

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.



Professional Services Schedule (00CORP) for both Public Seminar Attendance and Onsite Customized Training Solutions  
GSA Schedule: Professional Services Schedule (PSS)  
Contract No. 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 ACUMEN

- ★ **AMA's 5-Day "MBA" Certificate Program**—Apply a holistic, experiential approach to learn how businesses can cut costs, increase revenue and mitigate risks.
- ★ **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.

## BUSINESS ENHANCEMENT

- ★ **Managing Chaos**—Harness techniques to gain control over expanding workloads and increasing demands.
- ★ **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.

## COMMUNICATION

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

## LEADERSHIP

- ★ **Developing Executive Leadership**—Learn to craft a distinct leadership style, build an extraordinary team and master the competencies of effective executive 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.

## 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.

### EXECUTIVE CORE QUALIFICATIONS (ECQs)

AMA can help candidates meet the  
ECQ competency requirements.

[www.amanet.org/ecqs](http://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
<b>ANALYTICAL SKILLS</b>			
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 <b>BEST SELLER</b>	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 <b>BEST SELLER</b>	2	\$1,984
2034	Innovation and Design Thinking Certificate Program	2	\$2,458
2018	Strategic Thinking <b>BEST SELLER</b>	2	\$2,268
2177	Using Data to Drive Strategy	2	\$2,174
<b>BUSINESS ENHANCEMENT SKILLS</b>			
2914	Adaptability: The Key for Mastering Change	1	\$1,274
2561	AMA's 5-Day "MBA" Certificate Program <b>BEST SELLER</b>	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
2144	Developing Your Emotional Intelligence <b>BEST SELLER</b>	2	\$2,079
2118	Doing It All: How to Stay Focused and Engaged	2	\$1,984
2187	How to Win at Collaboration: 5 Steps for Success <b>NEW!</b>	2	\$2,221
2261	Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure <b>BEST SELLER</b>	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 <b>BEST SELLER</b>	2	\$1,984
2605	The 5 Choices to Extraordinary Productivity <b>BEST SELLER</b>	2	\$2,079
2601	The 7 Habits of Highly Effective People® Signature Edition 4.0 <b>BEST SELLER</b>	2	\$2,174
2908	The Successful Virtual Team Member <b>LIVE ONLINE ONLY</b>	3	\$1,700
2233	Time Management <b>BEST SELLER</b>	2	\$1,984
<b>BUSINESS EXCELLENCE FOR WOMEN</b>			
2528	Assertiveness Training for Women in Business <b>BEST SELLER</b>	2	\$2,174
2179	Executive Presence for Women <b>BEST SELLER</b>	2	\$2,174
2010	Leadership Development for Women <b>BEST SELLER</b>	2	\$2,079
2961	Women Leading with Impact: Resilience and Strategic Risk-Taking	2	\$2,079
2874	Women's Leadership Workshop	1	\$188
2960	Women's Leadership Certificate Program <b>BEST SELLER</b>	2	\$2,552

# EXCLUSIVE GOVERNMENT OFFERS

**\$500 OFF  
GSA RATES ON  
AMA SEMINARS**

Use code LPQF

**\$1,000 OFF  
UNLIMITED TRAINING WITH  
AMA'S ANNUAL PASS**

Use code LPQG

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

Use code PXQ

Visit [www.amagov.org](http://www.amagov.org) details or call 877.262.6004. Offers expire on 5/31/23.

SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
<b>CERTIFIED PROFESSIONAL IN MANAGEMENT</b>			
2966	Certified Professional in Management (CPM) Exam Prep Course	4	\$2,458
2986	Certified Professional in Management (CPM) Exam Prep Express <b>LIVE ONLINE ONLY</b>	4	\$2,174
<b>COMMUNICATION</b>			
<b>Business Writing</b>			
2211	AMA's 2-Day Business Writing Workshop <b>BEST SELLER</b>	2	\$1,984
2121	AMA's Business Grammar Workshop	2	\$1,889
2829	Business Writing Made Simple <b>BEST SELLER</b>	1	\$1,132
2216	Effective Technical Writing	2	\$2,079
<b>Influencing</b>			
2204	Expanding Your Influence: Understanding the Psychology of Persuasion <b>BEST SELLER</b>	2	\$2,174
2532	Getting Results Without Authority <b>BEST SELLER</b>	2	\$2,174
2513	Negotiating to Win	2	\$2,174
<b>Interpersonal Skills</b>			
2575	7 Interpersonal Skills of Great Managers	2	\$2,174
2235	Building Better Work Relationships: New Techniques for Results-Oriented Communication <b>BEST SELLER</b>	2	\$2,174
2962	Business Communication Certificate Program	3	\$2,458
2203	Communicating Up, Down and Across the Organization <b>BEST SELLER</b>	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 <b>BEST SELLER</b>	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 <b>BEST SELLER</b>	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 <b>LIVE ONLINE ONLY NEW!</b>	2	\$2,268
<b>Presentation Skills</b>			
2968	Ace Your Virtual Presentations: A Hands-On Workshop <b>LIVE ONLINE ONLY</b>	2	\$2,079
2522	Effective Executive Speaking	3	\$2,268
2868	Presentation Skills Workshop	1	\$1,132
2519	Strategies for Developing Effective Presentation Skills <b>BEST SELLER</b>	3	\$2,174

SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
<b>DIVERSITY, EQUITY, INCLUSION &amp; BELONGING (DEI&amp;B)</b>			
2965	Diversity, Equity and Inclusion Certificate Program <b>BEST SELLER</b>	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, Equitable and Inclusive Culture	2	\$2,079
2969	Moving from Inclusion to Belonging: How to Shift from Intent to Impact	1	\$1,274
2931	Psychological Safety: An Imperative for High-Performing Teams <b>NEW!</b>	2	\$2,221
<b>FINANCE AND ACCOUNTING</b>			
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
<b>HUMAN RESOURCES AND TRAINING</b>			
8502	AMA's Employment Law Course: Avoiding the Legal Pitfalls of EEO, FMLA and ADA	2	\$2,079
8507	AMA's Training Certificate Program <b>BEST SELLER</b>	3	\$2,174
8115	AMA's Virtual Training Certificate Program <b>LIVE ONLINE ONLY</b>	4	\$1,984
8526	Developing a Holistic Approach to Employee Well-Being <b>NEW!</b>	2	\$2,221
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
<b>LEADERSHIP</b>			
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
2506	Coaching Certificate Program	2	\$2,268
2559	Coaching from a Distance: Developing Your Team When You Can't Be Face-to-Face <b>LIVE ONLINE ONLY</b>	4	\$2,079
2186	Collaborative Leadership Skills	2	\$2,174
2501	Developing Executive Leadership <b>BEST SELLER</b>	3	\$2,458
2239	Leadership and Team Development for Managerial Success	2	\$2,174
2963	Leadership Certificate Program	3	\$2,837
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
2705	Leading Leaders: Achieving Organizational Goals Through Others <b>NEW!</b>	2	\$2,268
2280	Leading Virtual Teams <b>BEST SELLER</b>	2	\$2,174
2133	Leading with Emotional Intelligence <b>BEST SELLER</b>	3	\$2,458
2906	Mindful Leadership: Cultivating Excellence from Within	2	\$2,174
2536	Preparing for Leadership: What It Takes to Lead <b>BEST SELLER</b>	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 <b>BEST SELLER</b>	3	\$2,458
2021	Transformational Leadership: How to Inspire Extraordinary Performance	2	\$2,268

SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
<b>MANAGEMENT AND SUPERVISORY SKILLS</b>			
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
<b>OFFICE AND ADMINISTRATIVE SUPPORT/CUSTOMER SERVICE</b>			
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 <i>BEST SELLER</i>	3	\$1,889
<b>PROJECT MANAGEMENT</b>			
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	\$2,126
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
<b>PURCHASING AND SUPPLY MANAGEMENT</b>			
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
<b>STRATEGIC PLANNING</b>			
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 877.262.6004.

# BUY NOW—TRAIN LATER

## With AMA's Training Account

We understand the strong emphasis on making the most of your training funds and maximizing ROI—throughout the fiscal year, and particularly when it is coming to an end when allocations for training are set to expire.

AMA has flexible options that let you allocate your budget NOW.

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](http://www.amagov.org)



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