

# GSA PREFERRED PRICING GUIDE



SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
<b>ANALYTICAL SKILLS</b>			
2006	Advanced Tools and Techniques for Data Analysis <b>L</b>	2	\$2,523
2558	Analytical Thinking, Problem Solving and Decision Making	2	\$2,434
2533	Critical Thinking <b>★</b>	2	\$2,656
1112	Data Analysis Fundamentals: A Hands-On Workshop <b>L</b>	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 <b>L ★</b>	2	\$2,434
2018	Strategic Thinking <b>★</b>	2 or 4	\$2,656
<b>ARTIFICIAL INTELLIGENCE</b>			
2563	Artificial Intelligence (AI) Business Essentials Certificate Program <b>★</b>	2	\$2,478
2612	Harnessing the Power of AI and Critical Thinking for Better Decision Making <b>NEW!</b>	2	\$2,567
2554	Taking the Lead with Artificial Intelligence (AI)	2	\$2,567
2609	Winning with AI: Using AI Tools to Achieve Better Business Results <b>L NEW!</b>	2	\$2,567
<b>BUSINESS ENHANCEMENT SKILLS</b>			
2914	Adaptability: The Key for Mastering Change <b>L</b>	1	\$1,414
2561	AMA's 5-Day "MBA" Certificate Program <b>★</b>	5	\$3,897
2188	Assertiveness Training <b>L</b>	3 or 4	\$2,567
2527	Assertiveness Training for Managers <b>L</b>	3	\$2,656
2610	Building a Resilient Mindset	2	\$2,168
2144	Developing Your Emotional Intelligence <b>★</b>	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 <b>L</b>	2	\$2,478
2261	Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure <b>★</b>	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 <b>L</b>	2	\$2,168
2605	The 5 Choices to Extraordinary Productivity® <b>★</b>	2	\$2,478
2601	The 7 Habits of Highly Effective People® <b>★</b>	2	\$2,567
2233	Time Management <b>★</b>	2 or 4	\$2,168
<b>BUSINESS EXCELLENCE FOR WOMEN</b>			
2528	Assertiveness Training for Women in Business <b>★</b>	2 or 4	\$2,390
2179	Executive Presence for Women	2 or 4	\$2,567
2010	Leadership Development for Women	2	\$2,478

**★ BEST SELLER**

**L LIVE ONLINE ONLY**

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

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

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SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
<b>HUMAN RESOURCES &amp; TRAINING</b>			
8502	AMA's Employment Law Course: Avoiding the Legal Pitfalls of EEO, FMLA and ADA <b>L</b>	2	\$2,434
8507	AMA's Training Certificate Program <b>★</b>	3	\$2,567
8115	AMA's Virtual Training Certificate Program <b>L</b>	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 <b>L</b>	2	\$2,523
<b>LEADERSHIP</b>			
2546	Agile Leadership and Strategy <b>L</b>	2	\$2,567
2104	AMA's Advanced Executive Leadership Program	3 or 4	\$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 <b>L</b>	2	\$2,478
2186	Collaborative Leadership Skills <b>L</b>	2	\$2,478
2134	Communication Strategies for Experienced Leaders <b>L</b>	3	\$2,833
2501	Developing Executive Leadership <b>★</b>	3	\$2,833
2239	Leadership and Team Development for Managerial Success <b>★</b>	2	\$2,478
2963	Leadership Certificate Program	3	\$2,922
2569	Leadership Skills and Team Development for Technical Professionals	2	\$2,478
2991	Leading and Building a Conflict-Intelligent Team	2	\$2,833
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 <b>★</b>	3	\$2,833
2536	Preparing for Leadership: What It Takes to Lead <b>★</b>	2	\$2,567
2130	The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results <b>★</b>	3	\$2,833
2613	Trust-Centered Leadership: The Winning Advantage	2	\$2,478
<b>MANAGEMENT &amp; SUPERVISORY SKILLS</b>			
2242	Advancing from an Operational Manager to a Strategic Leader	2 or 4	\$2,656
2172	AMA Business Boot Camp: Management and Leadership Essentials <b>L</b>	2	\$2,390
2246	Coaching for Optimal Job Performance <b>L</b>	2	\$2,478
2861	Conflict Management Workshop <b>L</b> <b>★</b>	1	\$1,414
2819	Delegation Boot Camp <b>L</b>	1	\$1,414
2517	Leadership Skills for Supervisors	3	\$2,567
2243	Making the Transition from Staff Member to Supervisor <b>★</b>	2 or 4	\$2,345
2231	Making the Transition to Management	2 or 4	\$2,434
2508	Management Skills for Experienced Managers <b>L</b>	2	\$2,656
2238	Management Skills for New Managers <b>★</b>	2 or 4	\$2,567
2248	Management Skills for New Supervisors <b>★</b>	2	\$2,434
2290	Managing the "Unmanageable": Tough People, Tough Situations <b>★</b>	2	\$2,567
2611	Ownership and Accountability: Building a Winning Team <b>L</b> <b>NEW!</b>	2	\$2,567
2295	Successfully Managing People <b>★</b>	2	\$2,567
2602	The 7 Habits for Managers®: Essential Skills and Tools for Leading Teams <b>★</b>	2	\$2,656

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SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
<b>OFFICE &amp; ADMINISTRATIVE SUPPORT/CUSTOMER SERVICE</b>			
5166	Becoming a Trusted Advisor: How to Develop More Valuable Customer Relationships <b>L</b>	1	\$1,414
5165	Customer Service Excellence: How to Win and Keep Customers <b>L</b>	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 <b>*</b>	3	\$2,124
<b>PROJECT MANAGEMENT</b>			
6595	AMA's Comprehensive Project Management Workshop <b>*</b>	5	\$3,099
6548	Essentials of Project Management for the Non-Project Manager <b>*</b>	2 or 4	\$2,390
6503	Improving Your Project Management Skills: The Basics for Success <b>*</b>	3 or 4	\$2,567
6108	LEAN Process Improvement: Delivering More with Less <b>L</b>	2	\$2,212
6598	PMP Exam Prep Course	5	\$2,922
6531	Process Management: Applying Process Mapping to Analyze and Improve Your Operation <b>L</b>	3	\$2,390
6216	Program Management <b>L</b>	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	\$2,478
<b>PURCHASING &amp; SUPPLY MANAGEMENT</b>			
4265	Fundamentals of Purchasing for the New Buyer	3	\$2,345
4206	Inventory Management Techniques: Planning, Replenishment and Activities Control <b>L</b>	3	\$2,434
<b>STRATEGIC PLANNING</b>			
2009	Facilitating an Effective Strategic Planning Process <b>L</b>	2	\$2,567
2565	Fundamentals of Strategic Planning	2	\$2,478
2526	Strategic Planning <b>*</b>	2	\$2,567
2209	Strategy Execution: Getting It Done <b>L</b>	3	\$2,744

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For a complete description of all AMA seminars and scheduled sessions throughout the U.S., please visit [amagov.org](http://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.

**GSA** Contract Holder

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