

# TRAINING SOLUTIONS FOR THE FEDERAL GOVERNMENT

CELEBRATING  
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— YEARS —

**GSA** Contract Holder



**AMA** American Management  
Association®

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# Help Your Team Improve Performance and Increase Productivity

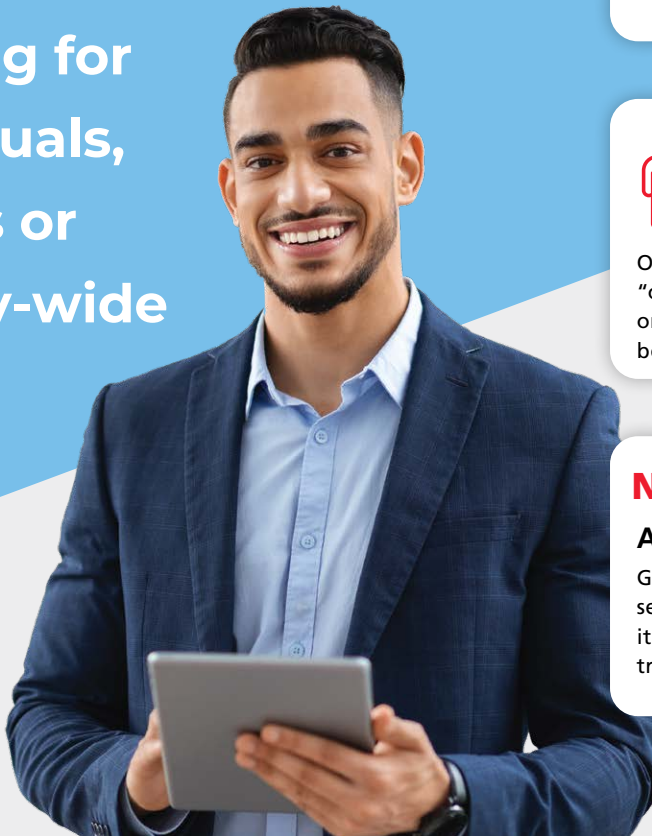
## AMA supports the missions of the federal government with proven private-sector training

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](http://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
<b>ANALYTICAL SKILLS</b>			
2006	Advanced Tools and Techniques for Data Analysis <b>L</b>	2	\$2,268
2558	Analytical Thinking, Problem Solving and Decision Making	2	\$2,221
2533	Critical Thinking <b>★</b>	2	\$2,363
1112	Data Analysis Fundamentals: A Hands-On Workshop <b>L</b>	2	\$2,221
2162	Developing Your Analytical Skills: How to Research and Present Information	2	\$2,221
2012	How to Turn Data Into Compelling Visual Presentations <b>L</b> <b>★</b>	2	\$2,221
2034	Innovation and Design Thinking Certificate Program <b>L</b>	2	\$2,552
2018	Strategic Thinking <b>★</b>	2	\$2,363
<b>BUSINESS ENHANCEMENT SKILLS</b>			
2914	Adaptability: The Key for Mastering Change <b>L</b> <b>NEW!</b>	1	\$1,274
2561	AMA's 5-Day "MBA" Certificate Program <b>★</b>	5	\$3,405
2563	Artificial Intelligence (AI) Business Essentials Certificate Program <b>NEW!</b>	2	\$2,221
2188	Assertiveness Training	3	\$2,221
2527	Assertiveness Training for Managers <b>L</b>	3	\$2,363
2610	Building a Resilient Mindset <b>NEW!</b>	2	\$1,984
2144	Developing Your Emotional Intelligence <b>★</b>	2	\$2,221
2118	Doing It All: How to Stay Focused and Engaged	2	\$1,984
2187	High-Performance Collaboration: 5 Proven Strategies for Success <b>NEW!</b>	2	\$2,221
2261	Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure <b>★</b>	2	\$2,126
2540	Managing Emotions in the Workplace: Strategies for Success	2	\$2,221
2132	Taking On Greater Responsibility: Step-Up Skills for Non-Managers	2	\$1,984
2605	The 5 Choices to Extraordinary Productivity <b>★</b>	2	\$2,221
2601	The 7 Habits of Highly Effective People® Signature Edition 4.0 <b>★</b>	2	\$2,268
2233	Time Management <b>★</b>	2	\$1,984
<b>BUSINESS EXCELLENCE FOR WOMEN</b>			
2528	Assertiveness Training for Women in Business <b>★</b>	2	\$2,221
2179	Executive Presence for Women	2	\$2,268
2010	Leadership Development for Women	2	\$2,221
2961	Women Leading with Impact: Resilience and Strategic Risk Taking	2	\$2,221
2874	Women's Leadership Workshop <b>L</b>	1	\$1,274
2960	Women's Leadership Certificate Program <b>★</b>	2	\$2,552
<b>CERTIFIED PROFESSIONAL IN MANAGEMENT</b>			
2966	Certified Professional in Management (CPM) Exam Prep Course <b>L</b>	4	\$2,552
2986	Certified Professional in Management (CPM) Exam Prep Express <b>L</b>	4	\$2,363

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Use code QM3

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SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
<b>COMMUNICATION</b>			
<b>Business Writing</b>			
2211	AMA's 2-Day Business Writing Workshop <b>L</b> <b>+</b>	2	\$1,984
2121	AMA's Business Grammar Workshop <b>L</b>	2	\$1,984
2829	Business Writing Made Simple <b>L</b> <b>+</b>	1	\$1,274
2216	Effective Technical Writing <b>L</b>	2	\$2,126
<b>Influencing</b>			
2204	Expanding Your Influence: Understanding the Psychology of Persuasion <b>+</b>	2	\$2,268
2532	Getting Results Without Authority <b>+</b>	2	\$2,268
2513	Negotiating to Win	2	\$2,268
<b>Interpersonal Skills</b>			
2575	7 Interpersonal Skills of Great Managers	2	\$2,268
2235	Building Better Work Relationships: New Techniques for Results-Oriented Communication <b>+</b>	2	\$2,268
2962	Business Communication Certificate Program	3	\$2,552
2203	Communicating Up, Down and Across the Organization <b>+</b>	2	\$2,268
2210	Communicating with Confidence	2	\$2,126
2576	Communication and Interpersonal Skills for Technical Professionals <b>L</b>	2	\$2,221
2109	Developing Effective Business Conversation Skills <b>L</b>	2	\$2,126
2031	Effectively Communicating in the Moment	2	\$2,268
2206	How to Communicate with Diplomacy, Tact and Credibility <b>+</b>	2	\$2,268
2146	Mastering the Art of Critical Conversations <b>L</b>	2	\$2,268
2255	Moving Ahead: Breaking Behavior Patterns That Hold You Back <b>L</b>	2	\$2,221
2115	Responding to Conflict: Strategies for Improved Communication <b>+</b>	2	\$2,268
2102	Storytelling Power: Secrets for Exceptional Communication <b>L</b>	2	\$2,268
2578	The Effective Facilitator: Maximizing Involvement and Results	2	\$2,268
<b>Presentation Skills</b>			
2968	Ace Your Virtual Presentations: A Hands-On Workshop <b>L</b>	2	\$2,126
2522	Effective Executive Speaking	3	\$2,363
2868	Presentation Skills Workshop	1	\$1,274
2519	Strategies for Developing Effective Presentation Skills <b>+</b>	3	\$2,268
<b>DIVERSITY, EQUITY, INCLUSION &amp; BELONGING (DEI&amp;B)</b>			
2965	Diversity, Equity and Inclusion Certificate Program <b>+</b>	3	\$2,837
8802	Finding Common Ground: How to Overcome Unconscious Bias <b>L</b>	1	\$1,274
2151	Leadership Strategies for Creating a Respectful Workplace	2	\$2,221
2925	Leading in a Diverse, Equitable and Inclusive Culture	2	\$2,221

SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
2969	Moving from Inclusion to Belonging: How to Shift from Intent to Impact <b>L</b> <i>NEW!</i>	1	\$1,274
2931	Psychological Safety: An Imperative for High-Performing Teams <b>L</b> <i>NEW!</i>	2	\$2,221
<b>FINANCE AND ACCOUNTING</b>			
1276	AMA's Advanced Financial Forecasting and Modeling Workshop <b>L</b>	2	\$2,268
2259	AMA's Comprehensive Budgeting Workshop <b>L</b>	2	\$2,221
1552	AMA's Course on Financial Analysis <b>L</b>	3	\$2,268
1104	AMA's Finance Workshop for Non-Financial Executives	4	\$2,552
1110	Financial Forecasting <b>L</b>	3	\$2,268
1224	Fixed Asset Management <b>L</b>	2	\$2,126
1201	Fundamentals of Cost Accounting <b>L</b>	3	\$2,221
2218	Fundamentals of Finance and Accounting for Non-Financial Managers <b>*</b>	2	\$2,221
1206	The Strategic Controller: Adding Value to Your Organization <b>L</b>	3	\$2,268
<b>HUMAN RESOURCES AND TRAINING</b>			
8507	AMA's Training Certificate Program <b>*</b>	3	\$2,268
8502	AMA's Employment Law Course: Avoiding the Legal Pitfalls of EEO, FMLA and ADA <b>L</b>	2	\$2,221
8115	AMA's Virtual Training Certificate Program <b>L</b>	4	\$2,126
8506	Fundamentals of Human Resources Management	2	\$2,221
8509	Instructional Design Certificate Program	3	\$2,268
8266	Recruiting, Interviewing and Selecting Employees	3	\$2,221
8110	Succession Planning: Developing Talent from Within <b>L</b>	2	\$2,268
<b>LEADERSHIP</b>			
2128	Achieving Leadership Success Through People	3	\$2,552
2134	Advanced Leadership Communication Strategies	3	\$2,552
2546	Agile Leadership and Strategy	2	\$2,268
2104	AMA's Advanced Executive Leadership Program	3	\$2,552
2554	Artificial Intelligence (AI) Strategy for Business Leaders <i>NEW!</i>	2	\$2,268
2250	Building a Culture of Innovation for Hybrid and Virtual Teams <b>L</b>	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 <b>L</b>	4	\$2,221
2186	Collaborative Leadership Skills	2	\$2,221
2501	Developing Executive Leadership <b>*</b>	3	\$2,552
2239	Leadership and Team Development for Managerial Success <b>*</b>	2	\$2,268
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	\$2,268
2912	Leading Disruptive Change and Innovation: Your Plan for Breakthrough Growth	2	\$2,268
2280	Leading Virtual Teams <b>L</b> <b>*</b>	2	\$2,221
2133	Leading with Emotional Intelligence <b>*</b>	3	\$2,552
2906	Mindful Leadership: Cultivating Excellence from Within <b>L</b>	2	\$2,221
2536	Preparing for Leadership: What It Takes to Lead <b>*</b>	2	\$2,268
2604	The 13 Behaviors of High-Trust Leaders <b>L</b>	2	\$2,268
2901	The SLII Experience™ – Powering Inspired Leaders	2	\$2,221
2130	The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results <b>*</b>	3	\$2,552
2021	Transformational Leadership: How to Inspire Extraordinary Performance <b>L</b>	2	\$2,268

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

SEMINAR #	SEMINAR TITLE	DAYS	GSA PRICE
<b>MANAGEMENT AND SUPERVISORY SKILLS</b>			
2172	AMA Business Boot Camp: Management and Leadership Essentials <b>L</b>	2	\$2,126
2246	Coaching for Optimal Job Performance	2	\$2,221
2861	Conflict Management Workshop <b>L</b> <b>★</b>	1	\$1,274
2819	Delegation Boot Camp <b>L</b>	1	\$1,274
2508	Improving Your Managerial Effectiveness	2	\$2,363
2517	Leadership Skills for Supervisors	3	\$2,221
2243	Making the Transition from Staff Member to Supervisor <b>★</b>	2	\$2,126
2231	Making the Transition to Management	2	\$2,221
2238	Management Skills for New Managers <b>★</b>	2	\$2,268
2248	Management Skills for New Supervisors <b>★</b>	2	\$2,221
2254	Managing Hybrid Teams <b>L</b>	1	\$1,274
2290	Managing the "Unmanageable": Tough People, Tough Situations	2	\$2,268
2242	Moving from an Operational Manager to a Strategic Leader	2	\$2,363
2295	Successfully Managing People <b>★</b>	2	\$2,363
2602	The 7 Habits for Managers®: Essential Skills and Tools for Leading Teams <b>★</b>	2	\$2,363
<b>OFFICE AND ADMINISTRATIVE SUPPORT/CUSTOMER SERVICE</b>			
5166	Becoming a Trusted Advisor: How to Develop More Valuable Customer Relationships <b>L</b>	1	\$1,274
5165	Customer Service Excellence: How to Win and Keep Customers <b>L</b>	2	\$1,984
2294	Management Skills for Administrative Professionals	3	\$1,984
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 <b>★</b>	3	\$1,984
<b>PROJECT MANAGEMENT</b>			
6595	AMA's Comprehensive Project Management Workshop <b>★</b>	5	\$2,837
6523	Best Practices for the Multi-Project Manager	2	\$2,126
6548	Essentials of Project Management for the Non-Project Manager <b>★</b>	2	\$2,126
6503	Improving Your Project Management Skills: The Basics for Success <b>★</b>	3	\$2,268
6108	LEAN Process Improvement: Delivering More with Less <b>L</b>	2	\$1,984
6540	Managing Risk and Uncertainty in Projects <b>NEW!</b>	2	\$2,126
6598	PMP Exam Prep Course	5	\$2,552
6531	Process Management: Applying Process Mapping to Analyze and Improve Your Operation	3	\$2,221
6216	Program Management <b>L</b>	2	\$2,126
6585	Project Team Leadership: Building Commitment Through Superior Communication	3	\$2,363
4251	Technical Project Management	3	\$2,268
<b>PURCHASING AND SUPPLY MANAGEMENT</b>			
4265	Fundamentals of Purchasing for the New Buyer	3	\$2,126
4115	Global Supply Chain Management: Best Practices in Import and Export Operations <b>L</b>	2	\$1,984
4206	Inventory Management Techniques: Planning, Replenishment and Activities Control <b>L</b>	3	\$2,221
<b>STRATEGIC PLANNING</b>			
2009	Facilitating an Effective Strategic Planning Process <b>L</b>	2	\$2,363
2565	Fundamentals of Strategic Planning	2	\$2,268
2526	Strategic Planning <b>★</b>	2	\$2,363
2209	Strategy Execution: Getting It Done	3	\$2,552

For a complete description of all AMA seminars and scheduled sessions throughout the U.S., please visit [www.amagov.org](http://www.amagov.org) or call 877.262.6004.



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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.