

GSA PREFERRED PRICING GUIDE



SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
ANALYTICAL SKILLS			
2006	Advanced Tools and Techniques for Data Analysis L	2	\$2,523
2558	Analytical Thinking, Problem Solving and Decision Making	2	\$2,434
2533	Critical Thinking ★	2	\$2,656
1112	Data Analysis Fundamentals: A Hands-On Workshop L	2	\$2,434
2162	Developing Your Analytical Skills: How to Research and Present Information	2	\$2,434
2012	How to Turn Data Into Compelling Visual Presentations L ★	2	\$2,434
6108	LEAN Process Improvement: Delivering More with Less L	2	\$2,212
6531	Process Management: Applying Process Mapping to Analyze and Improve Your Operation L	3	\$2,478
2018	Strategic Thinking ★	2	\$2,656
ARTIFICIAL INTELLIGENCE			
2563	Artificial Intelligence (AI) Business Essentials Certificate Program ★	2	\$2,478
2612	Harnessing the Power of AI and Critical Thinking for Better Decision Making NEW!	2	\$2,567
2566	Launching Successful AI Projects L NEW!	1	\$1,414
2554	Strategic AI: Preparing Your Organization for Transformation	2	\$2,567
2609	Winning with AI: Using AI Tools to Achieve Better Business Results L NEW!	2	\$2,567
BUSINESS ENHANCEMENT SKILLS			
2914	Adaptability: The Key for Mastering Change L	1	\$1,414
2561	AMA's 5-Day "MBA" Certificate Program ★	5	\$3,897
2188	Assertiveness Training L	3	\$2,567
2527	Assertiveness Training for Managers L	3	\$2,656
2610	Building a Resilient Mindset L	2	\$2,168
2144	Developing Your Emotional Intelligence ★	2	\$2,478
2118	Doing It All: How to Stay Focused and Engaged	2	\$2,168
2187	High Performance Collaboration: 5 Proven Strategies for Success L	2	\$2,478
2261	Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure ★	2 or 4	\$2,301
2540	Managing Emotions in the Workplace: Strategies for Success	2	\$2,390
2132	Taking On Greater Responsibility: Step-Up Skills for Non-Managers L	2	\$2,168
2605	The 5 Choices to Extraordinary Productivity® ★	2	\$2,478
2601	The 7 Habits of Highly Effective People® ★	2	\$2,567
2233	Time Management ★	2 or 4	\$2,168

★ BEST SELLER

L LIVE ONLINE ONLY

80+ Courses qualify for Continuous Learning Points (CLPs).

SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
BUSINESS EXCELLENCE FOR WOMEN			
2528	Assertiveness Training for Women in Business ★	2	\$2,390
2179	Executive Presence for Women	2	\$2,567
2010	Leadership Development for Women	2	\$2,478
2961	Resilience and Strategic Risk Taking for Women Leaders L	2	\$2,478
2959	Women Redefining Perfectionism: Embracing Flexibility to Achieve Progress NEW!	2	\$2,301
2960	Women's Leadership Certificate Program ★	2	\$2,656
CERTIFIED PROFESSIONAL IN MANAGEMENT			
2966	Certified Professional in Management Exam Prep Course L	4	\$2,656
COMMUNICATION			
Business Writing			
2211	AMA's 2-Day Business Writing Workshop L ★	2	\$2,212
2121	AMA's Business Grammar Workshop L	2	\$2,124
2829	Business Writing Made Simple L ★	1	\$1,414
2216	Effective Technical Writing L	2	\$2,301
Influencing			
2204	Expanding Your Influence: Tapping Into the Power of Persuasion ★	2	\$2,567
2532	Getting Results Without Authority ★	2	\$2,567
2513	Negotiating to Win	2	\$2,567
Interpersonal Skills			
2575	7 Interpersonal Skills of Great Managers	2	\$2,567
2235	Building Better Work Relationships: New Techniques for Results-Oriented Communication ★	2	\$2,567
2962	Business Communication Certificate Program L	3	\$2,656
2203	Communicating Up, Down and Across the Organization ★	2	\$2,567
2210	Communicating with Confidence	2	\$2,390
2576	Communication and Interpersonal Skills for Technical Professionals L	2	\$2,478
2109	Developing Effective Business Conversation Skills L	2	\$2,390
2031	Effectively Communicating in the Moment	2	\$2,567
2206	How to Communicate with Diplomacy, Tact and Credibility ★	2	\$2,567
2146	Mastering the Art of Critical Conversations L	2	\$2,567
2255	Moving Ahead: Breaking Behavior Patterns That Hold You Back L	2	\$2,390
2115	Responding to Conflict: Strategies for Improved Communication ★	2	\$2,567
2102	Storytelling Power: Secrets for Exceptional Communication L	2	\$2,567
2578	The Effective Facilitator: Maximizing Involvement and Results	2	\$2,567
Presentation Skills			
2522	Effective Executive Speaking	3	\$2,656
2868	Presentation Skills Workshop	1	\$1,414
2519	Strategies for Developing Effective Presentation Skills ★	3	\$2,567
FINANCE & ACCOUNTING			
2259	AMA's Comprehensive Budgeting Workshop L	2 or 4	\$2,434
1104	AMA's Finance Workshop for Non-Financial Executives	4	\$2,833
1110	Financial Forecasting L	3	\$2,523
1224	Fixed Asset Management L	2	\$2,301
1201	Fundamentals of Cost Accounting L	3	\$2,434
2218	Fundamentals of Finance and Accounting for Non-Financial Managers ★	2 or 4	\$2,478
1206	The Strategic Controller: Adding Value to Your Organization L	3	\$2,567



BEST SELLER



LIVE ONLINE ONLY

80+ Courses qualify for Continuous Learning Points (CLPs).

SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
HUMAN RESOURCES & TRAINING			
8502	AMA's Employment Law Course: Avoiding the Legal Pitfalls of EEO, FMLA and ADA 	2	\$2,434
8507	AMA's Train the Trainer Certificate Program 	3	\$2,567
8115	AMA's Virtual Training Certificate Program 	4	\$2,390
8506	Fundamentals of Human Resources Management	2	\$2,434
8509	Instructional Design Certificate Program 	3	\$2,567
8266	Recruiting, Interviewing and Selecting Employees 	3	\$2,434
8110	Succession Planning: Developing Talent from Within 	2	\$2,523
LEADERSHIP			
2546	Agile Leadership and Strategy 	2	\$2,567
2104	AMA's Advanced Executive Leadership Program	3	\$2,833
2506	Coaching Certificate Program	2 or 4	\$2,567
2559	Coaching from a Distance: Techniques for Developing Your Team in the Virtual World 	2	\$2,478
2186	Collaborative Leadership Skills 	2	\$2,478
2134	Communication Strategies for Experienced Leaders 	3	\$2,833
2501	Developing Executive Leadership 	3	\$2,833
2239	Leadership and Team Development for Managerial Success 	2	\$2,478
2963	Leadership Certificate Program	3 or 4	\$2,922
2569	Leadership Skills and Team Development for Technical Professionals	2	\$2,478
2916	Leading Change: How to Rise to the Challenge and Inspire Others	2	\$2,567
2705	Leading Leaders: Achieving Organizational Goals Through Others	2	\$2,656
2133	Leading with Emotional Intelligence 	3	\$2,833
2991	Navigating Productive Conflict: Building Trust and Stronger Teams NEW!	2	\$2,567
2536	Preparing for Leadership: What It Takes to Lead 	2	\$2,567
2130	The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results 	3	\$2,833
2613	Trust-Centered Leadership: The Winning Advantage NEW!	2	\$2,478
MANAGEMENT & SUPERVISORY SKILLS			
2242	Advancing from an Operational Manager to a Strategic Leader	2 or 4	\$2,656
2172	AMA Business Boot Camp: Management and Leadership Essentials 	2	\$2,390
2935	Building Stronger Multi-Generational Teams NEW!	2	\$2,567
2246	Coaching for Optimal Job Performance 	2	\$2,478
2861	Conflict Management Workshop  	1	\$1,414
2819	Delegation Boot Camp 	1	\$1,414
2517	Leadership Skills for Supervisors	3	\$2,567
2243	Making the Transition from Staff Member to Supervisor 	2 or 4	\$2,345
2231	Making the Transition to Management	2 or 4	\$2,434
2508	Management Skills for Experienced Managers 	2	\$2,656
2238	Management Skills for New Managers 	2 or 4	\$2,567
2248	Management Skills for New Supervisors 	2	\$2,434
2290	Managing the "Unmanageable": Tough People, Tough Situations 	2	\$2,567
2611	Ownership and Accountability: Building a Winning Team 	2	\$2,567
2295	Successfully Managing People 	2	\$2,567
2602	The 7 Habits for Managers®: Essential Skills and Tools for Leading Teams 	2	\$2,656

 **BEST SELLER**

 **LIVE ONLINE ONLY**

80+ Courses qualify for Continuous Learning Points (CLPs).

SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
OFFICE & ADMINISTRATIVE SUPPORT/CUSTOMER SERVICE			
5166	Becoming a Trusted Advisor: How to Develop More Valuable Customer Relationships L	1	\$1,414
5165	Customer Service Excellence: How to Win and Keep Customers L	2	\$2,168
2294	Management Skills for Administrative Professionals	3	\$2,124
2268	Partnering with Your Boss: Strategic Skills for Administrative Professionals	2	\$1,858
2298	Project Management for Administrative Professionals ★	3	\$2,124
PROJECT MANAGEMENT			
6595	AMA's Comprehensive Project Management Workshop ★	5	\$3,099
6548	Essentials of Project Management for the Non-Project Manager ★	2 or 4	\$2,390
6503	Improving Your Project Management Skills: The Basics for Success ★	3 or 4	\$2,567
6598	PMP Exam Prep Course	5	\$2,922
6216	Program Management L	2	\$2,390
6585	Project Team Leadership: Building Commitment Through Superior Communication	3	\$2,656
4251	Technical Project Management	3	\$2,567
6523	The Successful Multi-Project Manager	2	\$2,390
PURCHASING & SUPPLY MANAGEMENT			
4265	Fundamentals of Purchasing for the New Buyer	3	\$2,345
4206	Inventory Management Techniques: Planning, Replenishment and Activities Control L	3	\$2,434
STRATEGIC PLANNING			
2009	Facilitating an Effective Strategic Planning Process L	2	\$2,567
2565	Fundamentals of Strategic Planning	2	\$2,478
2526	Strategic Planning ★	2	\$2,567
2209	Strategy Execution: Getting It Done	3	\$2,744

★ BEST SELLER

L LIVE ONLINE ONLY

80+ Courses qualify for Continuous Learning Points (CLPs).

For a complete description of all AMA seminars and scheduled sessions throughout the U.S., please visit amagov.org or call 877.262.6004.

How to contract with AMA

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



Professional Services Schedule for both Public Seminar
Attendance and Onsite Customized Training Solutions
GSA Schedule: Professional Services Schedule (PSS)
Contract No. 47QRAA25D003Y
SIN: 611430: Professional and Management Development Training