

GSA PREFERRED PRICING GUIDE

SEE OUR **TOP 10**★
to know what others
in the federal workforce
are most interested in!

A comprehensive selection of all AMA seminars
that can be purchased through our Multiple Award
Schedule contract with **GSA preferred pricing**.

SEMINAR #	SEMINAR TITLE	DAYS	CLASSROOM	LIVE ONLINE
ANALYTICAL SKILLS				
2006	Advanced Tools and Techniques for Data Analysis C	2	\$2,079	
2558	Analytical Thinking, Problem Solving and Decision Making C	2	\$1,984	
2533	Critical Thinking BESTSELLER C L	2	\$2,268	\$2,175
1112	Data Analysis Fundamentals: A Hands-On Workshop C	2	\$1,984	
2162	Developing Your Analytical Skills: How to Research and Present Information BESTSELLER C L	2	\$1,984	\$1,889
2012	How to Turn Data Into Compelling Visual Presentations C	2	\$1,984	
2034	Innovation and Design Thinking Certificate Program NEW! C	2	\$2,363	
2018	Strategic Thinking C	2	\$2,174	
2177	Using Data To Drive Strategy NEW! C	2	\$2,079	
BUSINESS ANALYSIS & QUALITY				
6531	Process Management: Applying Process Mapping to Analyze and Improve Your Operation C	3	\$1,984	
6108	LEAN Process Improvement: Delivering More with Less C	2	\$1,889	
BUSINESS ENHANCEMENT SKILLS				
Professional Effectiveness				
2118	Doing It All: How to Stay Focused and Engaged C	2	\$1,889	
2605	Extraordinary Productivity: The 5 Choices That Drive Success™ BESTSELLER C L	2	\$1,984	\$1,889
2261	Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure BESTSELLER C L	2	\$1,984	\$1,795
2132	Taking On Greater Responsibility: Step-Up Skills for Non-Managers BESTSELLER C	2	\$1,889	
2601 ★	The 7 Habits of Highly Effective People® Signature Edition 4.0 TOP 10 C L	2	\$2,079	\$1,984
2233	Time Management BESTSELLER C L	2	\$1,889	\$1,795
Self-Development				
2561	AMA's 5-Day "MBA" Workshop BESTSELLER C	5	\$3,405	
2188	Assertiveness Training C	3	\$1,984	
2527	Assertiveness Training for Managers C	3	\$2,174	
2026	Becoming Indispensable: Transforming Into a Game Changer C	2	\$1,889	
2964	Business Essentials Certificate Program C NEW!	3	\$2,836	
2144	Developing Your Emotional Intelligence BESTSELLER C L	2	\$1,984	\$1,889
2274	Developing Your Personal Brand and Professional Image C	2	\$1,795	
2540	Managing Emotions in the Workplace®: Strategies for Success C	2	\$1,984	
BUSINESS EXCELLENCE FOR WOMEN				
2528	Assertiveness Training for Women in Business BESTSELLER C L	3	\$2,174	\$2,032
2179	Executive Presence for Women BESTSELLER C	2	\$2,079	

For a complete description of all AMA seminars and scheduled sessions throughout the U.S., please visit www.amagov.org or call 1-877-262-6004.

C Classroom **L** Live Online Seminar **1** 1-Day Workshop

SEMINAR #	SEMINAR TITLE	DAYS	CLASSROOM	LIVE ONLINE
2010	Leadership Development for Women C	2	\$1,984	
2981	The Voice of Leadership for Women C	3	\$2,363	
2980	Women Communicating with Diplomacy, Tact and Credibility C	2	\$2,079	
2961	Women Leading With Impact: Resilience and Strategic Risk-Taking NEW! C	2	\$1,984	
2960	Women's Leadership Certificate Program BESTSELLER CL	2	\$2,552	
2874	Women's Leadership Workshop C 1	1	\$374	
COMMUNICATION				
Interpersonal Skills				
2235	Building Better Work Relationships: New Techniques for Results-Oriented Communication BESTSELLER CL	3	\$2,174	\$2,079
2203	Communicating Up, Down and Across the Organization BESTSELLER CL	2	\$2,079	\$1,984
2210	Communicating with Confidence C	2	\$1,984	
2576	Communication and Interpersonal Skills for Technical Professionals C	2	\$1,984	
2109	Developing Effective Business Conversation Skills C	2	\$1,984	
2031	Effectively Communicating in the Moment C	2	\$2,079	
2206 ★	How to Communicate with Diplomacy, Tact and Credibility TOP 10 CL	2	\$2,079	\$1,984
2146	Mastering the Art of Critical Conversations C	2	\$2,079	
2255	Moving Ahead: Breaking Behavior Patterns that Hold You Back C	2	\$1,984	
2115	Responding to Conflict: Strategies for Improved Communication BESTSELLER CL	2	\$2,079	\$1,984
2102	Storytelling Power: Secrets for Exceptional Communication C	2	\$2,079	
2578	The Effective Facilitator: Maximizing Involvement and Results C	2	\$2,079	
Influencing and Negotiating				
2204	Expanding Your Influence: Understanding the Psychology of Persuasion BESTSELLER CL	2	\$2,079	\$1,984
2532	Getting Results Without Authority BESTSELLER CL	2	\$2,079	\$1,984
2513	Negotiating to Win BESTSELLER C	2	\$2,079	
Writing Skills				
2121	AMA's Business Grammar Workshop CL	2	\$1,795	\$1,700
2211	AMA's 2-Day Business Writing Workshop BESTSELLER CL	2	\$1,889	\$1,795
2829	Business Writing Made Simple C 1	1	\$1,037	
2216	Effective Technical Writing CL	3	\$1,984	\$1,889
Presentation Skills				
2962	Business Communication Certificate Program NEW! C	3	\$2,837	
2522	Effective Executive Speaking BESTSELLER C	3	\$2,174	
2868	Presentation Skills Workshop C 1	1	\$1,037	
2519	Strategies for Developing Effective Presentation Skills BESTSELLER C	3	\$2,079	
DIVERSITY & INCLUSION				
8228	Developing a Culture of Respect: How to Cultivate a Harassment-Free Organization NEW! C	2	\$1,889	
2965	Diversity & Inclusion Certificate Program NEW! C	3	\$3,026	
8802	Finding Common Ground: How to Overcome Unconscious Bias NEW! C 1	1	\$1,037	
2151	Leadership Strategies for Creating a Respectful Workplace C	2	\$1,984	
2925	Leading in a Diverse and Inclusive Culture C	2	\$1,984	
8860	Sexual Harassment Prevention Workshop C 1	1	\$1,037	
FINANCE AND ACCOUNTING				
1276	AMA's Advanced Financial Forecasting and Modeling Workshop CL	3	\$2,268	\$2,174
2259	AMA's Comprehensive Budgeting Workshop C	2	\$1,984	
1552	AMA's Course on Financial Analysis C	3	\$2,268	
1104	AMA's Finance Workshop for Non-Financial Executives C	4	\$2,363	
1110	Financial Forecasting C	3	\$2,174	

*Go to www.amagov.org for lesson schedule

C Classroom **L** Live Online Seminar **1** 1-Day Workshop

SEMINAR #	SEMINAR TITLE	DAYS	CLASSROOM	LIVE ONLINE
1224	Fixed Asset Management C	2	\$1,889	
1201	Fundamentals of Cost Accounting C	3	\$1,984	
2218 ★	Fundamentals of Finance and Accounting for Non-Financial Managers TOP 10 C L	2	\$2,079	\$1,984
1206	The Strategic Controller: Adding Value to Your Organization C	3	\$2,174	
HUMAN RESOURCES AND TRAINING				
8502	AMA's Employment Law Course: Avoiding the Legal Pitfalls of EEO, FMLA and ADA C	2	\$1,984	
8506	Fundamentals of Human Resources Management C L	2	\$1,984	\$1,889
8509	Instructional Design for Trainers C	3	\$1,984	
8266	Recruiting, Interviewing and Selecting Employees C	3	\$2,079	
8110	Succession Planning: Developing Talent from Within C	2	\$2,079	
8507	Training the Trainer BESTSELLER C	3	\$2,079	
8910	The AMA Certified Facilitator NEW! C	3	\$3,025	
LEADERSHIP				
2128	Achieving Leadership Success Through People C	3	\$2,363	
2134	Advanced Leadership Communication Strategies C	3	\$2,363	
2546	Agile Leadership and Strategy C	2	\$2,174	
2104	AMA's Advanced Executive Leadership Program C	3	\$2,458	
2506	Coaching: A Strategic Tool for Effective Leadership C	2	\$2,268	
2559	Coaching from a Distance: Developing Your Team When You Can't Be Face to Face L	*		\$1,889
2186	Collaborative Leadership Skills C	2	\$2,079	
2501 ★	Developing Executive Leadership TOP 10 C L	3	\$2,363	\$2,268
2963	Leadership Certificate Program NEW! C	3	\$3,026	
2239	Leadership and Team Development for Managerial Success C	2	\$2,079	
2569	Leadership Skills and Team Development for Technical Professionals BESTSELLER C L	3	\$2,079	\$1,984
2912	Leading Disruptive Change and Innovation: Your Plan for Breakthrough Growth C	2	\$2,174	
2280	Leading Virtual Teams C L	2	\$2,079	\$1,984
2133	Leading with Emotional Intelligence BESTSELLER C L	3	\$2,363	\$2,268
2906	Mindful Leadership: Cultivating Excellence from Within C	2	\$2,079	
2536	Preparing for Leadership: What It Takes to Take the Lead BESTSELLER C L	2	\$2,079	\$1,984
2901	Situational Leadership® II Workshop C	2	\$2,079	
2604	The 13 Behaviors of High-Trust Leaders C	2	\$2,174	
2130	The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results BESTSELLER C L	3	\$2,363	\$2,268
2021	Transformational Leadership: How to Inspire Extraordinary Performance C	2	\$2,174	
MANAGEMENT				
2172	AMA Business Boot Camp: Management and Leadership Essentials L	*		\$1,700
2966	Certified Professional in Management Exam Prep Course NEW! C	4	\$2,837	
2246	Coaching for Optimal Job Performance C	2	\$2,079	
2861	Conflict Management Workshop C 1	1	\$1,037	
2819	Delegation Boot Camp C 1	1	\$1,037	
2508	Improving Your Managerial Effectiveness C	2	\$2,174	
2517	Leadership Skills for Supervisors C	3	\$2,079	
2243 ★	Making the Transition from Staff Member to Supervisor TOP 10 C L	2	\$1,889	\$1,795
2231	Making the Transition to Management BESTSELLER C	2	\$1,984	
2238 ★	Management Skills for New Managers TOP 10 C L	2	\$2,174	\$2,079
2248 ★	Management Skills for New Supervisors TOP 10 C L	2	\$1,984	\$1,889
2290	Managing the Unmanageable: Tough People, Tough Situations C	2	\$2,079	
2242	Moving from an Operational Manager to a Strategic Leader BESTSELLER C L	2	\$2,174	\$2,079

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C Classroom **L** Live Online Seminar **1** 1-Day Workshop

SEMINAR #	SEMINAR TITLE	DAYS	CLASSROOM	LIVE ONLINE
2575	7 Interpersonal Skills of Great Managers C	2	\$2,079	
2295 ★	Successfully Managing People TOP 10 C L	2	\$2,174	\$2,079
2602 ★	The 7 Habits for Managers®: Essential Skills and Tools for Leading Teams TOP 10 C L	2	\$2,174	\$2,079
OFFICE AND ADMINISTRATIVE SUPPORT				
2294	Management Skills for Administrative Professionals C L	3	\$1,795	\$1,700
2194	Managing Chaos: Dynamic Time Management, Recall, Reading and Stress Management Skills for Administrative Professionals C	2	\$1,605	
2160	Organizing Your Work: New Techniques for Administrative Professionals C	2	\$1,605	
2268	Partnering with Your Boss: Strategic Skills for Administrative Professionals C	2	\$1,605	
2298	Project Management for Administrative Professionals C	3	\$1,795	
PROJECT MANAGEMENT				
6595	AMA's Comprehensive Project Management Workshop BESTSELLER C	5	\$2,837	
6590	AMA's PMP® Exam Prep Express C	3	\$2,174	
6523	Best Practices for the Multi-Project Manager C	2	\$1,984	
6548	Essentials of Project Management for the Non-Project Manager BESTSELLER C L	2	\$1,984	\$1,889
6503 ★	Improving Your Project Management Skills: The Basics for Success TOP 10 C L	3	\$2,079	\$1,984
6216	Program Management C	2	\$1,984	
6585	Project Team Leadership: Building Commitment Through Superior Communication C	3	\$2,174	
4251	Technical Project Management C	3	\$2,079	
PURCHASING AND SUPPLY MANAGEMENT				
4265	Fundamentals of Purchasing for the New Buyer C	3	\$1,984	
4115	Global Supply Chain Management: Best Practices in Import and Export Operations C	2	\$1,889	
4206	Inventory Management Techniques: Planning, Replenishment and Activities Control C	3	\$2,079	
4109	Purchasing Management C	2	\$1,889	
SALES & MARKETING				
5598	Advanced Sales Management C	3	\$2,268	
5537	AMA's Advanced Course in Strategic Marketing C	3	\$1,984	
5165	Customer Service Excellence: How to Win and Keep Customers C	2	\$1,795	
5510	Fundamental Selling Techniques for the New or Prospective Salesperson BESTSELLER C L	2	\$1,889	\$1,795
5512	Fundamentals of Marketing: Your Action Plan for Success C L	2	\$1,795	\$1,700
5227	Fundamentals of Sales Management for the Newly Appointed Sales Manager C	3	\$2,174	
5520	Principles of Professional Selling C	3	\$2,079	
5235	Selling to Major Accounts: A Strategic Approach C	3	\$2,079	
5535	Strategic Sales Negotiations C	2	\$1,984	
5597	Successful Product Management C	3	\$1,984	
5289	Territory and Time Management for Salespeople C	2	\$1,984	
STRATEGIC PLANNING				
2009	Facilitating an Effective Strategic Planning Process C	2	\$2,363	
2565	Fundamentals of Strategic Planning C	2	\$2,079	
2526	Strategic Planning BESTSELLER C	2	\$2,268	
2209	Strategy Execution: Getting It Done C	2	\$2,363	

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