planning                                    | August 21-24                                    | Washington, DC                                     |
| Planning, Managing and Controlling a Personal Property Inventory | August 14-16                                    | Washington, DC                                     |
| Project Management   | October 23-26<br>November 6-9                   | Washington, DC<br>Washington, DC                   |
| Project Management for the Office Professional                   | August 7-9<br>November 13-15<br>September 25-27 | Washington, DC<br>Washington, DC<br>Washington, DC |
| 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                                     |