

TRAINING SOLUTIONS FOR THE FEDERAL GOVERNMENT

CELEBRATING
100
— YEARS —

GSA Contract Holder



AMA American Management
Association®

www.amagov.org • 877.262.6004

Help Your Team Improve Performance and Increase Productivity

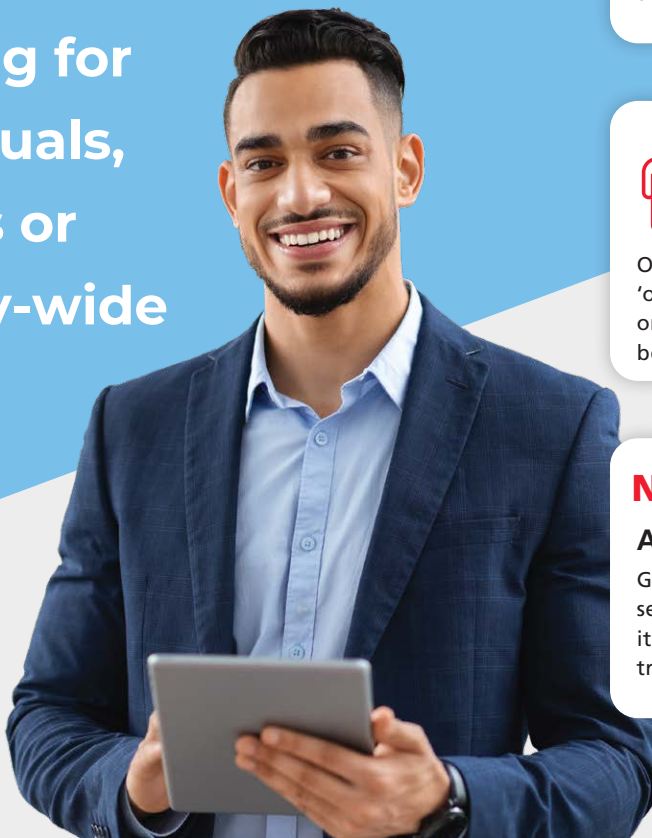
AMA supports the missions of the federal government with proven private-sector training

As a global leader in professional development for 100 years, AMA focuses its expertise on creating the right solution to help you achieve your goals. One of the ways we accomplish this is by aligning our courses with the strategies of the President's Management Agenda (PMA).

Our instructor-led methods allow participants to build new knowledge, skills and behaviors in a highly interactive experience with expert guidance, feedback and peer-to-peer learning. Breakout exercises and real-world activities are leveraged to ensure practical application.

Support the advancement of an equitable, effective and accountable government that delivers results with trusted AMA training.

Training for
individuals,
groups or
agency-wide



Live Online or In-Person Seminars

Learn and interact with AMA's facilitators, who have practical government expertise, at an AMA learning center or live online.



Private Team Training

Our library of course content can be delivered 'off-the-shelf' and taught in person or virtually on your timeline, or we can tailor the learning to best address your unique circumstances.

NEW!

AMA Flex Pass™ Licensing Solution

Get access to curated, essential content selecting only what you need and implement it when and how you choose—with your trainers or ours.

Develop a More Engaged and Effective Workforce

The skills you and your team acquire with AMA will equip you to meet today's government workplace realities. Our training can help you:

- ▶ Develop a culture of agility and innovation
- ▶ Create a climate of belonging
- ▶ Increase organizational resilience
- ▶ Connect, inspire and strengthen relationships
- ▶ Improve employee engagement
- ▶ Accelerate team performance
- ▶ Increase leadership impact

EXECUTIVE CORE QUALIFICATIONS (ECQs)

The Office of Personnel Management (OPM) requires the qualifications of each new career appointee to the Senior Executive Service (SES) to be certified by an independent Qualifications Review Board.

AMA can help candidates meet the ECQ competency requirements.

www.amanet.org/ECQS

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

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

**AMA Courses can be delivered privately for teams of any size—
in person, virtually or a hybrid of both.**

Our course listing is available on our Multiple Award Schedule.



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 ★	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 ★	2	\$1,984
2034	Innovation and Design Thinking Certificate Program	2	\$2,458
2018	Strategic Thinking ★	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	\$1,274
2561	AMA's 5-Day "MBA" Certificate Program ★	5	\$3,405
2188	Assertiveness Training	3	\$2,079
2527	Assertiveness Training for Managers	3	\$2,268
2610	Building a Resilient Mindset NEW!	2	\$1,984
2964	Business Essentials Certificate Program	3	\$2,458
2144	Developing Your Emotional Intelligence ★	2	\$2,079
2118	Doing It All: How to Stay Focused and Engaged	2	\$1,984
2187	High-Performance Collaboration: 5 Proven Strategies for Success NEW!	2	\$2,079
2261	Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure ★	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	2	\$1,984
2605	The 5 Choices to Extraordinary Productivity ★	2	\$2,079
2601	The 7 Habits of Highly Effective People® Signature Edition 4.0 ★	2	\$2,174
2908	The Successful Virtual Team Member LIVE ONLINE ONLY	2	\$1,700
2233	Time Management ★	2	\$1,984
BUSINESS EXCELLENCE FOR WOMEN			
2528	Assertiveness Training for Women in Business ★	2	\$2,079
2179	Executive Presence for Women	2	\$2,174
2010	Leadership Development for Women	2	\$2,079
2961	Women Leading with Impact: Resilience and Strategic Risk Taking	2	\$2,079
2874	Women's Leadership Workshop	1	\$188

EXCLUSIVE YEAR-END GOVERNMENT OFFERS

\$600 OFF
GSA RATES ON
AMA SEMINARS

Use code LQ62

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

Use code LQ63

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

Use code Q9H

Visit www.amagov.org or call 877.262.6004. Offers expire 10/31/23.

SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
2960	Women's Leadership Certificate Program ★	2	\$2,552
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 LIVE ONLINE ONLY	4	\$2,174
COMMUNICATION			
Business Writing			
2211	AMA's 2-Day Business Writing Workshop ★	2	\$1,984
2121	AMA's Business Grammar Workshop	2	\$1,889
2829	Business Writing Made Simple ★	1	\$1,132
2216	Effective Technical Writing	2	\$2,079
Influencing			
2204	Expanding Your Influence: Understanding the Psychology of Persuasion ★	2	\$2,174
2532	Getting Results Without Authority ★	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 ★	2	\$2,174
2962	Business Communication Certificate Program	3	\$2,458
2203	Communicating Up, Down and Across the Organization ★	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 ★	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 ★	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 Effectiveness: Chat, Text, Email and Beyond LIVE ONLINE ONLY NEW!	2	\$2,268
Presentation Skills			
2968	Ace Your Virtual Presentations: A Hands-On Workshop LIVE ONLINE ONLY	2	\$2,079
2522	Effective Executive Speaking	3	\$2,268
2868	Presentation Skills Workshop	1	\$1,132
2519	Strategies for Developing Effective Presentation Skills ★	3	\$2,174

SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
DIVERSITY, EQUITY, INCLUSION & BELONGING (DEI&B)			
2965	Diversity, Equity and Inclusion Certificate Program ★	3	\$2,837
8802	Finding Common Ground: How to Overcome Unconscious Bias <i>LIVE ONLINE ONLY</i>	1	\$1,132
2151	Leadership Strategies for Creating a Respectful Workplace	2	\$2,079
2925	Leading in a Diverse, Equitable and Inclusive Culture	2	\$2,079
2969	Moving from Inclusion to Belonging: How to Shift from Intent to Impact <i>NEW!</i>	1	\$1,274
2931	Psychological Safety: An Imperative for High-Performing Teams <i>NEW!</i>	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 ★	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 <i>LIVE ONLINE ONLY</i>	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	2	\$2,268
2917	Building a Powerful Network: How Leaders Get Buy-In, Alignment and Commitment <i>NEW!</i>	2	\$2,221
2506	Coaching Certificate Program	2	\$2,268
2559	Coaching from a Distance: Techniques for Developing Your Team in the Virtual World <i>LIVE ONLINE ONLY</i>	4	\$2,079
2186	Collaborative Leadership Skills	2	\$2,174
2501	Developing Executive Leadership ★	3	\$2,458
2239	Leadership and Team Development for Managerial Success ★	2	\$2,174
2963	Leadership Certificate Program	3	\$2,837
2916	Leading Change: How to Rise to the Challenge and Inspire Others <i>NEW!</i>	2	\$2,268
2705	Leading Leaders: Achieving Organizational Goals Through Others <i>NEW!</i>	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 ★	2	\$2,174
2133	Leading with Emotional Intelligence ★	3	\$2,458
2906	Mindful Leadership: Cultivating Excellence from Within	2	\$2,174
2536	Preparing for Leadership: What It Takes to Lead ★	2	\$2,174
2604	The 13 Behaviors of High-Trust Leaders	2	\$2,268
2901	The SLII Experience™ – Powering Inspired Leaders	2	\$2,174

100+ courses qualify for Continuous Learning Points (CLPs).

SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
2130	The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results 🌟	3	\$2,458
2021	Transformational Leadership: How to Inspire Extraordinary Performance	2	\$2,268
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 🌟	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 🌟	2	\$1,984
2231	Making the Transition to Management	2	\$2,079
2238	Management Skills for New Managers 🌟	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 🌟	2	\$2,268
2602	The 7 Habits for Managers®: Essential Skills and Tools for Leading Teams 🌟	2	\$2,268
OFFICE AND ADMINISTRATIVE SUPPORT/CUSTOMER SERVICE			
5166	Becoming a Trusted Advisor: How to Develop More Valuable Customer Relationships	1	\$1,274
5165	Customer Service Excellence: How to Win and Keep Customers	2	\$1,889
2294	Management Skills for Administrative Professionals	3	\$1,889
2194	Managing Chaos: Dynamic Time Management, Recall, Reading and Stress Management Skills for Administrative Professionals	2	\$1,700
2268	Partnering with Your Boss: Strategic Skills for Administrative Professionals	2	\$1,700
2298	Project Management for Administrative Professionals 🌟	3	\$1,889
PROJECT MANAGEMENT			
6595	AMA's Comprehensive Project Management Workshop 🌟	5	\$2,837
6523	Best Practices for the Multi-Project Manager	2	\$2,079
6548	Essentials of Project Management for the Non-Project Manager 🌟	2	\$2,079
6503	Improving Your Project Management Skills: The Basics for Success 🌟	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	\$2,126
6598	PMP Exam Prep Course	5	\$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 🌟	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., please visit www.amagov.org or call 877.262.6004.



The Smartest Training
Investment You Can Make!

AMA SEMINAR SAVINGS PASS

AMA TRAINING FOR MULTIPLE PEOPLE

With Bonus Seats and Savings*

6-Pack **\$9,495** (was \$9,995)
6 AMA seminars in 12 months

~~12~~ **13-Pack** **\$18,995**
13 AMA seminars in 12 months

~~24~~ **26-Pack** **\$34,995** (was \$35,995)
26 AMA seminars in 12 months

50-Pack **\$55,000** (was \$62,500)
50 AMA seminars in 12 months

100-Pack **\$100,000 BEST SAVINGS!**
100 AMA seminars in 12 months

Call for custom passes!

Train More People for Less in the Next Year

Your organization needs outstanding results—and your people need the right skills to deliver them. Invest in a Seminar Savings Pass today to maximize your training budget and build a stronger, more successful future.



Call-in offer only
877.262.6004
Mention offer code Q9H

*This offer is applicable to all AMA U.S. Classroom and Live Online Seminars, except for AMA's Comprehensive Project Management Workshop (seminar #6595) and 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. Prices and schedules are subject to change without notice. Call-in offer only.