

Government agencies and individuals may purchase training through our GSA Multiple Award Schedule Contract with preferred pricing.

YOUR MISSION-CRITICAL GOAL:

Developing the Most Productive Federal Workforce
Now *and* in the Future

YOUR SOLUTION:

Turn to AMA to create, sustain and reinforce an employee experience that drives growth and productivity



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)

GSA PREFERRED PRICING GUIDE



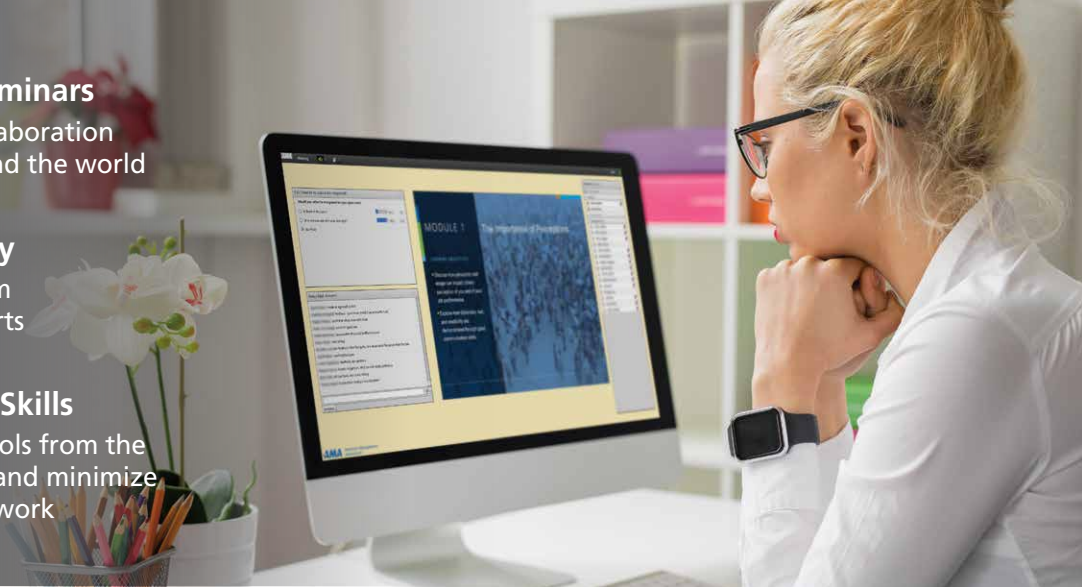
Live Interactive Seminars
Designed for true collaboration with peers from around the world



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 Bestseller</u>		✓	\$2,268
2209	<u>Strategy Execution: Getting It Done</u>		✓	\$2,363

SEMINAR SAVINGS PASS*

BUY MORE, SAVE MORE

Buy now and train throughout the year. You can even bring people from different teams together for shared learning—for example, up to 6 different people can use a 6-pack.

6-Pack	\$9,995 6 AMA seminars in 12 months
12-Pack	\$18,995 12 AMA seminars in 12 months
24-Pack	\$35,995 24 AMA seminars in 12 months
50-Pack	\$60,000 50 AMA seminars in 12 months

Custom packages also available for any size team!

Sign up now by calling 1-877-262-6004.

Call-in offer only. Mention code MP9

*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

**Develop your most productive federal workforce
with AMA's online learning experiences**