

GSA PREFERRED PRICING GUIDE



SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
ANALYTICAL SKILLS			
2006	Advanced Tools and Techniques for Data Analysis L	2	\$2,390
2558	Analytical Thinking, Problem Solving and Decision Making	2	\$2,301
2533	Critical Thinking ★	2	\$2,478
1112	Data Analysis Fundamentals: A Hands-On Workshop L	2	\$2,301
2162	Developing Your Analytical Skills: How to Research and Present Information	2	\$2,301
2012	How to Turn Data Into Compelling Visual Presentations L ★	2	\$2,301
2034	Innovation and Design Thinking Certificate Program L	2	\$2,656
2018	Strategic Thinking ★	2	\$2,478
ARTIFICIAL INTELLIGENCE			
2563	Artificial Intelligence (AI) Business Essentials Certificate Program ★	2	\$2,301
2554	Taking the Lead with Artificial Intelligence (AI)	2	\$2,390
2609	Winning with Artificial Intelligence (AI): An Immersive Experience L NEW!	2	\$2,268
BUSINESS ENHANCEMENT SKILLS			
2914	Adaptability: The Key for Mastering Change L	1	\$1,326
2561	AMA's 5-Day "MBA" Certificate Program ★	5	\$3,542
2188	Assertiveness Training	3 or 4	\$2,301
2527	Assertiveness Training for Managers L	3	\$2,478
2610	Building a Resilient Mindset	2	\$2,035
2144	Developing Your Emotional Intelligence ★	2 or 4	\$2,301
2118	Doing It All: How to Stay Focused and Engaged	2	\$2,035
2187	High Performance Collaboration: 5 Proven Strategies for Success L	2	\$2,301
2261	Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure ★	2 or 4	\$2,212
2540	Managing Emotions in the Workplace: Strategies for Success	2	\$2,301
2132	Taking On Greater Responsibility: Step-Up Skills for Non-Managers	2	\$2,035
2605	The 5 Choices to Extraordinary Productivity® ★	2	\$2,301
2601	The 7 Habits of Highly Effective People® ★	2	\$2,390
2233	Time Management ★	2 or 4	\$2,035
BUSINESS EXCELLENCE FOR WOMEN			
2528	Assertiveness Training for Women in Business ★	2	\$2,301
2179	Executive Presence for Women	2	\$2,390
2010	Leadership Development for Women	2	\$2,301
2961	Resilience and Strategic Risk Taking for Women Leaders L	2	\$2,301

SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
2959	Women Redefining Perfectionism: Embracing Flexibility to Achieve Progress NEW!	2	\$2,221
2960	Women's Leadership Certificate Program L ★	2	\$2,656
2874	Women's Leadership Workshop L	1	\$1,326
CERTIFIED PROFESSIONAL IN MANAGEMENT			
2966	Certified Professional in Management (CPM) Exam Prep Course L	4	\$2,656
COMMUNICATION			
Business Writing			
2211	AMA's 2-Day Business Writing Workshop L ★	2	\$2,035
2121	AMA's Business Grammar Workshop L	2	\$2,035
2829	Business Writing Made Simple L ★	1	\$1,326
2216	Effective Technical Writing L	2	\$2,212
Influencing			
2204	Expanding Your Influence: Tapping Into the Power of Persuasion ★	2	\$2,390
2532	Getting Results Without Authority ★	2	\$2,390
2513	Negotiating to Win	2	\$2,390
Interpersonal Skills			
2575	7 Interpersonal Skills of Great Managers	2	\$2,390
2235	Building Better Work Relationships: New Techniques for Results-Oriented Communication ★	2	\$2,390
2962	Business Communication Certificate Program L	3	\$2,656
2203	Communicating Up, Down and Across the Organization ★	2	\$2,390
2210	Communicating with Confidence	2	\$2,212
2576	Communication and Interpersonal Skills for Technical Professionals L	2	\$2,301
2109	Developing Effective Business Conversation Skills L	2	\$2,212
2031	Effectively Communicating in the Moment	2	\$2,390
2206	How to Communicate with Diplomacy, Tact and Credibility ★	2 or 4	\$2,390
2146	Mastering the Art of Critical Conversations L	2	\$2,390
2255	Moving Ahead: Breaking Behavior Patterns That Hold You Back L	2	\$2,301
2115	Responding to Conflict: Strategies for Improved Communication ★	2	\$2,390
2102	Storytelling Power: Secrets for Exceptional Communication L	2	\$2,390
2578	The Effective Facilitator: Maximizing Involvement and Results	2	\$2,390
Presentation Skills			
2522	Effective Executive Speaking	3	\$2,478
2868	Presentation Skills Workshop	1	\$1,326
2519	Strategies for Developing Effective Presentation Skills ★	3	\$2,390
FINANCE & ACCOUNTING			
2259	AMA's Comprehensive Budgeting Workshop L	2 or 4	\$2,301
1552	AMA's Course on Financial Analysis L	3	\$2,390
1104	AMA's Finance Workshop for Non-Financial Executives	4	\$2,656
1110	Financial Forecasting L	3	\$2,390
1224	Fixed Asset Management L	2	\$2,212
1201	Fundamentals of Cost Accounting L	3	\$2,301
2218	Fundamentals of Finance and Accounting for Non-Financial Managers ★	2 or 4	\$2,301
1206	The Strategic Controller: Adding Value to Your Organization L	3	\$2,390

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	\$2,301
8507	AMA's Training Certificate Program 	3	\$2,390
8115	AMA's Virtual Training Certificate Program 	2 or 4	\$2,212
8506	Fundamentals of Human Resources Management	2 or 4	\$2,301
8509	Instructional Design Certificate Program	3	\$2,390
8266	Recruiting, Interviewing and Selecting Employees	3	\$2,301
8110	Succession Planning: Developing Talent from Within 	2	\$2,390
LEADERSHIP			
2546	Agile Leadership and Strategy	2	\$2,390
2104	AMA's Advanced Executive Leadership Program	3	\$2,656
2250	Building a Culture of Innovation for Hybrid and Virtual Teams 	2	\$2,390
2917	Building a Powerful Network: How Leaders Get Buy-In, Alignment and Commitment 	2	\$2,301
2506	Coaching Certificate Program	2 or 4	\$2,390
2559	Coaching from a Distance: Techniques for Developing Your Team in the Virtual World 	2	\$2,301
2186	Collaborative Leadership Skills 	2	\$2,301
2134	Communication Strategies for Experienced Leaders	3	\$2,656
2501	Developing Executive Leadership 	3	\$2,656
2239	Leadership and Team Development for Managerial Success 	2	\$2,390
2963	Leadership Certificate Program	3	\$2,922
2569	Leadership Skills and Team Development for Technical Professionals	2	\$2,390
2604	Leading at the Speed of Trust® 	1	\$1,503
2916	Leading Change: How to Rise to the Challenge and Inspire Others	2	\$2,390
2705	Leading Leaders: Achieving Organizational Goals Through Others	2	\$2,390
2280	Leading Virtual Teams  	2	\$2,301
2133	Leading with Emotional Intelligence 	3	\$2,656
2021	Mastering Transformational Leadership to Drive Performance 	2	\$2,390
2536	Preparing for Leadership: What It Takes to Lead 	2	\$2,390
2130	The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results 	3	\$2,656
MANAGEMENT & SUPERVISORY SKILLS			
2242	Advancing from an Operational Manager to a Strategic Leader	2 or 4	\$2,478
2172	AMA Business Boot Camp: Management and Leadership Essentials 	2	\$2,212
2246	Coaching for Optimal Job Performance 	2	\$2,301
2861	Conflict Management Workshop  	1	\$1,326
2819	Delegation Boot Camp 	1	\$1,326
2706	Flexing Your Management Style for Maximum Impact NEW!	2	\$2,363
2517	Leadership Skills for Supervisors	3	\$2,301
2243	Making the Transition from Staff Member to Supervisor 	2	\$2,212
2231	Making the Transition to Management	2 or 4	\$2,301
2508	Management Skills for Experienced Managers 	2	\$2,478
2238	Management Skills for New Managers 	2 or 4	\$2,390
2248	Management Skills for New Supervisors 	2	\$2,301
2290	Managing the "Unmanageable": Tough People, Tough Situations 	2	\$2,390
2611	Ownership and Accountability: Building a Winning Team  NEW!	2	\$2,458
2295	Successfully Managing People 	2	\$2,478
2602	The 7 Habits for Managers®: Essential Skills and Tools for Leading Teams 	2	\$2,478

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	\$1,326
5165	Customer Service Excellence: How to Win and Keep Customers L	2	\$2,035
2294	Management Skills for Administrative Professionals	3	\$2,035
2268	Partnering with Your Boss: Strategic Skills for Administrative Professionals	2	\$1,769
2298	Project Management for Administrative Professionals ★	3	\$2,035
PROJECT MANAGEMENT			
6595	AMA's Comprehensive Project Management Workshop ★	5	\$2,922
6548	Essentials of Project Management for the Non-Project Manager ★	2 or 4	\$2,212
6503	Improving Your Project Management Skills: The Basics for Success ★	3	\$2,390
6108	LEAN Process Improvement: Delivering More with Less L	2	\$2,035
6540	Managing Risk and Uncertainty in Projects	2	\$2,212
6598	PMP Exam Prep Course	5	\$2,656
6531	Process Management: Applying Process Mapping to Analyze and Improve Your Operation	3	\$2,301
6216	Program Management L	2	\$2,212
6585	Project Team Leadership: Building Commitment Through Superior Communication	3	\$2,478
4251	Technical Project Management	3	\$2,390
6523	The Successful Multi-Project Manager	2	\$2,212
PURCHASING & SUPPLY MANAGEMENT			
4265	Fundamentals of Purchasing for the New Buyer	3	\$2,212
4115	Global Supply Chain Management: Best Practices in Import and Export Operations L	2	\$2,035
4206	Inventory Management Techniques: Planning, Replenishment and Activities Control L	3	\$2,301
STRATEGIC PLANNING			
2009	Facilitating an Effective Strategic Planning Process L	2	\$2,478
2565	Fundamentals of Strategic Planning	2	\$2,390
2526	Strategic Planning ★	2	\$2,478
2209	Strategy Execution: Getting It Done	3	\$2,656

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