

TRAINING SOLUTIONS FOR THE FEDERAL GOVERNMENT

Develop the most productive workforce possible



“This course challenged the way I think, my responses to situations and how I conduct my work...I believe I will yield excellent results as a result of the training!”

— Program Specialist at Department of Veterans Affairs OIG on the
AMA Seminar *Managing Chaos*

AMA supports the missions of the federal government with solutions designed to help you and your team learn, lead and thrive.

AMA Government Learning Solutions is the development and learning partner you can trust for positive performance impact and behavior change. Whether you need transformative training for individuals, groups or your entire organization, AMA can deliver the right solutions for you. We offer practical experience applying new skills in a collaborative, supportive environment that enables your team to reach their potential and immediately apply what they learn.

Engage in the learning experience that's right for you



Live Online or In-Person Seminars—Develop crucial skills in a fully immersive virtual or in-person classroom experience led by expert instructors. Our seminars are highly interactive, with breakout exercises and practical activities.



Private Team Experiences—Learn exclusively as a team in a personal, instructor-led, interactive session (in person or live online) with program content mapped to federal core competencies.

Whether you join us in a public course or experience customized training, the skills you and your team acquire will equip you to meet today's workplace realities. We offer effective ways to:

- ▶ Develop a Culture of Agility and Innovation
- ▶ Create a Climate of Belonging
- ▶ Increase Organizational Resilience
- ▶ Improve Employee Engagement
- ▶ Connect, Inspire and Strengthen Relationships— Virtually and Face-to-Face
- ▶ Accelerate Team Performance
- ▶ Increase Leadership Impact

How to contract with AMA

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



GSA Schedule: Professional Services Schedule (00CORP) for both Individual and Agency-Wide Learning
Contract #: GS-02F-0092R
SIN: 874 4: Training Services
SIN: 874 8: FAI Verified Federal Acquisition Certification (FAC) Training

100+ courses qualify for Continuous Learning Points (CLPs)



Top Curriculum for GOVERNMENT AGENCIES

According to the **President's Management Agenda**, the government must develop, support, strengthen and empower the federal workforce to build back better. By partnering with AMA, you can achieve those goals with transformative training that's designed to close skill gaps and develop potential.

Our most popular courses for the federal workforce offer skills aligned with essential competencies:

BUSINESS ENHANCEMENT

- ★ **The 7 Habits of Highly Effective People® Signature Edition 4.0**—Use proven principles of personal effectiveness to self-lead, influence, engage and collaborate with others.
- ★ **Managing Chaos**—Harness techniques to gain control over expanding workloads and increasing demands.

COMMUNICATION

- ★ **How to Communicate with Diplomacy, Tact and Credibility**—Acquire and practice skills and techniques to be a consistently professional communicator, even in difficult circumstances.
- ★ **Communicating Up, Down and Across the Organization**—Learn to project confidence and professional acumen when communicating with people at different levels.

MANAGEMENT

- ★ **Making the Transition from Staff Member to Supervisor**—Develop knowledge and skills to be ready to take on any task when stepping into new responsibilities.
- ★ **Management Skills for New Managers**—Explore motivation, delegation, coaching, performance management and other essential management skills.

LEADERSHIP

- ★ **Women's Leadership Certificate Program**—Build vital leadership competencies and gain confidence to speak up and be recognized as a leader who can add value to the organization.
- ★ **Developing Executive Leadership**—Learn to craft a distinct leadership style, build an extraordinary team and master the competencies of effective executive leadership.

BUSINESS ACUMEN

- ★ **Improving Your Project Management Skills**—Develop a solid foundation of PM techniques and tools in this interactive workshop that covers the entire project life cycle.
- ★ **AMA's 5-Day "MBA" Certificate Program**—Apply a holistic, experiential approach to learn how businesses can cut costs, increase revenue and mitigate risks.

EXECUTIVE CORE QUALIFICATIONS (ECQs)

AMA can help candidates meet the
ECQ competency requirements.

www.amanet.org/ecqs

AMA courses can be part of a private group learning solution for teams of any size—
and delivered in person, virtually or a blend of both.

Course listing is available on our Multiple Award Schedule.

SEE OUR **BEST SELLERS**

for topics trending strong with the federal workforce!

| SEMINAR # | SEMINAR TITLE | DAYS | GSA PRICE |
|--------------------------------------|--|------|-----------|
| ANALYTICAL SKILLS | | | |
| 2006 | Advanced Tools and Techniques for Data Analysis | 2 | \$2,174 |
| 2558 | Analytical Thinking, Problem Solving and Decision Making | 2 | \$2,079 |
| 2533 | Critical Thinking BEST SELLER | 2 | \$2,363 |
| 1112 | Data Analysis Fundamentals: A Hands-on Workshop | 2 | \$2,079 |
| 2162 | Developing Your Analytical Skills: How to Research and Present Information | 2 | \$2,079 |
| 2012 | How to Turn Data Into Compelling Visual Presentations BEST SELLER | 2 | \$1,984 |
| 2034 | Innovation and Design Thinking Certificate Program | 2 | \$2,458 |
| 2018 | Strategic Thinking BEST SELLER | 2 | \$2,268 |
| 2177 | Using Data to Drive Strategy | 2 | \$2,174 |
| BUSINESS ENHANCEMENT SKILLS | | | |
| 2178 | Achieving Success Through Perseverance and Resilience NEW! | 2 | \$1,984 |
| 2914 | Adaptability: The Key for Mastering Change NEW! | 1 | \$1,132 |
| 2561 | AMA's 5-Day "MBA" Certificate Program BEST SELLER | 5 | \$3,405 |
| 2188 | Assertiveness Training | 3 | \$2,079 |
| 2527 | Assertiveness Training for Managers | 3 | \$2,268 |
| 2964 | Business Essentials Certificate Program | 3 | \$2,458 |
| 2187 | Developing Collaboration Skills: Working with Others to Achieve Success NEW! | 2 | \$2,079 |
| 2144 | Developing Your Emotional Intelligence BEST SELLER | 2 | \$2,079 |
| 2118 | Doing It All: How to Stay Focused and Engaged | 2 | \$1,984 |
| 2605 | Extraordinary Productivity: The 5 Choices That Drive Success BEST SELLER | 2 | \$2,079 |
| 2261 | Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure BEST SELLER | 2 | \$1,984 |
| 2540 | Managing Emotions in the Workplace: Strategies for Success | 2 | \$2,079 |
| 2132 | Taking On Greater Responsibility: Step-Up Skills for Non-Managers BEST SELLER | 2 | \$1,984 |
| 2601 | The 7 Habits of Highly Effective People® Signature Edition 4.0 BEST SELLER | 2 | \$2,174 |
| 2908 | The Successful Virtual Team Member LIVE ONLINE ONLY | 2 | \$1,700 |
| 2233 | Time Management BEST SELLER | 2 | \$1,984 |
| BUSINESS EXCELLENCE FOR WOMEN | | | |
| 2528 | Assertiveness Training for Women in Business BEST SELLER | 2 | \$2,079 |
| 2179 | Executive Presence for Women BEST SELLER | 2 | \$2,174 |
| 2010 | Leadership Development for Women BEST SELLER | 2 | \$2,079 |
| 2961 | Women Leading with Impact: Resilience and Strategic Risk-Taking | 2 | \$2,079 |
| 2874 | Women's Leadership Workshop LIVE ONLINE ONLY | 1 | \$279 |
| 2960 | Women's Leadership Certificate Program BEST SELLER | 2 | \$2,552 |

EXCLUSIVE YEAR-END GOVERNMENT OFFERS

**\$600 OFF
GSA RATES ON
AMA SEMINARS**

Use code LP3K

**\$1,500 OFF
UNLIMITED TRAINING WITH
AMA'S ANNUAL PASS**

Use code LP3L

**PLUS
BONUS SEATS AND
EXTRA SAVINGS ON
SEMINAR SAVINGS
PASSES**

Use code PCG

Visit www.amagov.org details or call 877.262.6004. Offers expire on 9/30/22.

| SEMINAR # | SEMINAR TITLE | DAYS | GSA PRICE |
|---|--|------|-----------|
| CERTIFIED PROFESSIONAL IN MANAGEMENT | | | |
| 2966 | Certified Professional in Management (CPM) Exam Prep Course | 4 | \$2,458 |
| 2986 | Certified Professional in Management (CPM) Exam Prep Express <i>LIVE ONLINE ONLY</i> | 4 | \$2,268 |
| 2978 | Certified Professional in Management Exam Prep Crash Course <i>LIVE ONLINE ONLY</i> | 1 | \$1,132 |
| COMMUNICATION | | | |
| Business Writing | | | |
| 2211 | AMA's 2-Day Business Writing Workshop <i>BEST SELLER</i> | 2 | \$1,984 |
| 2121 | AMA's Business Grammar Workshop | 2 | \$1,889 |
| 2829 | Business Writing Made Simple <i>BEST SELLER</i> | 1 | \$1,132 |
| 2216 | Effective Technical Writing | 2 | \$2,079 |
| Influencing | | | |
| 2204 | Expanding Your Influence: Understanding the Psychology of Persuasion <i>BEST SELLER</i> | 2 | \$2,174 |
| 2532 | Getting Results Without Authority <i>BEST SELLER</i> | 2 | \$2,174 |
| 2513 | Negotiating to Win | 2 | \$2,174 |
| Interpersonal Skills | | | |
| 2575 | 7 Interpersonal Skills of Great Managers | 2 | \$2,174 |
| 2235 | Building Better Work Relationships: New Techniques for Results-Oriented Communication <i>BEST SELLER</i> | 2 | \$2,174 |
| 2962 | Business Communication Certificate Program | 3 | \$2,458 |
| 2203 | Communicating Up, Down and Across the Organization <i>BEST SELLER</i> | 2 | \$2,174 |
| 2210 | Communicating with Confidence | 2 | \$2,079 |
| 2576 | Communication and Interpersonal Skills for Technical Professionals | 2 | \$2,079 |
| 2109 | Developing Effective Business Conversation Skills | 2 | \$2,079 |
| 2031 | Effectively Communicating in The Moment | 2 | \$2,174 |
| 2206 | How to Communicate with Diplomacy, Tact and Credibility <i>BEST SELLER</i> | 2 | \$2,174 |
| 2146 | Mastering the Art of Critical Conversations | 2 | \$2,174 |
| 2255 | Moving Ahead: Breaking Behavior Patterns That Hold You Back | 2 | \$2,079 |
| 2115 | Responding to Conflict: Strategies for Improved Communication <i>BEST SELLER</i> | 2 | \$2,174 |
| 2102 | Storytelling Power: Secrets for Exceptional Communication | 2 | \$2,174 |
| 2578 | The Effective Facilitator: Maximizing Involvement and Results | 2 | \$2,174 |
| 2302 | Virtual Communication Workshop <i>LIVE ONLINE ONLY NEW!</i> | 2 | \$2,079 |
| Presentation Skills | | | |
| 2522 | Effective Executive Speaking | 3 | \$2,268 |
| 2868 | Presentation Skills Workshop | 1 | \$1,132 |
| 2519 | Strategies for Developing Effective Presentation Skills <i>BEST SELLER</i> | 3 | \$2,174 |
| 2968 | Virtual Presentation Certificate Program <i>LIVE ONLINE ONLY</i> | 2 | \$2,079 |

| SEMINAR # | SEMINAR TITLE | DAYS | GSA PRICE |
|---|---|------|-----------|
| DIVERSITY, EQUITY, INCLUSION & BELONGING (DEI&B) | | | |
| 2965 | Diversity & Inclusion Certificate Program BEST SELLER | 3 | \$2,837 |
| 8802 | Finding Common Ground: How to Overcome Unconscious Bias | 1 | \$1,132 |
| 2151 | Leadership Strategies for Creating a Respectful Workplace | 2 | \$2,079 |
| 2925 | Leading in a Diverse and Inclusive Culture | 2 | \$2,079 |
| 2969 | Moving from Inclusion to Belonging: How to Shift from Intent to Impact NEW! | 1 | \$1,132 |
| 2931 | Psychological Safety: An Imperative for High Performing Teams NEW! | 2 | \$2,079 |
| FINANCE AND ACCOUNTING | | | |
| 1276 | AMA's Advanced Financial Forecasting and Modeling Workshop | 2 | \$2,268 |
| 2259 | AMA's Comprehensive Budgeting Workshop | 2 | \$2,079 |
| 1552 | AMA's Course on Financial Analysis | 3 | \$2,268 |
| 1104 | AMA's Finance Workshop for Non-Financial Executives | 4 | \$2,458 |
| 1110 | Financial Forecasting | 3 | \$2,268 |
| 1224 | Fixed Asset Management | 2 | \$1,984 |
| 1201 | Fundamentals of Cost Accounting | 3 | \$2,079 |
| 2218 | Fundamentals of Finance and Accounting for Non-Financial Managers | 2 | \$2,174 |
| 1206 | The Strategic Controller: Adding Value to Your Organization | 3 | \$2,268 |
| HUMAN RESOURCES AND TRAINING | | | |
| 8507 | AMA's Training Certificate Program BEST SELLER | 3 | \$2,174 |
| 8502 | AMA's Employment Law Course: Avoiding the Legal Pitfalls of EEO, FMLA and ADA | 2 | \$2,079 |
| 8115 | AMA's Virtual Training Certificate Program LIVE ONLINE ONLY | 4 | \$1,984 |
| 8506 | Fundamentals of Human Resources Management | 2 | \$2,079 |
| 8509 | Instructional Design Certificate Program | 3 | \$2,174 |
| 8266 | Recruiting, Interviewing and Selecting Employees | 3 | \$2,174 |
| 8110 | Succession Planning: Developing Talent from Within | 2 | \$2,174 |
| LEADERSHIP | | | |
| 2128 | Achieving Leadership Success Through People | 3 | \$2,458 |
| 2134 | Advanced Leadership Communication Strategies | 3 | \$2,458 |
| 2546 | Agile Leadership and Strategy | 2 | \$2,268 |
| 2104 | AMA's Advanced Executive Leadership Program | 3 | \$2,552 |
| 2250 | Building a Culture of Innovation for Hybrid and Virtual Teams NEW! | 2 | \$2,268 |
| 2506 | Coaching Certificate Program | 2 | \$2,268 |
| 2559 | Coaching from a Distance: Developing Your Team When You Can't Be Face to Face LIVE ONLINE ONLY | 4 | \$2,079 |
| 2186 | Collaborative Leadership Skills | 2 | \$2,174 |
| 2501 | Developing Executive Leadership BEST SELLER | 3 | \$2,458 |
| 2239 | Leadership and Team Development for Managerial Success | 2 | \$2,174 |
| 2963 | Leadership Certificate Program | 3 | \$2,837 |
| 2705 | Leading Leaders: Achieving Organizational Goals Through Others NEW! | 2 | \$2,268 |
| 2569 | Leadership Skills and Team Development for Technical Professionals | 2 | \$2,174 |
| 2912 | Leading Disruptive Change and Innovation: Your Plan for Breakthrough Growth | 2 | \$2,268 |
| 2280 | Leading Virtual Teams BEST SELLER | 2 | \$2,174 |
| 2133 | Leading with Emotional Intelligence BEST SELLER | 3 | \$2,458 |
| 2906 | Mindful Leadership: Cultivating Excellence from Within | 2 | \$2,174 |
| 2536 | Preparing for Leadership: What It Takes to Take the Lead BEST SELLER | 2 | \$2,174 |
| 2604 | The 13 Behaviors of High-Trust Leaders | 2 | \$2,268 |
| 2901 | The SLII Experience™ – Powering Inspired Leaders | 2 | \$2,174 |
| 2130 | The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results BEST SELLER | 3 | \$2,458 |
| 2021 | Transformational Leadership: How to Inspire Extraordinary Performance | 2 | \$2,268 |

| SEMINAR # | SEMINAR TITLE | DAYS | GSA PRICE |
|---|--|------|-----------|
| MANAGEMENT AND SUPERVISORY SKILLS | | | |
| 2172 | AMA Business Boot Camp: Management and Leadership Essentials <i>LIVE ONLINE ONLY</i> | 2 | \$1,984 |
| 2246 | Coaching for Optimal Job Performance <i>CLASSROOM ONLY</i> | 2 | \$2,174 |
| 2861 | Conflict Management Workshop <i>BEST SELLER</i> | 1 | \$1,132 |
| 2819 | Delegation Boot Camp | 1 | \$1,132 |
| 2508 | Improving Your Managerial Effectiveness | 2 | \$2,268 |
| 2517 | Leadership Skills for Supervisors | 3 | \$2,174 |
| 2243 | Making the Transition from Staff Member to Supervisor <i>BEST SELLER</i> | 2 | \$1,984 |
| 2231 | Making the Transition to Management | 2 | \$2,079 |
| 2238 | Management Skills for New Managers <i>BEST SELLER</i> | 2 | \$2,268 |
| 2248 | Management Skills for New Supervisors | 2 | \$2,079 |
| 2254 | Managing Hybrid Teams | 1 | \$1,132 |
| 2290 | Managing the "Unmanageable": Tough People, Tough Situations | 2 | \$2,174 |
| 2242 | Moving from an Operational Manager to a Strategic Leader | 2 | \$2,268 |
| 2295 | Successfully Managing People <i>BEST SELLER</i> | 2 | \$2,268 |
| 2602 | The 7 Habits for Managers: Essential Skills and Tools for Leading Teams <i>BEST SELLER</i> | 2 | \$2,268 |
| OFFICE AND ADMINISTRATIVE SUPPORT/CUSTOMER SERVICE | | | |
| 5166 | Becoming a Trusted Advisor: How to Develop More Valuable Customer Relationships <i>NEW!</i> | 1 | \$1,132 |
| 5165 | Customer Service Excellence: How to Win and Keep Customers | 2 | \$1,889 |
| 2294 | Management Skills for Administrative Professionals | 3 | \$1,795 |
| 2194 | Managing Chaos: Dynamic Time Management, Recall, Reading and Stress Management Skills for Administrative Professionals | 2 | \$1,605 |
| 2268 | Partnering with Your Boss: Strategic Skills for Administrative Professionals | 2 | \$1,605 |
| 2298 | Project Management for Administrative Professionals <i>BEST SELLER</i> | 3 | \$1,795 |
| PROJECT MANAGEMENT | | | |
| 6595 | AMA's Comprehensive Project Management Workshop <i>BEST SELLER</i> | 5 | \$2,837 |
| 6523 | Best Practices for the Multi-Project Manager | 2 | \$2,079 |
| 6548 | Essentials of Project Management for the Non-Project Manager <i>BEST SELLER</i> | 2 | \$2,079 |
| 6503 | Improving Your Project Management Skills: The Basics for Success <i>BEST SELLER</i> | 3 | \$2,174 |
| 6108 | LEAN Process Improvement: Delivering More with Less <i>CLASSROOM ONLY</i> | 2 | \$1,984 |
| 6540 | Managing Risk and Uncertainty in Projects <i>NEW!</i> | 2 | \$2,079 |
| 6598 | PMP Exam Prep Course | 4 | \$2,458 |
| 6531 | Process Management: Applying Process Mapping to Analyze and Improve Your Operation | 3 | \$2,079 |
| 6216 | Program Management | 2 | \$2,079 |
| 6585 | Project Team Leadership: Building Commitment Through Superior Communication | 3 | \$2,268 |
| 4251 | Technical Project Management | 3 | \$2,174 |
| PURCHASING AND SUPPLY MANAGEMENT | | | |
| 4265 | Fundamentals of Purchasing for the New Buyer | 3 | \$2,079 |
| 4115 | Global Supply Chain Management: Best Practices in Import and Export Operations | 2 | \$1,984 |
| 4206 | Inventory Management Techniques: Planning, Replenishment and Activities Control | 3 | \$2,174 |
| STRATEGIC PLANNING | | | |
| 2009 | Facilitating an Effective Strategic Planning Process | 2 | \$2,363 |
| 2565 | Fundamentals of Strategic Planning | 2 | \$2,174 |
| 2526 | Strategic Planning <i>BEST SELLER</i> | 2 | \$2,363 |
| 2209 | Strategy Execution: Getting It Done | 3 | \$2,458 |

For a complete description of all AMA seminars and scheduled sessions throughout the U.S. or private group training, call 202.306.1494.

BUY NOW—TRAIN LATER

With AMA's Training Account

Your fiscal year is ending, and the pressure is on to make the most of your training funds—before they expire.

AMA has flexible options that let you allocate your budget NOW—and extend your training timeline into next year.

Your AMA Training Advisor can explain your options and support you throughout the year. BONUS—use your Training Account to take advantage of the offers in this brochure.



Call 877.262.6004 to speak to a training advisor.

AMA | GOVERNMENT

www.amagov.org



We guarantee the quality of your experience. It's that simple.