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Developing the Most Productive
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Now *and* in the Future

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Live Online or Remote Access

Two Great Ways to Experience AMA's Virtual Classes

Engage employees and close skills gaps with AMA's expanded Live Online training options.

We've enhanced our capabilities to meet today's workplace realities. All government professionals can now experience AMA's proven, instructor-led learning from anywhere—through our **Live Online format via Adobe Acrobat** or **AMA's new Remote Access format via Zoom**.

Both training options provide full interactivity with fellow participants and AMA's course leaders. Interactive exercises, breakout groups and immediate feedback are an integral part of the experience.

Live Online and Remote Access Features

| | LIVE ONLINE | REMOTE ACCESS |
|---|-------------|---------------|
| Live, instructor-led training | X | X |
| Full class participation capabilities, including break-out groups, exercises, discussions, etc. | X | X |
| Ability to see course materials, charts, presentations, etc. | X | X |
| Communicate through live audio | X | X |
| Communicate through live chat | X | |
| Ability to see instructor and other participants using camera | | X |
| Accessible via Adobe through AMA website | X | |
| Accessible via Zoom meeting | | X |

If anyone on your team has already registered for an in-person AMA classroom course, we can seamlessly transfer them into a Live Online or Remote Access session at no charge.

AMA's Top 10 Live Online Courses for GOVERNMENT PROFESSIONALS

- ★ **Certified Professional in Management Exam Prep Express** Seminar #2986
- ★ **Emotional Intelligence Certificate Program** Seminar #2144
- ★ **How to Communicate with Diplomacy, Tact and Credibility** Seminar #2206
- ★ **Building Better Work Relationships: New Techniques for Results-Oriented Communication** Seminar #2235
- ★ **Developing Executive Leadership** Seminar #2501
- ★ **Improving Your Project Management Skills: The Basics for Success** Seminar #6503
- ★ **Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure** Seminar #2261
- ★ **Successfully Managing People** Seminar #2995
- ★ **The 7 Habits of Highly Effective People Signature Edition 4.0** Seminar #2601
- ★ **Women's Leadership Certificate Program** Seminar #2960

“ This course challenged the way I think, my responses to situations, and how I conduct my work. The first business day after training I've already implemented one of the tools I learned in class. I believe I will yield excellent results as a result of the training! ”

—*Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure*
(Program Specialist at Department of Veterans Affairs OIG)

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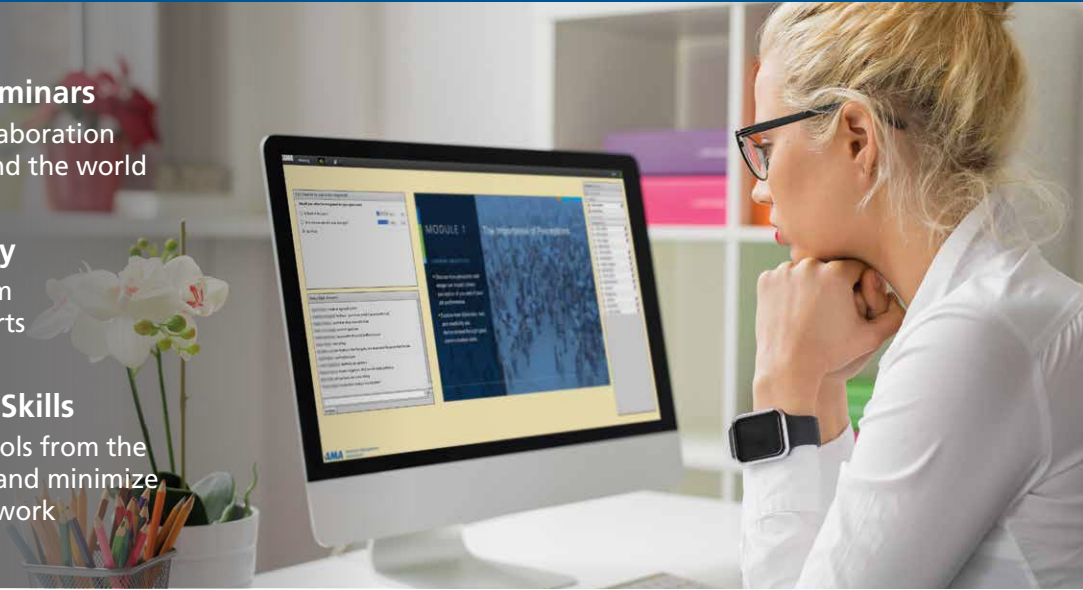
World-Class Faculty

Learn in real time from industry-leading experts



Career-Advancing Skills

Gain powerful new tools from the comfort of your desk and minimize your time away from work



| SEMINAR # | SEMINAR TITLE | LIVE ONLINE | REMOTE ACCESS | GSA PRICE |
|--|---|-------------|---------------|-----------|
| ANALYTICAL SKILLS | | | | |
| 2006 | <u>Advanced Tools and Techniques for Data Analysis</u> | | ✓ | \$2,079 |
| 2558 | <u>Analytical Thinking, Problem Solving and Decision Making</u> | | ✓ | 1,984 |
| 2533 | <u>Critical Thinking</u> Bestseller | ✓ | | \$2,175 |
| 1112 | <u>Data Analysis Fundamentals: A Hands-On Workshop</u> | | ✓ | \$1,984 |
| 2162 | <u>Developing Your Analytical Skills: How to Research and Present Information</u> Bestseller | ✓ | | \$1,889 |
| 2012 | <u>How to Turn Data Into Compelling Visual Presentations</u> | | ✓ | \$1,889 |
| 2034 | <u>Innovation and Design Thinking Certificate Program</u> | | ✓ | \$2,363 |
| 2018 | <u>Strategic Thinking</u> Bestseller | | ✓ | \$2,174 |
| 2177 | <u>Using Data to Drive Strategy</u> | | ✓ | \$2,079 |
| BUSINESS ANALYSIS & QUALITY | | | | |
| 6531 | <u>Process Management: Applying Process Mapping to Analyze and Improve Your Operation</u> | | ✓ | \$1,984 |
| BUSINESS ENHANCEMENT SKILLS | | | | |
| 2561 | <u>AMA's 5-Day "MBA" Certificate Program</u> Bestseller | | ✓ | \$3,405 |
| 2188 | <u>Assertiveness Training</u> | | ✓ | \$1,984 |
| 2527 | <u>Assertiveness Training for Managers</u> | | ✓ | \$2,174 |
| 2144 | <u>Emotional Intelligence Certificate Program</u> Top 10 | ✓ | | \$1,889 |
| 2964 | <u>Business Essentials Certificate Program</u> | | ✓ | \$2,836 |
| 2118 | <u>Doing It All: How to Stay Focused and Engaged</u> | | ✓ | \$1,889 |
| 2605 | <u>Extraordinary Productivity: The 5 Choices That Drive Success™</u> Bestseller | ✓ | | \$1,889 |
| 2261 | <u>Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure</u> Top 10 | ✓ | | \$1,795 |
| 2132 | <u>Taking On Greater Responsibility: Step-Up Skills for Non-Managers</u> Bestseller | | ✓ | \$1,889 |

| SEMINAR # | SEMINAR TITLE | LIVE ONLINE | REMOTE ACCESS | GSA PRICE |
|---|--|-------------|---------------|-----------|
| 2601 | <u>The 7 Habits of Highly Effective People® Signature Edition 4.0</u> Bestseller | | ✓ | \$1,984 |
| 2908 | <u>The Successful Virtual Team Member</u> | ✓ | | \$1,511 |
| 2233 | <u>Time Management</u> Bestseller | ✓ | | \$1,795 |
| BUSINESS EXCELLENCE FOR WOMEN | | | | |
| 2528 | <u>Assertiveness Training for Women in Business</u> | ✓ | | \$2,032 |
| 2179 | <u>Executive Presence for Women</u> Bestseller | | ✓ | \$2,079 |
| 2010 | <u>Leadership Development for Women</u> | | ✓ | \$1,984 |
| 2961 | <u>Women Leading with Impact: Resilience and Strategic Risk-Taking</u> | | ✓ | \$1,984 |
| 2874 | <u>Women's Leadership Live—A Virtual Workshop</u> | | ✓ | \$374 |
| 2960 | <u>Women's Leadership Certificate Program</u> Top 10 | ✓ | | \$2,552 |
| CERTIFIED PROFESSIONAL IN MANAGEMENT | | | | |
| 2966 | <u>Certified Professional in Management Exam Prep Course</u> NEW! | | ✓ | \$2,837 |
| 2978 | <u>Certified Professional in Management Exam Prep Crash Course</u> NEW! | | ✓ | \$1,037 |
| 2986 | <u>Certified Professional in Management Exam Prep Express</u> NEW! | ✓ | | \$2,363 |
| COMMUNICATION SKILLS | | | | |
| INTERPERSONAL SKILLS | | | | |
| 2235 | <u>Building Better Work Relationships: New Techniques for Results-Oriented Communication</u> Bestseller | ✓ | | \$2,079 |
| 2962 | <u>Business Communication Certificate Program</u> | | ✓ | \$2,363 |
| 2203 | <u>Communicating Up, Down and Across the Organization</u> Bestseller | ✓ | | \$1,984 |
| 2210 | <u>Communicating with Confidence</u> | | ✓ | \$1,984 |
| 2576 | <u>Communication and Interpersonal Skills for Technical Professionals</u> | | ✓ | \$1,984 |
| 2109 | <u>Developing Effective Business Conversation Skills</u> | | ✓ | \$1,984 |
| 2031 | <u>Effectively Communicating in The Moment</u> | | ✓ | \$2,079 |
| 2206 | <u>How to Communicate with Diplomacy, Tact and Credibility</u> Top 10 | ✓ | | \$1,984 |
| 2146 | <u>Mastering the Art of Critical Conversations</u> | | ✓ | \$2,079 |
| 2255 | <u>Moving Ahead: Breaking Behavior Patterns That Hold You Back</u> | | ✓ | \$1,984 |
| 2115 | <u>Responding to Conflict: Strategies for Improved Communication</u> Bestseller | ✓ | | \$1,984 |
| 2575 | <u>7 Interpersonal Skills of Great Managers</u> | | ✓ | \$2,079 |
| 2102 | <u>Storytelling Power: Secrets for Exceptional Communication</u> | | ✓ | \$2,079 |
| 2578 | <u>The Effective Facilitator: Maximizing Involvement and Results</u> | | ✓ | \$2,079 |
| INFLUENCING SKILLS | | | | |
| 2204 | <u>Expanding Your Influence: Understanding the Psychology of Persuasion</u> | ✓ | | \$1,984 |
| 2532 | <u>Getting Results Without Authority</u> | ✓ | | \$1,984 |
| 2513 | <u>Negotiating to Win</u> | ✓ | | \$2,079 |
| BUSINESS WRITING | | | | |
| 2121 | <u>AMA's Business Grammar Workshop</u> | ✓ | | \$1,700 |
| 2211 | <u>AMA's Business Writing Workshop</u> Bestseller | ✓ | | \$1,795 |
| 2829 | <u>Business Writing Made Simple</u> | | ✓ | \$1,037 |

| SEMINAR # | SEMINAR TITLE | LIVE ONLINE | REMOTE ACCESS | GSA PRICE |
|-------------------------------------|--|-------------|---------------|-----------|
| 2216 | <u>Effective Technical Writing</u> | ✓ | | \$1,984 |
| PRESENTATION SKILLS | | | | |
| 2522 | <u>Effective Executive Speaking</u> Bestseller | | ✓ | \$2,174 |
| 2868 | <u>Presentation Skills Workshop</u> | | ✓ | \$1,037 |
| 2519 | <u>Strategies for Developing Effective Presentation Skills</u> Bestseller | | ✓ | \$2,079 |
| 2968 | <u>Virtual Presentation Certificate Program</u> NEW! | | ✓ | \$1,984 |
| DIVERSITY & INCLUSION | | | | |
| 2965 | <u>Diversity & Inclusion Certificate Program</u> NEW! | | ✓ | \$2,837 |
| 8802 | <u>Finding Common Ground: How to Overcome Unconscious Bias</u> | | ✓ | \$1,037 |
| 2151 | <u>Leadership Strategies for Creating a Respectful Workplace</u> | | ✓ | \$1,984 |
| 2925 | <u>Leading in a Diverse and Inclusive Culture</u> | | ✓ | \$1,984 |
| FINANCE | | | | |
| 1276 | <u>AMA's Advanced Financial Forecasting and Modeling Workshop</u> | ✓ | | \$2,174 |
| 2259 | <u>AMA's Comprehensive Budgeting Workshop</u> | | ✓ | \$1,984 |
| 1552 | <u>AMA's Course on Financial Analysis</u> | | ✓ | \$2,268 |
| 1104 | <u>AMA's Finance Workshop for Non-Financial Executives</u> | | ✓ | \$2,363 |
| 1110 | <u>Financial Forecasting</u> | | ✓ | \$2,174 |
| 1224 | <u>Fixed Asset Management</u> | | ✓ | \$1,889 |
| 1201 | <u>Fundamentals of Cost Accounting</u> | | ✓ | \$1,984 |
| 2218 | <u>Fundamentals of Finance and Accounting for Non-Financial Managers</u> Top 10 | ✓ | | \$1,984 |
| 1206 | <u>The Strategic Controller: Adding Value to Your Organization</u> | | ✓ | \$2,174 |
| HUMAN RESOURCES AND TRAINING | | | | |
| 8502 | <u>AMA's Employment Law Course: Avoiding the Legal Pitfalls of EEO, FMLA and ADA</u> | | ✓ | \$1,889 |
| 8507 | <u>AMA's Training Certificate Program</u> Bestseller | | ✓ | \$2,079 |
| 8115 | <u>AMA's Virtual Training Certificate</u> | ✓ | | \$1,889 |
| 8506 | <u>Fundamentals of Human Resources Management</u> | ✓ | | \$1,889 |
| 8509 | <u>Instructional Design Certificate Program</u> | | ✓ | \$1,984 |
| 8266 | <u>Recruiting, Interviewing and Selecting Employees</u> | | ✓ | \$2,079 |
| LEADERSHIP SKILLS | | | | |
| 2128 | <u>Achieving Leadership Success Through People</u> | | ✓ | \$2,363 |
| 2134 | <u>Advanced Leadership Communication Strategies</u> | | ✓ | \$2,363 |
| 2546 | <u>Agile Leadership and Strategy</u> | | ✓ | \$2,363 |
| 2104 | <u>AMA's Advanced Executive Leadership Program</u> | | ✓ | \$2,458 |
| 2559 | <u>Coaching from a Distance: Developing Your Team When You Can't Be Face to Face</u> | ✓ | | \$1,984 |
| 2186 | <u>Collaborative Leadership Skills</u> | | ✓ | \$2,079 |
| 2501 | <u>Developing Executive Leadership</u> Top 10 | ✓ | | \$2,268 |
| 2239 | <u>Leadership and Team Development for Managerial Success</u> | | ✓ | \$2,079 |
| 2963 | <u>Leadership Certificate Program</u> | | ✓ | \$2,837 |

| SEMINAR # | SEMINAR TITLE | LIVE ONLINE | REMOTE ACCESS | GSA PRICE |
|--|---|-------------|---------------|-----------|
| 2569 | <u>Leadership Skills and Team Development for Technical Professionals</u> | ✓ | | \$1,984 |
| 2912 | <u>Leading Disruptive Change and Innovation: Your Plan for Breakthrough Growth</u> | | ✓ | \$2,174 |
| 2280 | <u>Leading Virtual Teams</u> | ✓ | | \$1,984 |
| 2133 | <u>Leading with Emotional Intelligence</u> Bestseller | ✓ | | \$2,268 |
| 2906 | <u>Mindful Leadership: Cultivating Excellence from Within</u> | | ✓ | \$2,079 |
| 2536 | <u>Preparing for Leadership: What It Takes to Take the Lead</u> | ✓ | | \$1,984 |
| 2604 | <u>The 13 Behaviors of High-Trust Leaders</u> | | ✓ | \$2,174 |
| 2130 | <u>The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results</u> Bestseller | ✓ | | \$2,268 |
| 2021 | <u>Transformational Leadership: How to Inspire Extraordinary Performance</u> | | ✓ | \$2,174 |
| MANAGEMENT SKILLS | | | | |
| 2172 | <u>AMA Business Boot Camp: Management and Leadership Essentials</u> | ✓ | | \$1,700 |
| 2861 | <u>Conflict Management Workshop</u> | | ✓ | \$1,037 |
| 2819 | <u>Delegation Boot Camp</u> | | ✓ | \$1,037 |
| 2508 | <u>Improving Your Managerial Effectiveness</u> | | ✓ | \$2,174 |
| 2517 | <u>Leadership Skills for Supervisors</u> | | ✓ | \$2,079 |
| 2243 | <u>Making the Transition from Staff Member to Supervisor</u> | ✓ | | \$1,795 |
| 2231 | <u>Making the Transition to Management</u> | | ✓ | \$1,984 |
| 2238 | <u>Management Skills for New Managers</u> Bestseller | ✓ | | \$2,079 |
| 2248 | <u>Management Skills for New Supervisors</u> Bestseller | ✓ | | \$1,889 |
| 2290 | <u>Managing the "Unmanageable": Tough People, Tough Situations</u> | | ✓ | \$2,079 |
| 2242 | <u>Moving from an Operational Manager to a Strategic Leader</u> Bestseller | ✓ | | \$2,079 |
| 2295 | <u>Successfully Managing People</u> Top 10 | ✓ | | \$2,079 |
| 2602 | <u>The 7 Habits for Managers®: Essential Skills and Tools for Leading Teams</u> Bestseller | | ✓ | \$2,079 |
| OFFICE AND ADMINISTRATIVE SUPPORT | | | | |
| 2294 | <u>Management Skills for Administrative Professionals</u> | ✓ | | \$1,700 |
| 2194 | <u>Managing Chaos: Dynamic Time Management, Recall, Reading and Stress Management Skills for Administrative Professionals</u> | | ✓ | \$1,605 |
| 2160 | <u>Organizing Your Work: New Techniques for Administrative Professionals</u> | | ✓ | \$1,605 |
| 2268 | <u>Partnering with Your Boss: Strategic Skills for Administrative Professionals</u> | | ✓ | \$1,605 |
| 2298 | <u>Project Management for Administrative Professionals</u> Bestseller | | ✓ | \$1,795 |
| PROJECT MANAGEMENT SKILLS | | | | |
| 6595 | <u>AMA's Comprehensive Project Management Workshop</u> Bestseller | | ✓ | \$2,837 |
| 6590 | <u>AMA's PMP® Exam Prep Express</u> | | ✓ | \$2,174 |
| 6523 | <u>Best Practices for the Multi-Project Manager</u> | | ✓ | \$1,984 |
| 6548 | <u>Essentials of Project Management for the Non-Project Manager</u> Bestseller | ✓ | | \$1,889 |
| 6503 | <u>Improving Your Project Management Skills: The Basics for Success</u> Top 10 | ✓ | | \$1,984 |
| 6216 | <u>Program Management</u> | | ✓ | \$1,984 |
| 6585 | <u>Project Team Leadership: Building Commitment Through Superior Communication</u> | | ✓ | \$2,174 |
| 4251 | <u>Technical Project Management</u> | | ✓ | \$2,079 |

| SEMINAR # | SEMINAR TITLE | LIVE ONLINE | REMOTE ACCESS | GSA PRICE |
|----------------------------------|--|----------------|------------------|--------------|
| PURCHASING AND SUPPLY MANAGEMENT | | | | |
| 4265 | <u>Fundamentals of Purchasing for the New Buyer</u> | | ✓ | \$1,984 |
| 4115 | <u>Global Supply Chain Management: Best Practices in Import and Export Operations</u> | | ✓ | \$1,889 |
| 4206 | <u>Inventory Management Techniques: Planning, Replenishment and Activities Control</u> | | ✓ | \$2,079 |
| SALES AND MARKETING | | | | |
| 5598 | <u>Advanced Sales Management</u> | | ✓ | \$2,268 |
| 5537 | <u>AMA's Advanced Course in Strategic Marketing</u> | | ✓ | \$1,984 |
| 5165 | <u>Customer Service Excellence: How to Win and Keep Customers</u> | | ✓ | \$1,795 |
| 5510 | <u>Fundamental Selling Techniques for the New or Prospective Salesperson</u> | ✓ | | \$1,795 |
| 5512 | <u>Fundamentals of Marketing: Your Action Plan for Success</u> | ✓ | | \$1,700 |
| 5520 | <u>Principles of Professional Selling</u> | | ✓ | \$2,079 |
| 5227 | <u>Sales Management Certificate Program</u> | | ✓ | \$2,174 |
| 5235 | <u>Selling to Major Accounts: A Strategic Approach</u> | | ✓ | \$2,079 |
| 5535 | <u>Strategic Sales Negotiations</u> | | ✓ | \$1,984 |
| 5597 | <u>Successful Product Management</u> | | ✓ | \$1,984 |
| 5289 | <u>Territory and Time Management for Salespeople</u> | | ✓ | \$1,984 |
| STRATEGIC PLANNING | | | | |
| 2009 | <u>Facilitating an Effective Strategic Planning Process</u> | | ✓ | \$2,363 |
| 2565 | <u>Fundamentals of Strategic Planning</u> | | ✓ | \$2,079 |
| 2526 | <u>Strategic Planning</u> Bestseller | | ✓ | \$2,268 |
| 2209 | <u>Strategy Execution: Getting It Done</u> | | ✓ | \$2,363 |

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*This offer is applicable to all AMA U.S. Live Online, Remote Access Courses, and in-person Classroom Seminars when AMA centers reopen, except for AMA's Comprehensive Project Management Workshop (seminar #6595), the 5-Day "MBA" Certificate Program (seminar #2561), Live Online Express Courses, AMA Webinars, AMA OnDemand Courses, the AMA OnDemand Training Library and third party-delivered programs available through AMA are excluded. Past purchases and other promotional offers are excluded. Attendance must be completed within 12 months of purchase date for 6-Packs, 12-Packs, 24-Packs and 50-Packs. Prices and schedules are subject to change without notice. Call-in offer only.

How to contract with AMA

AMA products and services are GSA approved and can be purchased through our GSA Multiple Award Schedule Contract with preferred pricing.

AMA has a deep knowledge of the regulations and requirements that affect your training and is prepared to address purchasing, registration and contract needs.



Contract Holder

Contract No. GS-02F-0092R

AMA is an approved contract holder to provide training and development services under Professional Services Schedule (00CORP), SIN 874-4

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