

Course Listings by Day

Trainer bios can be found under the [Trainer Bios link](#)

Full Course Descriptions can be found under the [Course Descriptions link](#)

Monday, July 12, 2010
10:00 a.m to 12:00 p.m.

- 1101 Harassment Prevention
- 1102 Safety for Women
- 1103 Thrift Savings Plan (TSP) Pre-Separation Options and Considerations
- 1104 All About FEW
- 1105 How to Get a Federal Job

Monday, July 12, 2010
1:30 p.m. to 4:30 p.m.

- 1201 Tap the Creativity within You
- 1202 Teamwork! United We Stand; Divided We Need Excedrin.
- 1203 Overview of the EEO Process and Laws for New Supervisors
- 1204 Word Tips & Tricks
- 1205 Excel Advanced Formulas and Functions
- 1206 Excel Pivot Tables
- 1207 PowerPoint Tips & Tricks
- 1208 PowerPoint Multimedia
- 1209 Preparing Yourself to Go Back to School
- 1210 Coaching Employees to Success
- 1211 Managing Projects When You're Not the Project Manager
- 1212 Using Statistics to Validate Findings
- 1213 Math Refresher
- 1214 Suspending Judgment—A Necessary Cultural Competency for Leveraging Diversity

Two Day Courses

Tuesday, July 13, 2010 from 9:00 a.m to 4:45 p.m. and Wednesday, July 14, 2010 from 9:00 a.m. to 4:30 p.m.

- 9901 Crystal Reports
- 9904 HR in the Federal Sector

Three Day Courses

Tues. July 13, 2010 9:00 a.m. to 4:45 p.m.; and Wednesday, July 14/Thursday, July 15 9:00 a.m. to 4:30 p.m.

- 9902 Project Management (multi-day)
- 9903 Lean Six Sigma (multi-day)

Tuesday, July 13, 2010
9:00 a.m to 12:00 p.m.

- 2101 Financial Knowledge is Power...Jazz Up Your Money Management Skills
- 2102 Common Elements of Uncommon Leadership
- 2103 Normal Is Gone and It Won't Be Back!
- 2104 Excel Charts & Graphs
- 2105 Americans with Disabilities Amendment Act (ADA-AA) of 2008; Genetic Information Non-Discrimination Act
- 2106 Understanding Your Federal Retirement Benefits
- 2107 Science & Technology Panel
- 2108 Federal Travel Regulations
- 2109 Create and Accept the Challenge

Tuesday, July 13, 2010
9:00 a.m to 12:00 p.m.

- 2110 Safety for Women**
- 2111 WIIFM - Motivational Techniques**
- 2112 The Power of Positive Affirmations**
- 2113 Communicating Differently**
- 2114 Getting Results Without Authority**
- 2116 Networking for Introverts**
- 2117 SES Development for GS12 and below**

Tuesday, July 13, 2010
1:45 p.m. to 4:45 p.m.

- 2201 Financial Knowledge is Power...Jazz Up Your Money Management Skills**
- 2202 Common Elements of Uncommon Leadership**
- 2203 Setting SMART Goals to Achieve Success**
- 2204 PowerPoint Tips & Tricks**
- 2205 EEO Update for Supervisors and Managers (including GINA, ADAAA, and Ledbetter)**
- 2206 Planning Your Retirement**
- 2207 Thrift Savings Plan (TSP) At a Glance**
- 2208 Federal Travel Regulations**
- 2209 Diversity in the Workplace**
- 2210 Leadership Panel**
- 2211 Developing an Organizational Needs Analysis**
- 2212 Growing Into Another Position**
- 2213 Basic Benefits and Financial Strategies for Women**
- 2214 Communicating with Diplomacy**
- 2215 Writing Like a Pro**
- 2216 Managing Multiple Priorities at Work and at Home**
- 2217 Career Mapping**

Tuesday, July 13, 2010
9:00 a.m to 4:45 p.m.

- 2301 Excel Intermediate**
- 2302 Access Introduction**
- 2303 Photoshop**
- 2304 Implementing Your IDP**
- 2305 Providing the WOW! In Customer Service**
- 2306 Emotional Intelligence for Administrative Professionals**
- 2307 COR/COTR**
- 2308 Military sessions**

Wednesday, July 14, 2010
9:00 a.m to 11:30 a.m.

- 3101 Word Mail Merge**
- 3102 Playing by Unwritten Rules**
- 3103 Voice of Leadership**
- 3104 SES Development - GS13 plus**
- 3105 Mentoring: Strategic Collaboration for Success**
- 3106 Understanding Your Federal Retirement Benefits**
- 3107 Assertiveness Training for Women in Business**

Wednesday, July 14, 2010
9:00 a.m to 11:30 a.m.

- 3108 Basic Benefits and Financial Strategies for Women
- 3109 Women's Health
- 3110 Strategic Planning for FEW
- 3111 How to Win Cooperation and Influence People Part 1
- 3112 Business Analysis
- 3113 How to Interview for an SES Position
- 3114 Federal Long Term Care Insurance Program (FLTCIP)
- 3115 Reasonable Accommodations & Computer/Electronic Accommodations (CAP)
- 3116 FEW Regional Manager & Regional Representative Training
- 3117 Employee Engagement and Top Motivational Techniques
- 3118 Today's Culture of Information Transparency

Wednesday, July 14, 2010
1:30 p.m. to 4:30 p.m.

- 3201 Excel Shortcuts
- 3202 Caregiver's Forum
- 3203 Acquisition Careers with the Federal Government
- 3204 Navigating for Career Success
- 3206 Planning Your Retirement
- 3207 Making the Transition from Staff Member to Manager
- 3208 Thrift Savings Plan (TSP) At a Glance
- 3209 Small Investor Protection Tips & Financial Independence Strategies
- 3210 FEW Regional Manager & Regional Representative Training
- 3211 How to Win Cooperation and Influence People Part 2
- 3212 Project Communications Management
- 3213 How to Write Executive Core Qualifications (ECQs)
- 3214 Career Success or Career Distress - Interviewing Skills
- 3215 Are You Really Listening?
- 3216 Managers: Get the Most from your Microsoft Project schedule
- 3217 Employee Engagement and Top Motivational Techniques
- 3218 Today's Culture of Information Transparency

Wednesday, July 14, 2010
9:00 a.m. to 4:30 p.m.

- 3301 Generations at Work
- 3302 Implementing Your IDP
- 3303 The Successful Interview
- 3304 Excel Advanced
- 3305 InDesign
- 3306 MS Project Level 1
- 3307 Gaining Support for Special Emphasis Programs

Thursday, July 15, 2010
8:30 a.m. to 11:30 a.m.

- 4101 Driving Diversity Deep into the DNA of Your Organization!
- 4102 Free Cash Flow and Debt Reduction Strategies
- 4103 Excel Pivot Tables
- 4104 How to Win Cooperation and Influence People Part 1

Thursday, July 15, 2010
8:30 a.m. to 11:30 a.m.

- 4105 Navigating for Career Success
- 4106 Networking Your Career
- 4107 Communication - It's a Two-way Street
- 4108 Caregiver's Forum
- 4109 Bless 'Em, Change 'Em, or Take 'Em!
- 4110 FEW Chapter Officer Training
- 4111 Conducting Effective Meetings
- 4112 Employee Relations 101
- 4113 Business Analysis
- 4114 What is Lean Six Sigma?
- 4115 Conflict/Dispute Resolution
- 4116 Managers: Get the Most from your Microsoft Project schedule
- 4117 Partnering with Your Boss
- 4118 Career Success or Career Distress - Interviewing Skills

Thursday, July 15, 2010
1:30 p.m. to 4:30 p.m.

- 4201 Give a Presentation - Who Me?!?
- 4202 Who Needs a Runway? Take Off From Where You Are!
- 4203 Working with Large Documents in Word
- 4204 How to Win Cooperation and Influence People Part 2
- 4205 When Personalities Collide
- 4206 Managing Multiple Priorities at Work and at Home
- 4207 Working in Teams
- 4208 Federal Long Term Care Insurance Program (FLTCIP)
- 4209 Women's Health
- 4210 All About FEW
- 4211 Writing Like a Pro
- 4212 Labor Relations 101
- 4213 Project Communications Management
- 4214 Process Diagramming
- 4215 Keys for Personal Success: Satisfaction is an "Inside" Job
- 4216 Effective Report Writing
- 4217 Management Skills for New Managers

Thursday, July 15, 2010
8:30 a.m. to 4:30 p.m.

- 4301 Succession Planning Process
- 4302 Sharepoint
- 4303 Adobe Acrobat
- 4304 Visio
- 4305 HTML
- 4306 Federal Women's Program Manager's Workshop
- 4307 Negotiating for Goal Achievement
- 4308 HR Management Overview
- 4309 Strategic Decision Making and Creative Problem Solving