


# Leadership & Professional Development Courses

DELIVERING THE TOOLS

YOU WANT AND NEED TO  
EXCEL PROFESSIONALLY



**TECHNICAL  
MANAGEMENT  
SERVICES**



Diana Cordova  
(719) 375-0506  
diana@tmsworkshop.com  
www.TMSworkshops.com

# THE TMS APPROACH & PHILOSOPHY



**Client Satisfaction:**  
**98% in Customer**  
**Satisfaction Rating in**  
**all FY23!**



## **Quality Training**

Cutting-edge interactive training by certified, award-winning instructors, using innovative adult learning techniques and covering the latest government workforce trends.

## **Dynamic Instruction**

*Each class is designed to provide high-interaction, engaging exercises and real-life scenarios to energize and motivate students.*



## **Personalized Learning**

Tailored classroom objectives to match each participant's personal goals.

## **Ongoing Support**

Each student receives an online toolkit with checklists, guidelines, & many more resources.



## **OPM ECQ- Focused**

TMS courses align with OPM's Executive Core Qualifications and government-focused mission objectives.

# TABLE OF CONTENTS

## *Human Resource Training*

<b>A Government Manager’s Guide to Interviewing and Hiring the Best</b> .....	7
<b>Be a Better Communicator</b> .....	8
<b>Change Management: How to Successfully Introduce &amp; Deal with Changes in the Workplace</b> .....	9
<b>Coaching on the Job Training Principle</b> .....	10
<b>Communication and Interpersonal Skills</b> .....	11
<b>Conflict Resolution in a Government Setting</b> .....	13
<b>Creating a Culture of Performance &amp; Accountability</b> .....	14
<b>Dealing with Difficult People</b> .....	15
<b>Discovering and Applying the 4 Primary Personality Temperaments</b> .....	16
<b>Financial Planning for New Government Employees</b> .....	17
<b>Functional Project Management for Government</b> .....	18
<b>Increase Your Eq: How to Develop Your Emotional Intelligence Skills</b> .....	20
<b>Interpersonal Skills for Government Leaders and Managers</b> .....	21
<b>Managing the Flexible Workplace</b> .....	22
<b>Performance Metrics Workshop</b> .....	23
<b>Problem- Solving and Decision-Making</b> .....	24
<b>Professional Communication Skill Development Workshop</b> .....	25

## *Leadership Workshops*

<b>Achieving Breakthrough Leadership (ABL)</b> .....	27
<b>Building Coalitions: The Art of Successful Collaboration</b> .....	28
<b>Business Professional Certification</b> .....	29



Capitol Hill Workshop with Keynote Speakers .....	30
Capitol Hill Workshop .....	31
Change & Transition Management .....	32
Coaching and Mentoring for Excellence.....	33
Coaching and Mentoring for Excellence with 360 Degree Survey.....	34
Collaborative Teamwork .....	35
Creating an Environment for Successful Projects .....	36
Crisis Leadership: Leading in Dramatic Change .....	37
Emerging Leaders.....	39
Entrepreneurship for Government Organizations .....	40
Executive Development: Leading Change.....	41
Executive Seminar .....	42
Highly Effective Leadership in Government Organizations .....	43
Leadership and Management Certification.....	44
Leadership Assessment Program I .....	45
Leadership Assessment Program II <i>Strategic Level</i> .....	46
Leadership – Creating Value, Vision, and Vitality.....	47
Leadership Development Program.....	48
Leadership for Technical People .....	49
Leadership Skills for Non-Supervisors .....	50
Leading Diverse & Inclusive Teams .....	51
Management Development: Leading from the Middle.....	52
Purpose-Driven Leadership.....	53
Strategic Leadership: Strategies for Effective Leadership.....	55
Strategic Planning for Government Organizations .....	57
Team Building .....	58
Team Development: Team Building and Team Leadership.....	59
The Challenge of Leadership .....	60
The Mindset of Leadership .....	61
Elevating Women in Leadership Roles .....	62

## *Professional Development*

Advanced MS Excel.....	64
Assess, Define, Design, and Deliver Command Climate .....	66
Briefing and Presentation Techniques.....	67



<b>Building Relationships and Trust in the Government Environment</b> .....	68
<b>Business Process Reengineering (BPR)</b> .....	70
<b>Collaborative Problem-Solving and Decision-Making</b> .....	71
<b>Conflict Management and Resolution</b> .....	73
<b>Critical Thinking &amp; Creative Problem-Solving</b> .....	74
<b>Customer Service Workshop</b> .....	75
<b>Telling a Compelling Story Using Data-Driven Presentations</b> .....	76
<b>Difficult Conversations</b> .....	77
<b>Diversity &amp; Inclusion</b> .....	78
<b>Effective Teamwork</b> .....	79
<b>Government Technical Writing</b> .....	80
<b>High Performing Teamwork</b> .....	82
<b>Influence, Power, &amp; Persuasion in the Government Workplace</b> .....	83
<b>Intermediate MS Excel</b> .....	85
<b>Introduction to MS Excel</b> .....	87
<b>Memorization Skills for the Professional</b> .....	89
<b>MULTI-GENERATIONAL DIVERSITY</b> .....	90
<b>Presenting with Confidence</b> .....	91
<b>Professional Business Writing</b> .....	92
<b>Understanding Multi- Generational Diversity</b> .....	93

## *Management Workshops*

<b>Data Analytics &amp; Data Driven Decision</b> .....	94
<b>Designing High Performing Organizations</b> .....	96
<b>Intermediate Analytics For Government Officials</b> .....	97
<b>Introduction To Analytics For Government Officials</b> .....	98
<b>Management Development Seminar</b> .....	100
<b>Management For Technical People</b> .....	101
<b>Management Techniques</b> .....	102
<b>Managerial Decision Making &amp; Problem Solving</b> .....	103
<b>Managing, Motivation, And Team Collaboration In The Hybrid Workspace</b> .....	105
<b>Managing Multiple Priorities</b> .....	107
<b>Managing The Flexible Workplace</b> .....	108
<b>Microsoft Project 2019 For GovernmentProjects</b> .....	109
<b>Project Management In Government Organizations</b> .....	111



<b>Seminar For New Managers .....</b>	<b>112</b>
<b>Supervision For Experienced Supervisors.....</b>	<b>113</b>
<b>Telework: Managing, Motivating, And Collaborating Through Telework .....</b>	<b>114</b>
<b>Telework Transitioning And Managing Telework .....</b>	<b>116</b>
<b>Visualizing Data For The Government .....</b>	<b>119</b>



# A GOVERNMENT MANAGER'S GUIDE TO INTERVIEWING AND HIRING THE BEST

---

A 5-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

A government manager with hiring or interviewing responsibility knows that selecting the best candidate for any position is a nerve-racking task. This workshop teaches practical professional processes that help you screen, interview, and review candidates to make the right choice – a task that is often as much art as science.

## Learning Objectives & Topics Covered in this Workshop:

- How to Construct a Comprehensive Job Description
- How to Avoid Legal Problems During the Hiring Process
- Why You Have to “Sell” Your Job Opening
- What to Look for in Job Candidates’ Resumes
- How to Screen Candidates
- How to Interview Candidates
- Which Interview Questions Work Best

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklists, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 39.0

**CEU Credits:** 3.4

**Suggested Program**

**Prerequisites:** Challenge of Leadership

**Advanced Preparation:** None

**NASBA Program Level:**

Intermediate

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





## BE A BETTER COMMUNICATOR

---

A 1-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

This workshop is designed to improve the ability of leaders to communicate verbally and in writing, clearly and effectively, to carry out their missions. This is inherent to living and operating in an era of rapid personal and mass communication that requires face-to-face briefings, background papers, and staff packages to keep the mission moving forward.

This instruction presents skill-building modules that focus on the following core competencies: Professionalism, Communication, Body Language, Strategies for Persuasion, and Understanding other Perspectives.

### **Learning Objectives & Topics Covered in this Workshop:**

- Analyze and use body language with a purpose.
- Apply effective listening techniques to improve understanding.
- Apply techniques to speak more confidently to build rapport and increase understanding of intent.
- Understand communication styles.
- Construct conversations to influence people.
- Enhance written communication professionalism skills.
- Model confidence to make a bigger impact on their audience.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklists, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 7.0

**CEU Credits:** 0.6

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom







# CHANGE MANAGEMENT: HOW TO SUCCESSFULLY INTRODUCE & DEAL WITH CHANGES IN THE WORKPLACE

---

A 2-Day Hands-On TMS Workshop  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

This workshop is designed to create a positive work environment that promotes cooperation by learning how to deal more effectively with change when it occurs. Learn to modify and adapt goals, respond to issues before they reach crisis mode, and control anxiety. This workshop will focus on individual and organizational change.

## **Learning Objectives & Topics Covered in this Workshop:**

- Learn the ADKAR™ Change Management Model
  - Awareness of the need to change.
  - Desire to create; support; participate in and lead change.
  - Knowledge required to implement and introduce change.
  - Ability to affect the change.
  - Reinforce the changes made while continuing to champion change.
- Reduce individual anxiety and stress by learning to find control, understanding, support, and purpose amid change and transition.
- Reduce conflicts and tension among staff.
- Create means of understanding and controlling change.
- Identify preferred personal approaches to processing change and transition.
- Focus on and define the specific challenges of the change situation.
- Interpret and reflect on personal feelings, behaviors, and expectations of the change situation.
- Act and respond in constructive ways to the change situation based upon this new learning experience and then take positive steps to move forward.

**Audience:** This workshop is designed for government managers and leaders.

### **Toolkits:**

Receive a Student Handbook and Online Toolkit, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information**

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live –

Live Virtual Classroom





# COACHING ON THE JOB TRAINING PRINCIPLE

---

A 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

Increasing demands on the Federal workforce are requiring organizations to perform at higher levels with fewer resources and staff, and the leader's job is to make that happen effectively and efficiently. Whether guiding employees to grow professionally or helping employees during periods of change and transition, coaching and mentoring lets leaders be seen as results-oriented professionals who inspire confidence and dedication from their staff.

This workshop specifically focuses on the principles of effective on-the-job training techniques. Participants can expect a "train-the-trainer" experience that is hands-on, reality centric, and tailored to government employees at any level. The instructor guides the learning through dynamic instruction, small group exercises, scenario-based problem solving, and hands-on application of proven techniques to plan and execute on-the-job employee development.

## Learning Objectives & Topics Covered in this Workshop:

- Core educational tenants of adult learning
- Effectively implement strategies for on-the-job training principles of participant-centered learning
- Understand different learning styles, and how to cater to them.
- Understand techniques to increase content retention.
- Giving and receiving verbal and non-verbal feedback
- How to apply participant-centered coaching
- Understand principles for designing and delivering the information and content that employees *need* to effectively accomplish their job.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Specialized Knowledge

**Delivery Method:** Group Live – Live Virtual Classroom





# COMMUNICATION AND INTERPERSONAL SKILLS

## *How to Develop Your Communication and Interpersonal Skills*

---

A 1-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

Recent studies by OPM and the Department of Labor have shown that those with higher competency in interpersonal skills and communication are higher performers, viewed more positively by their managers, and get promoted faster. This interactive hands-on workshop improves awareness and skills necessary for effectively communicating and working with peers, employees, managers, and senior leaders. In this workshop, you'll learn about interpersonal communication and fundamental processes to improve interpersonal skills in the government workplace. This instruction presents skill-building modules that focus on the following core competencies: Professionalism, Communication, Strategies for Persuasion, and Understanding other Perspectives. Each participant will build a personal development strategy in class that applies to the government work environment.

### **Learning Objectives & Topics Covered in this Workshop:**

- Understand Why Interpersonal Skills Matter in Today's Organizations
- Discuss How Interpersonal Skills Will Become the Great Differentiator in the New Government Workplace
- Assess Communication Skills in Class
- Develop Emotional Intelligence (EQ) Skills
- Apply effective listening techniques to improve understanding.
- Apply techniques to speak more confidently to build rapport and increase understanding of intent.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 7.0

**CEU Credits:** 0.6

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





- Understand communication styles.
- Construct conversations to influence people.
- Enhance written communication and professionalism skills.
- Model confidence to make a bigger impact on their audience.
- Understand and apply effective EQ techniques to improve communication.
- Evaluate non-verbal communication of self and others.
- Practice encoding – transferring mental thoughts into understandable verbal exchange.
- Practice decoding – processing information into understanding
- Understand communication influencers.
- Develop an EQ and communication improvement plan.
- Apply contextual awareness.
- Assess and control communication barriers.
- Apply active listening skills.



# CONFLICT RESOLUTION IN A GOVERNMENT SETTING

---

A 1 Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

The rapid pace of change and increasing demands on today's government workforce creates an environment highly vulnerable to conflict in the workplace. Those who understand and practice effective conflict management and resolution will contribute to the continuing development of an effective, efficient, and thriving workplace that will enable federal organizations to continue to meet their missions.

This workshop will demonstrate not only clear, practical conflict management, and resolution techniques, but also how to implement them within the government work environment.

## **Learning Objectives & Topics Covered in this Workshop:**

- Analyze conflict between individuals and between groups.
- Identify the source of conflict.
- Apply effective conflict management techniques.
- Understand the 7 steps to conflict management.
- Make use of conflict management tools and resources
- Understand and be able to apply conflict management strategies.
- Understand effective conflict resolution techniques.
- Recognize ineffective conflict resolution approaches.

**Audience:** This workshop is designed for government employees, supervisors, and managers.

### **Toolkits:**

Each participant will receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklists, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information**

**CPE Credits:** 7.0

**CEU Credits:** 0.6

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





# CREATING A CULTURE OF PERFORMANCE & ACCOUNTABILITY

---

A 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

Grow into a decisive leader using the practical skills that will transform your current methods of management, employee engagement, productivity, and performance oversight. Unlike traditional management methods, this workshop provides government supervisors and managers the advanced skills needed to truly **succeed in effectively managing and developing employees in a government work environment**. Attendees learn how to develop operating mechanisms and processes through hands-on exercises, so they gain the skills needed to create and sustain a culture of performance while in class.

## **Learning Objectives & Topics Covered in this Workshop:**

- Recognize, deal with, and maximize strengths of personality.
- Assess progress-performance objectives.
- Conduct performance objectives planning.
- Understand performance management and reporting tools and techniques.
- Apply mentorship, coaching, and accountability methods.
- Develop a plan to create an environment for success.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





## DEALING WITH DIFFICULT PEOPLE

---

A 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

One of the key elements of performance-based management in government is the ability to get results through other people. This practical, skills-oriented program provides insights into human behavior at work, improves communication skills so people respond positively, and enhances the motivational tools associated with top performance. Participative leadership concepts are integrated into current issues such as working with the problem employee, gaining buy-in for change, conflict resolution skills, and holding effective meetings. Communication models emphasizing personal understanding and consensus agreements are used along with exercises and simulations for integrative learning.

### **Learning Objectives & Topics Covered in this Workshop:**

- Understand personality styles and their impact on people.
- Anticipate and avoid communication games—a language audit.
- Avoiding communication breakdowns—causes and solutions.
- Identify reasons good people act irrationally getting back on track.
- Planning for personal engagement— effective techniques
- Develop strategies for turning unpleasant conversations into constructive interactions.
- Environmental factors that create behavior problems
- Develop solutions that work for all sides.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Communications and Marketing

**Delivery Method:** Group Live – Live Virtual Classroom





# DISCOVERING AND APPLYING THE 4 PRIMARY PERSONALITY TEMPERAMENT

---

A 1-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

*(This workshop can be provided as a stand-alone workshop or as a complementing addition to other offerings)*

## **Course Description:**

This highly interactive workshop is designed to give participants applicable skills in understanding and dealing effectively with the unique personalities represented in today's government workforce. It specifically addresses skills in personality theory assessment and application that participants can develop in class and use immediately to improve their professional and personal environments. These skills are taught, developed, and facilitated using a four primary color system: Gold, Green, Orange, and Blue. It will give participants powerful insight into why people think, feel, and act the way they do. In fact, it is so powerful that it can enhance and improve just about every aspect of life.

## **Learning Objectives & Topics Covered in this Workshop:**

- Identify and deal effectively with the unique personalities of a diverse workforce.
- Maximize the chances that your workplace will be productive, efficient, and harmonious.
- Enable participants to better communicate, motivate, and delegate utilizing intrinsic motivation.
- Enable leaders to cultivate the natural strengths of the workforce.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 7.0

**CEU Credits:** 0.6

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom







# FINANCIAL PLANNING FOR NEW GOVERNMENT EMPLOYEES

A Half-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

A 2020 annual study by the Global Financial Literacy Excellence Center reveals that Americans continue to receive a “failing grade” in financial literacy and planning. The survey underscores the need for greater financial education, awareness, and understanding. As the negative economic effects of the coronavirus pandemic continues to unfold, it’s now become more important than ever that many more Americans, including new government employees, acquire proper financial planning and management skills. This workshop, geared for new employees but open to all, helps participants understand sound financial planning concepts in a safe learning environment through the expertise and wisdom of an engaging and highly experienced certified Financial Planning Master Instructor.

*Following the workshop, each participant is afforded the opportunity to meet one-on-one with the instructor for a personal coaching Q&A session!*

## Learning Objectives & Topics Covered in this Workshop:

- Understanding personal finance
- Assess your current financial situation.
- Understanding financial statements, tools, and budgets
- Understand effective techniques for managing income taxes.
- Develop a plan for building and maintaining good credit.

**Audience:** This workshop is designed for government professionals.

### **Toolkits:**

Receive a Student Handbook and Online Toolkit, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information**

**CPE Credits:** 4.0

**CEU Credits:** 0.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## FUNCTIONAL PROJECT MANAGEMENT FOR GOVERNMENT

---

A 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

*Tailored to the Work Your People Accomplish*

### **Course Description:**

This workshop shows you how to firmly control any size project. It firmly focuses on practical, how-to aspects of managing your projects with real-world examples. The competencies addressed in this workshop are Customer Service Orientation; Conceptual & Strategic Alignment; Judgment & Analytical Thinking; Flexibility; Initiative; Communication & Persuasion; Standards of Excellence & Efficiency; Use of Influence Strategies; Working through others; Entrepreneurial Achievement; Leadership; Group Management; and Organizational Awareness.

### **Learning Objectives and Topics Covered in this Workshop:**

- Mentoring and Leading the Project team
- Defining and Initiating the Project
- Successful Project Planning
- How Does the Contractor Plan the Project?
- Budgeting
- Dealing with Change and Conflict
- Procedures for Avoiding the Traps and Staying in Charge
- Scheduling the Project
- Managing the Project Scheduling Process
- Informal and Better Approaches
- Organizing & Directing the Project
- Evaluating and Adjusting Course
- Effective Project Communication Techniques
- Managing Project Priorities
- Organizational and Personal Motivation
- Confronting Poor Performance
- Build a Project Plan in Class

**Audience:** This workshop is designed for government professionals.

#### **Toolkits:**

Receive a Student Handbook and Online Toolkit, containing tools such as checklists, tips, techniques, and numerous other tools to help you use your new skills immediately.

#### **Additional Information**

**CPE Credits:** 24.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** Problem-Solving and Decision Making

**Advanced Preparation:** None

**NASBA Program Level:** Intermediate

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





## Functional Alignment of Hands-On-Content:

The academic content of each workshop is identical, but the breakout activities your students receive will be tailored to their functional area. IT people get IT exercises. Civil Engineers work on building and facility problems. Logisticians work WRM, spares, and supply chain risk management. For example:

### **Area: Information Technology**

- Compare risks in DEV OPS to Normal Over-the-Wall PM
- Make parametric duration estimates.
- Compute Agile project staffing.
- Estimate the cost of a new IT System at the Capital Asset level

### **Area: Human Resources**

- Compute risks in hiring for a high-turnover organization.
- Estimate the task duration impact of the OPM End-to-End strategy on recruiting.
- Use PM principles to respond to customer requests for faster hiring.

### **Area: Acquisition and Procurement**

- Compare risks between R&D and O&M contracts.
- Delineate stakeholder impact of joint venture contracts.
- Coach PMs on strategic alignment of major contracts

### **Area: Logistics**

- Anticipate risk in rare-material spare parts availability.
- Estimate duration impact of remanufacturing when parts are unavailable.
- Communicate risk and impact to operators and maintainers.

### **Area: Management Analyst**

- Estimate impact on schedule based on a 12% reduction in force.
- Recommend reprogramming of authorizations based on a scenario.
- Prepare a briefing to senior leadership on project status.

### **Area: Civil Engineering**

- Compare level-of-effort and Crew-Capacity estimating techniques.
- Estimate schedule delay for construction based on differing site conditions.
- Make a cost estimate using GSA schedule wages for a breakroom renovation

These are brief examples to show the range of possibilities. TMS prides itself on tailoring our course content to each organization. Given a few weeks, and a holistic understanding of the student's area of expertise, we will create a set of learning activities that will be pertinent and meaningful for your people.



# INCREASE YOUR EQ: HOW TO DEVELOP YOUR EMOTIONAL INTELLIGENCE SKILLS

---

A 1 or 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

Recent studies by OPM and the Department of Labor have shown that those with higher competency in interpersonal skills and Emotional Intelligence (EQ) are higher performers, viewed more positively by their managers, and get promoted faster. This workshop will take participants step-by-step through proven processes and techniques to improve EQ. Participants learn the meaning and value of EQ and gain personal insight into their own EQ competencies through self-assessment. Each participant will build a personal development strategy in class that is applicable to the government work environment.

## Learning Objectives & Topics Covered in this Workshop:

- Understand the benefits of developing Emotional Intelligence (EQ)
- Define EQ competencies and origins.
- Apply the researched EQ competency framework to optimize professional performance.
- Build a personal EQ development strategy.
- Conduct a personal EQ assessment.
- Apply tools and techniques for increasing competence in the Four Domains of EI

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklists, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 7.0- 15.0

**CEU Credits:** 0.6- 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live –  
Live Virtual Classroom





# INTERPERSONAL SKILLS FOR GOVERNMENT LEADERS AND MANAGERS

---

A 2 or 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

This interactive hands-on workshop improves awareness and skills necessary for effectively working with peers, employees, managers, and senior leaders. Interpersonal skills in the government workplace are essential skills to master to achieve the full potential of an organization. In this brief, you'll learn about interpersonal communication and fundamental processes to improve interpersonal skills in the government workplace.

## **Learning Objectives & Topics Covered in this Workshop:**

- Understand Why Interpersonal Skills Matter in Highly Technical and Educated Organizations
- Discuss How Interpersonal Skills will Become the Great Differentiator
- Evaluate Non-verbal Communication of Self and Others
- Practice Encoding – Transferring Mental Thoughts into Understandable Verbal Exchange
- Practice Decoding – Processing Information into Understanding
- Understand Body Language
- Apply Contextual Awareness
- Assess and Control Communication Barriers

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0- 23.0

**CEU Credits:** 1.3- 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## MANAGING THE FLEXIBLE WORKPLACE

---

A 2 or 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

This workshop will provide managers and supervisors with the guidance necessary to successfully implement a system that accommodates flexible work arrangements including telework, flexible work hours, and remotely located staff members. Participants learn how to maintain effective communication, motivate, and supervise their employees regardless of their physical work location. Managers will learn how to develop clear, specific, and timely performance metrics to use in evaluating employee performance, how to construct and implement an effective telework security plan, how to write a flexible workplace agreement, and how to implement telework within their work groups to maximize productivity in the demanding government work environment.

### Learning Objectives and Topics Covered in this Workshop:

- Understand the background of telework, to include definitions, legislative foundations, and policy requirements.
- Implement flexible workforce practices, to include managing change, determining eligibility, providing equipment and support, developing security requirements, creating telework agreements, and facilitating communications among workgroup members
- Managing performance in a virtual office environment including communicating expectations, monitoring, and measuring productivity, and motivating the workforce
- Establish strong relationships to fuel motivation, collaboration, and productivity.

**Audience:** This workshop is designed for all government leaders and managers.

#### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

#### **Additional Information:**

**CPE Credits:** 15.0- 23.0

**CEU Credits:** 1.3- 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





## PERFORMANCE METRICS WORKSHOP

---

A 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### ***A Step-By-Step Guide to Understanding and Successfully Implementing Performance Measurement in Government Organizations***

#### **Course Description:**

Performance measurement is a proven means to distinguish your organization. This workshop shows you how to quickly set solid, professional, meaningful metrics . . . to be recognized as an organization that can be counted on to get results - consistently. You will learn how to develop clear, specific, and timely performance metrics to use in managing government contractors, to assure they deliver on schedule, on budget, and within specified quality parameters and guarantee that their deliverables meet all government requirements.

#### **Learning Objectives & Topics Covered in this Workshop:**

- Identify and measure characteristics of your organization that tell you, your management, and your customers how well you are delivering services and products for them.
- Link mission, strategic plan, business plan, and performance metrics
- Develop meaningful measures of performance for employees and organizations.
- Translate requirements into metrics.
- Conduct effective performance measure planning.

**Audience:** This workshop is designed for all government personnel.

#### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

#### **Additional Information:**

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





## PROBLEM-SOLVING AND DECISION MAKING

---

A 2 or 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

The workshop is designed to develop the analytical and critical thinking skills of key technical professionals who can apply those skills to critical organizational issues. Participants will learn how to identify, define, and resolve issues; make decisions based on objective criteria; develop step-by-step plans to effectively implement decisions; and facilitate teamwork in problem-solving and decision-making. Experienced managers who are ready to expand their perspective on management and leadership. Bring your real-world problems and collaborate with your colleagues in a facilitated discussion and wrap up the week with an individual and organizational improvement plan.

### Learning Objectives & Topics Covered in this Workshop:

- Identify the principles of problem-solving and decision-making.
- Assess whether the problem or decision belongs to you or your organization before diving in
- Gain knowledge of problem-solving and decision-making tools and techniques.
- Understand how to define problem-solving and decision-making success.
- Recognize potential threats and opportunities using a SWOT analysis.
- How to sell the tough decision to the uncertain team or boss
- Identify biases in decision-making.
- How to use powerful tools to select the best options.
- Learn to facilitate change and innovation once a decision has been made.

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 15.0- 23.0

**CEU Credits:** 1.3- 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom







# PROFESSIONAL COMMUNICATION SKILL DEVELOPMENT WORKSHOP

A 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

As a professional government employee, you must produce and communicate information and ideas that influence decisions and drive action. This workshop shows you how to plan, organize, and present your ideas powerfully and confidently when writing or speaking to produce better outcomes and relationships at less cost in time and effort. Gain impactful skills and employ proven tools and techniques to make your next communication with employees, peers, customers, and executive or senior leaders really showcase your strengths in speaking, listening, and writing. This workshop firmly focuses on the practical, specific how-to techniques of effective professional communication.

## Learning Objectives & Topics Covered in this Workshop:

- Apply the principles of LEAN communication to add value, brevity, and clarity to your message.
- Define your goal and message by listening, gathering data, and assessing the needs of your communication.
- Assess the communication needs of your intended audience to improve communication strategies and techniques.
- Write concise synopses and briefs that deliver the desired message.
- Apply successful principles of improvisational speech to improve written communication effectiveness.
- Organize and format information to direct the audience's attention to your objectives.
- Apply effective planning and preparation techniques and tools.
- Understand how to use your data, analysis, and experiences to tell a compelling story.
- Apply a proven written communication assessment checklist.
- Analyze written communication for effective written communication characteristics.

**Audience:** This workshop is designed for government personnel.

### **Toolkits:**

Receive a Student Handbook or Textbook and Online Toolkit, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information**

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





- Organize your presentation for maximum success.
- Understand effective communication delivery techniques.
- Apply preparation, organizing, and communication delivery techniques.
- Understand when and how to use examples, stories, and analogies to improve written and verbal communication.



# ACHIEVING BREAKTHROUGH LEADERSHIP (ABL)

---

A 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

This workshop is staffed and taught by a motivational speaker who is a former Senior Government Leader. Achieving Breakthrough Leadership (ABL) is a course designed, staffed, and delivered to inspire—its driving purpose and ultimate result. ABL is a meaningful and emotional experience for everyone that attends. Learn how small adjustments in attitudes and behaviors can produce inspiring and highly successful outcomes at work, at home, and in the community. ABL is a values-based course that introduces a leadership model that identifies critical priorities for driving energy, commitment, innovation and change while building leadership in others to ensure future organizational success.

## Learning Objectives & Topics Covered in this Workshop:

- Distinguish between effective & ineffective leader behaviors.
- Identify elements that measure the strength of the workplace.
- Differentiate between the roles & functions of managers & leaders.
- Discuss how the leader's self-awareness, emotional intelligence, behavioral skills, & personal credibility set the tone for engagement.
- Explain how passionately conveying a shared purpose & vision can drive pride in the organization & commitment from the workforce.
- Define the supervisor's unique contribution to organization results & identify ways he or she can promote authentic human relationships.
- Identify five major dysfunctions of teams & explain why trust, constructive confrontation, inclusion, & continuous improvement are essential for collaboration, innovation, & successful outcomes.
- Explain how praise & recognition that reinforce corporate values strengthens employee self-esteem & improve team performance.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a Student Handbook and Online Toolkit, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live –  
Live Virtual Classroom





# BUILDING COALITIONS: THE ART OF SUCCESSFUL COLLABORATION

A 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

This workshop focuses on the skills, tools, and techniques needed to lead collaboratively in the government work environment. The ability to build strong coalitions and facilitate communication and collaboration across government organizations and agencies is essential to addressing today's complex issues and challenges faced by senior Defense and Federal professionals.

Participants can expect to expand their perspective and understanding of collaboration in today's government dynamics. You will explore relationship building and influence in the context of building coalitions among varying organizational cultures, structures, and individual personalities.

## Learning Objectives & Topics Covered in this Workshop:

- Definitions of Collaborative Leadership
- Recognize Varying Problem-Solving Tools
- Analyze Alternate Problem-Solving Strategies
- Understand Various Collaboration Strengths and Challenges
- Understand How to Apply Collaboration and Coalition Building Techniques
- Assess and Deal with Risks and Barriers to Collaboration
- Develop Your Influencing Skills
- Understand Collaborative Communication Skills and Tools
- Understand Organizational Collaborative Techniques
- Identify Coalition Building Approaches
- Interpret Problems

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## BUSINESS PROFESSIONAL CERTIFICATION

---

A 3 or 5-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

The program aims to improve the overall ability of workplace managers to utilize their resources more effectively. The program presents skill-building modules that focus on the following core competencies: Professionalism, Communication, Business Writing, Customer Service, Conflict Management, Organization and Time Management, Management Skills, Critical Thinking, and Decision-Making.

### Learning Objectives & Topics Covered in this Workshop:

- Analyze organizational norms, trends, and workplace processes.
- Develop and deliver a professional presentation.
- Develop conflict management plans.
- Understand and identify effective business communication techniques.
- Practice critical thinking and decision-making techniques

**Audience:** This workshop is designed for all government personnel.

#### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

#### **Additional Information:**

**CPE Credits:** 23.0- 39.0

**CEU Credits:** 2.0- 3.4

#### **Suggested Program**

**Prerequisites:** Challenge of Leadership

**Advanced Preparation:** None

**NASBA Program Level:**

Intermediate

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## CAPITOL HILL WORKSHOP

---

A 3-Day Hands-On TMS Experience with Keynote Speaker  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

Designed to meet the knowledge requirements of senior Defense and Intelligence Community leaders, this workshop offers attendees expert perspectives on the daily operation of the US Congress. Drawing from the perspectives of current and former Capitol Hill employees, highly respected academics, journalists, and lobbyists working with Congress, participants will leave this session with a much deeper and richer understanding of current US public policy issues, congressional politics and decision-making, and the implications to the Department of Defense and the nation.

### **Learning Objectives & Topics Covered in this Workshop:**

At the end of the workshop, attendees should be able to explain in depth and clarify with examples the following objectives:

- Understand the individual and interactive roles and responsibilities of participants on Capitol Hill, including members of Congress, Committees, Lobbyists, Media, and Citizens
- Explain and be able to track how legislation is formulated.
- Recognize how agendas and platforms influence domestic and international policy and spending plans.
- Differentiate the legislative and executive roles in policy and funding.

*Note: This list reflects actual past sessions and does not predict future topics; actual topics vary in each workshop given.*

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklists, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** Business Professional Certification

**Advanced Preparation:** None

**NASBA Program Level:** Intermediate

**NASBA Field of Study:** Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## CAPITOL HILL WORKSHOP

A 3-Day Instructor Led Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

Designed to meet the knowledge requirements of senior Defense and Intelligence Community leaders, this workshop offers attendees expert perspectives on the daily operation of the US Congress. Drawing on scholarly research and contemporary analysis of every aspect of the legislative process, participants will leave this session with a much deeper and richer understanding of current US public policy issues, congressional politics and decision-making, and the implications to the Department of Defense and the nation.

### **Learning Objectives & Topics Covered in this Workshop:**

At the end of the workshop, attendees should be able to explain in depth and clarify with examples the following objectives:

- Understand the individual and interactive roles and responsibilities of participants on Capitol Hill, including members of Congress, Committees, Lobbyists, Media, and Citizens
- Explain and be able to track how legislation is formulated.
- Recognize how agendas and platforms influence domestic and international policy and spending plans.
- Differentiate the legislative and executive roles in policy and funding.

*Note: This list reflects actual past sessions and does not predict future topics; actual topics vary in each workshop given.*

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:**

Intermediate

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## CHANGE & TRANSITION MANAGEMENT

---

A 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

The workshop is designed to create a positive work environment that promotes cooperation by learning how to deal more effectively with change when it occurs. Learn to modify and adapt goals, respond to issues before they reach crisis mode, and control anxiety. This workshop will focus on individual and organizational change. Any supervisor or manager who is looking for ways to understand and embrace transition; Enhance teamwork; Manage conflict; Work with others; Take initiative; Use influence strategies; and Build self-confidence should attend this workshop.

### Learning Objectives & Topics Covered in this Workshop:

- Learn the ADKAR™ Change Management Model
  - Awareness of the need to change.
  - Desire to create; support; participate in and lead change.
  - Knowledge required to implement and introduce change.
  - Ability to affect the change.
  - Reinforce the changes made while continuing to champion change.
- Interpret and reflect on personal feelings, behaviors, and expectations of the change situation.
- Identify preferred personal approaches to processing.

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom







# COACHING AND MENTORING FOR EXCELLENCE

A 3 or 4-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

**This Workshop provides practical and proven methods for developing the government workforce.** Whether guiding employees to grow professionally or helping employees during periods of change and transition, coaching and mentoring lets leaders be seen as result oriented. Participants share leadership challenges and solutions specific to government organizations. The instructor guides the learning through dynamic instruction, small group exercises, case studies, and hands-on application of proven techniques to plan and execute the development of government employees.

## Learning Objectives & Topics Covered in this Workshop:

- Employ coaching and mentoring strategies to help employees reach the next level of performance and make productive choices.
- Identify and build your employee's natural strengths that lead to mission success.
- Discuss barriers to acknowledge differences and valuing those differences.
- Incorporate other people's learning styles so you can coach and mentor more effectively.
- Develop a fast, simple personal plan for your coaching or mentoring success using the three key factors for coaching and mentoring success.

### *\*Additional Learning Objectives for 4-Day Workshop*

- Construct a mission-based leadership approach to coaching and mentoring.
- Specify a leader's coaching and mentoring goals.
- Build an effective leadership team using coaching and mentoring.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0-31.0

**CEU Credits:** 2.0-2.7

**Suggested Program**

**Prerequisites:** Dealing with Difficult People

**Advanced Preparation:** None

**NASBA Program Level:**

Intermediate

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





# COACHING AND MENTORING FOR EXCELLENCE

---

A 3-Day Hands-On TMS Experience with 360-Degree **Survey**  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

This workshop provides practical and proven methods for developing the government workforce. Whether guiding employees to grow professionally or helping employees during periods of change and transition, coaching and mentoring lets leaders be seen as results oriented. Prior to course attendance, all participants will take part in a 360 Degree Feedback Survey process that is designed around the Executive Core Qualifications and Leadership Competencies used by OPM. Using this “real world” feedback, coaching and mentoring plans will be developed to implement upon return to the workplace.

## **Learning Objectives & Topics Covered in this Workshop:**

- Employ coaching and mentoring strategies to help employees reach the next level of performance and make productive choices concerning the direction of
- Identify and build your employee’s natural strengths that lead to mission success.
- Discuss barriers to acknowledge differences and valuing those differences.
- Analyze and incorporate 360 Degree Survey feedback into coaching and mentoring practices.
- Incorporate other people’s learning styles so you can coach and mentor more effectively.
- Develop a fast, simple personal plan for your coaching or mentoring success using the three key factors for coaching and mentoring success.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** Dealing with Difficult People; Challenge of Leadership

**Advanced Preparation:** None

**NASBA Program Level:** Intermediate

**NASBA Field of Study:** Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## COLLABORATIVE TEAMWORK

---

A 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

Modern Government managers and supervisors must change their mindset of leading through experience, expertise, and control if they wish to stay relevant in today's changing government work environment. This workshop shows participants how to apply experience, knowledge, and education in new ways to create, simultaneously, an autonomous and collaborative work environment that will achieve maximum results. This workshop is based on extensive research on leadership practices that achieve extraordinary results in the government workplace.

### Learning Objectives & Topics Covered in this Workshop:

- How to apply valuable experience and expertise to the new models of leadership
- Identify elements that measure collaboration in the government workplace.
- Differentiate between the roles & functions of managers & leaders.
- Discuss how the leader's self-awareness, emotional intelligence, behavioral skills & personal credibility set the tone for engagement.
- Explain how passionately conveying a shared purpose & vision can drive pride in the organization & commitment from the workforce.
- Identify the difference between behaviors that promote collaboration and those that tear teams apart.

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 23.0

**CEU Credits:** 2.0

### Suggested Program

**Prerequisites:** Challenge of Leadership

**Advanced Preparation:** None

**NASBA Program Level:**

Intermediate

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





# CREATING AN ENVIRONMENT FOR SUCCESSFUL PROJECTS

---

A 2 or 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

The hands-on workshop zeroes in on the keys to creating a strong, focused, project organization. Managers and prospective managers get cutting-edge information and tools they need to build and support the project management climate that is the fundamental key to making projects succeed. This workshop outlines exactly what key managers need to do to ensure senior management, customers, and workers support projects.

## **Learning Objectives & Topics Covered in this Workshop:**

- Develop strategic emphasis to ensure project success.
- Identify the right manager or management team to oversee the project.
- Create a team charter, project vision, and mission statement, and have a communication plan to sell the project.
- Incorporate motivation theory into a personalized approach to Management and Leadership
- Tailor organizational goals to organizational capabilities
- Foster the culture of a learning organization.
- Communicate project strategy with authenticity and integrity.
- Apply Group Development Stages (GDS) to management and leadership styles suited to the situation, climate, and resource availability.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0- 23.0

**CEU Credits:** 1.3- 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





# CRISIS LEADERSHIP: LEADING IN DRAMATIC CHANGE

A 1-3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

*“If you can keep your head when all about you are losing theirs and blaming it on you...”* This passage from Rudyard Kipling’s “If” captures the essence of crisis leadership. Crisis leadership requires poise, intelligence, and vision, and these qualities must be developed before the crisis hits and demonstrated throughout. This seminar, taught by a veteran crisis leader, develops the skills, knowledge, and attributes necessary to lead organizations through crises and times of rapid, discontinuous, dramatic change.

## Learning Objectives & Topics Covered in this Workshop:

- How to respond to a crisis as a leader
- Foster a learning culture within your organization to enable proactive adaption to rapidly changing conditions.
- Achieving continuity during and after the crisis
- Understand the difference between what is being said and what is *truly* happening.
- Techniques to maintain and assess true morale during a crisis.
- Techniques for communicating bad news effectively.
- Addressing customer concerns during a crisis
- Evaluate the technological, environmental, social, and economic conditions driving rapid 21st-century change.
- Assess and monitor “Black Swan” crisis scenarios – low probability, high-risk conditions with systemic impacts
- Build a crisis leadership team and network – BEFORE you need it.
- Build a crisis leadership team and network in the middle of the crisis – responding to the unforeseen
- Develop crisis leadership decision-making skills to facilitate a tailored approach to unique crisis conditions.
- Communicate in a crisis to diverse audiences and stakeholders using a wide variety of media.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 7.0- 23.0

**CEU Credits:** 0.6- 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Program and Management

**Delivery Method:** Group Live – Live Virtual Classroom





- Understand how to assess and identify the details that must be communicated during a crisis.
- The two-day version includes two crisis leadership case studies: Spanish Influenza (1918), and Deep-Water Horizon Oil Spill (2010) (customized case studies available upon request)
- The three-day version includes a tabletop pandemic crisis leadership role-playing exercise (customized scenario development is also available upon request) *and* Tools, Techniques, and Considerations for dealing with media.



## EMERGING LEADERS

---

A 1 or 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

This workshop focuses on understanding the challenges and rewards faced by novel leaders in today's government workplace and learning proven ways of thinking and acting in leadership situations. It provides "real world" practical tips for all employees who want to prepare themselves for leadership. This workshop addresses common problems in the government work environment, and proven solutions to overcome those obstacles. Participants will learn how to be recognized as someone who gets results. Building credibility and positively influencing people are prominent topics in the workshop.

### **Learning Objectives & Topics Covered in this Workshop:**

- Definitions of Leadership
- Recognize Leader Qualities
- Identify Roles of Leaders
- Understand Various Leadership Styles
- Understand How to Motivate the Team
- Assess and Deal with Risk
- Develop Your Confidence as a Leader
- Evaluate Your Skill Level and Aptitude
- Understand and Apply Time Management Skills
- Apply Effective Communication
- Understand Delegating Techniques
- Identify Team Building Approaches
- Interpret Conflict & People Problems

**Audience:** This workshop is designed for all government personnel.

#### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

#### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live –  
Live Virtual Classroom





# ENTREPRENEURSHIP FOR GOVERNMENT ORGANIZATIONS

A 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

Entrepreneurship is not only possible in government organizations; it is the future . . . it is the key to winning amid all the organizations clamoring for funding in today's tight economic climate. In this hands-on workshop, you will see how to build a master blueprint to introduce and manage innovation and entrepreneurship for real impact, no matter what your position in the organization!

A senior retired federal government manager shares experiences in successful entrepreneurial innovation in government organizations; turning around ineffective organizations; and starting successful new businesses, to illustrate, step-by-step, how to develop an entrepreneurial organization, and how to get a large organization to accept your ideas.

## Learning Objectives & Topics Covered in this Workshop:

- Analyze government organizations to identify entrepreneurial opportunities.
- Create a plan to empower others to take intelligent, well-managed risk.
- Transform an original idea into an entirely new organization.
- Develop solid performance standards to empower innovation.
- Influence others to embrace innovative practices at every level of the organization.
- Develop an action plan for entrepreneurial innovation.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** Problem

Solving and Decision Making

**Advanced Preparation:** None

**NASBA Program Level:**

Advanced

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live –  
Live Virtual Classroom







# EXECUTIVE DEVELOPMENT: LEADING CHANGE

---

A 2 or 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

This workshop empowers Government Executives to lead organizations in a time of massive, high-speed, strategic-level change. Leaders will emerge with a deeper understanding of strategic thinking and planning, and their role in mentoring and coaching others in an era of disruptive change. A veteran government leader will deconstruct conventional wisdom about strategic planning and redefine the steps necessary to build vision, innovation, leadership, and professionalism in government organizations.

## Learning Objectives & Topics Covered in this Workshop:

- Understand the internal and external forces of change and a leader's role in helping others through it.
- Assess organizational capabilities and identify important changes to enhance organizational effectiveness.
- Analyze the sources of resistance to change and coach and mentor those who are resistant to change.
- Introduce change strategically and guide others through the implementation and sustainability process.
- Communicate clearly and completely the reasons and need for change.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0- 23.0

**CEU Credits:** 1.3- 2.0

**Suggested Program**

**Prerequisites:** Team Development

**Advanced Preparation:** None

**NASBA Program Level:** Advanced

**NASBA Field of Study:** Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





## EXECUTIVE SEMINAR

---

A 2 or 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

The course is designed to improve the overall ability of workplace managers to utilize their resources more effectively. It is a hands-on workshop designed specifically for those mid and senior-level managers and executives who must chart their organization's future in a time of massive, high-speed, congressional-level change. This workshop deconstructs conventional wisdom about strategic planning and redefines the steps necessary to build vision, innovation, leadership, *and professionalism* in government organizations. This workshop is particularly valuable for those who are involved with shaping organizational outcomes and long-term goals.

### Learning Objectives & Topics Covered in this Workshop:

- Understand leadership at the executive level - why people fail and how to succeed.
- Evaluate personal perspectives from the executive view.
- Discuss the importance of leaving your leadership legacy.
- Examine the merits and drawbacks of strategic planning: correct expectations.
- Analyze and apply strategic thinking techniques.
- Develop and communicate your organization's Mission Statement
- Assess the strategic vision of your parent organization and align your vision with the organization.
- Translate strategic plans into current decisions.

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 15.0- 23.0

**CEU Credits:** 1.3- 2.0

**Suggested Program**

**Prerequisites:** Strategic Leadership; Challenge of Leadership

**Advanced Preparation:** None

**NASBA Program Level:** Advanced

**NASBA Field of Study:** Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





# HIGHLY EFFECTIVE LEADERSHIP IN GOVERNMENT ORGANIZATIONS

---

A 1-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

This workshop provides a clear, practical look at the qualities and characteristics of highly effective leaders. This TMS workshop clearly defines the steps of how to implement and adopt the behaviors necessary for becoming a disciplined Highly Effective Leader while simultaneously achieving a healthy life balance that is beneficial for the Leader, those who are being led, and the Government Organization to which they belong. The leadership models, which flow from this workshop, give you the measuring stick to assess your own leadership.

The workshop focuses on practical problems and situations of the government work environment and the characteristics of the traditional leader.

## **Learning Objectives & Topics Covered in this Workshop:**

- Identify ways to gain effectiveness.
- Develop strategies to get people to “*want*” to work for your employees.
- Create a plan for image and self-projection.
- Understand techniques to deal with building commitment.
- Analyze the laws of communication in organizations.
- Define Effective Leadership techniques and develop a personalized plan for future leadership and influence.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 7.0

**CEU Credits:** 0.6

### **Suggested Program**

**Prerequisites:** Strategic Leadership; Challenge of Leadership

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





# LEADERSHIP AND MANAGEMENT CERTIFICATION

---

A 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

Often, the government manager and leaders we ask so much of are being asked to both lead and manage. But, how? This program addresses essential workplace competencies that will help your managers, supervisors, and team leaders reach new levels of professionalism, leadership, and performance. We ask participants to bring real-world, relevant workplace leadership and management challenges for discussion and solutions. Managing Change, Decision Making, Organizational Priorities, Motivation, and Communication are just a few of the many topics covered in this workshop.

## **Learning Objectives & Topics Covered in this Workshop:**

- Assess the balance of effort required for both leadership and management.
- Understand the importance of and differences between leadership and management and why these matters.
- Analyze the change factors impacting your ability to lead and manage.
- Develop a viable plan to gain consensus on organizational priorities.
- Create a leadership philosophy that is unique to YOU. And a strategy to implement this strategy upon return to the workplace.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as a checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





# LEADERSHIP ASSESSMENT PROGRAM I

A 4-Day Hands-On TMS Experience & 360-Degree Survey Process  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

This leadership assessment program assesses essential leadership competencies that your managers, supervisors, and team leaders need to master in order to thrive in today's dynamic and rapidly changing government work environment. Participants of this program begin with a 360-degree survey process specifically designed to assess and provide personal insight into the behaviors and professional habits of each participant. This process yields a personalized report on how each leader's behaviors are perceived by those around them; peers, supervisors, and employees. The privately provided individual reports form the foundation for a week of assessment-based learning, self-observation, and training that provides an in-depth look at how personal behaviors affect workplace interactions.

The program continues with coaching, facilitation, small group interaction and professionally led discussions that are designed to help each leader understand how to conduct self-assessments, adjust behaviors based upon increased emotional intelligence, and give participants new insights to create a personal learning plan for continued leadership growth and development.

## Learning Objectives & Topics Covered in this Workshop:

- Understand Personal Assessment Inventories Solicit Feedback for Professional Improvement
- Assess Critical Feedback and Personal Strengths and Weaknesses
- Create a Personal Learning Plan for Continued Growth Examine and Assess Leadership Behaviors

**\*ADDITIONAL LEARNING OBJECTIVES ARE ADDED  
BASED ON FEEDBACK AND DATA RECEIVED DURING THE 360-DEGREE SURVEY  
CONDUCTED PRIOR TO THE WORKSHOP EVENT.**

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 31.0

**CEU Credits:** 2.7

**Suggested Program**

**Prerequisites:** Challenge of Leadership

**Advanced Preparation:** 360 Degree Survey

**NASBA Program Level:** Intermediate

**NASBA Field of Study:** Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## LEADERSHIP ASSESSMENT PROGRAM II STRATEGIC LEVEL

A 3-Day Hands-On TMS Experience & 360 Survey  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

This workshop provides detailed, personalized feedback and development strategies grounded in extensive research on professional and personal development. Participants begin with a 360-degree survey specifically designed to assess and provide personal insight into their behaviors and professional habits. This process yields a personalized report on how each leader's behaviors are perceived by those around them; peers, supervisors, and employees. The confidential, individual reports form the foundation for a one-on-one coaching session from a seasoned and experienced former government leader. This session is then complemented with tailored assessment-based learning, self-observation, and training that provides tools, techniques, and critical strategies needed to improve leadership performance and achieve organizational success.

The program continues with facilitation, small group interaction, and professionally led discussions that are designed to help each leader understand how to better assess, analyze and apply leadership strategies at higher levels in a government organization.

### Learning Objectives & Topics Covered in this Workshop:

- Solicit feedback for growth and professional improvement.
- Assess critical feedback and enhance emotional intelligence.
- Review, interpret, and employ 360 Survey Feedback
- Create a personal learning plan for continued growth.
- Identify trends in feedback to implement Organizational Assessment Based Learning

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** Challenge of Leadership

**Advanced Preparation:** 360 Degree Survey

**NASBA Program Level:** Intermediate

**NASBA Field of Study:** Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





# LEADERSHIP – CREATING VALUE, VISION, AND VITALITY

---

A 2 or 3-Day Hands-On Workshop  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

This workshop teaches what it takes to be someone who is distinguished as clearly a leader. Teaching skills that will have an impact beyond the rank on a sleeve or title above a door. This workshop shows you not only principles but specific actions you can take to get results. You will learn the characteristics that set leaders apart from run-of-the-mill supervisors and managers. This workshop includes the latest thinking on the massive changes going on in government today...including collaborative leadership approaches, knowledge management techniques, performance management, and more.

## Learning Objectives & Topics Covered in this Workshop:

- Develop an Understanding of How to Lead Using the Four Basic Influence Strategies
- Define Leadership and Influence
- Assess Your Leadership Quotient
- Discuss the and Understand Power, Authority, and Accountability
- Apply the 8 Characteristics that Set Leaders Apart from Managers
- Answer the Following Visioning Questions for Yourself:
  - Vision—The Indispensable Quality of Leadership
    - What is "Vision" and Why do You Need One in a Government Organization?
    - What are the Steps to Achieve the Vision?
    - What do your Customers Value About Your Organization?
    - Why Leaders Fail

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0- 23.0

**CEU Credits:** 1.3- 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## LEADERSHIP DEVELOPMENT PROGRAM

---

A 5-Day Hands-On TMS Experience and Individual Coaching Sessions  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

This dynamic Leadership Development Program is led by Two Former Government Managers/Leaders and is designed to provide an in-depth personalized look at how each participant can improve their adaptive leadership approach. Learn to become an adaptable leader who understands self, the situation, and the needs of individual team members. The Capstone Activity of this course will be the development of a very personalized and unique “Personal Leadership Philosophy” that will be supported by a one-on-one private coaching session.

### Learning Objectives & Topics Covered in this Workshop:

- Know Your Leadership Tendencies and How to Adapt to Rapidly Changing Requirements and a Diverse Organization
- Gain the Ability to Develop a Plan to and Guide the Direction of the Organization
- Understand How to Assess People, Self-Management, and Technical Skills
- Identify Team Members’ Professional Developmental Needs
- How to Apply Appropriate Leadership Style for the Climate, Urgency, and Situation
- How to Delegate with Less Stress
- Assess your own Leadership, Values, and Organization and Develop a Personal Leadership Philosophy

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as a checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 39.0

**CEU Credits:** 3.4

### Suggested Program

**Prerequisites:** Challenge of Leadership

**Advanced Preparation:** None

**NASBA Program Level:** Intermediate

**NASBA Field of Study:** Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom







# LEADERSHIP FOR TECHNICAL PEOPLE

---

A 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

The highly interactive three-day workshop offers technically trained and talented people – engineers, systems analysts, nurses, accountants, scientists, technicians, and mechanics – the training core they need to make their maximum contribution to the organization.

## **Learning Objectives & Topics Covered in this Workshop:**

- What is Leadership?
- How to Develop Trust and Respect
- The Art of Influence
- Accessing Intrinsic Motivation
- Self-Assessment of Leadership Ability and Potential
- Project Leadership and Project Management
- Contents of Personalized Development Plans
- Identify and Prioritize Three Key Things they will Influence at Work
- Identify and Prioritize Five Leadership and Management Competencies to Develop
- Identify Three to Five People to Build Rapport with Who Can Help Them Become More Influential, and Determine how to go About Building Rapport with Each Person
- Use Self-Assessments to Identify and Prioritize Competencies Related to Building Trust and Respect, Influence, and Dedication to Being a Leader

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





# LEADERSHIP SKILLS FOR NON-SUPERVISORS

---

A 2 or 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

The intensive seminar is designed for individuals who are not currently in supervisory or managerial positions but currently hold key leadership roles in their organization or are interested in assuming such a role in the future. This seminar will help you develop informal leadership skills to influence positive organizational success without positional authority.

## **Learning Objectives & Topics Covered in this Workshop:**

- Develop an Understanding of How to Influence Positive Organizational Success Without Positional Authority
- Define Leadership and What It Means to You
- Understand the Differences Between Leadership and Management
- Develop the Framework for and a Strategy to Expand Your Sphere of Influence
- Understand the “Why” of Difficult Employees
- Learn Ways to Influence the Situation Using the Get, Give, Merge Model of Communication

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information**

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## LEADING DIVERSE & INCLUSIVE TEAMS

---

A 1-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

In this workshop, participants learn how to *Lead a Diverse Workforce!* This workshop serves as a hands-on experience for leaders to develop the leadership skills and techniques needed to successfully lead today's diverse work environment. This workshop goes well beyond explaining what diversity is and approaching study-back theories from a philosophical view.

Today's leaders need to understand how to identify and correct individual and organizational behaviors that create favoritism, bias, and discriminatory thinking. This workshop provides tools and techniques to accomplish these goals and teaches leaders how to capitalize on the power a diverse work environment can provide.

### Learning Objectives & Topics Covered in this Workshop:

- The impact of individual and organizational behavior that creates bias.
- Limit the influence of stereotypes in the organization with leadership approaches and management policies that value diversity.
- How to lead diversity dialogues to deal with discrimination and bias
- Leadership practices that embrace diversity as a source of organizational strength
- Gain the tools and techniques needed to Lead Diversity in today's government work environment.

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 7.0

**CEU Credits:** 0.6

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live –  
Live Virtual Classroom





## MANAGEMENT DEVELOPMENT

### *Leading from the Middle*

A 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

#### **Course Description:**

Everyone has asked themselves what it takes to be someone who is distinguished as clearly a leader. And now you can find the answer. This workshop shows you not only principles but specific actions you can take to get results. You will learn the mindset and characteristics that set leaders apart from run-of-the-mill managers. This workshop includes the latest thinking on the massive changes going on in government today...including collaborative decision-making, building consensus, leading a generationally diverse workforce, dealing with budget changes, etc.

#### **Learning Objectives & Topics Covered in this Workshop:**

- Answer the Question— "As an organization, Who are we, What do we do, and Why do we exist?"
- Identify the Set of Organizational Features, Parameters, and Variables to Take into Account in Developing Your Management Tactics
- Determine and Stay Focused on Organizational Priorities Plan the Steps to Take with Your Staff to Ensure the Best Possible Outcomes
- Develop a Plan for how to Introduce Change...Especially When it Comes from the Top
- Build a Personal Development Blueprint, in Class, to Showcase your Strengths.

**Audience:** This workshop is designed for all government personnel.

#### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

#### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





## PURPOSE-DRIVEN LEADERSHIP

---

A 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

Taught by a motivational speaker and tailored specifically for Force Support Career Field Personnel, this highly interactive workshop is one to be long remembered by your team members! This workshop is designed to give you the understanding of and tools to increase motivation, elevate morale, improve communication, and drive higher levels of performance and commitment in your government work environment. Participants will receive an experience-based training event tailored in real-time to their specific needs, responsibilities, and personalities.

This highly interactive workshop is designed to inspire participants and guide them in developing applicable tools to accomplish high performance in today's government workforce through intrinsic motivation. It specifically addresses methods to identify **Purpose**, increase **Mastery** of effective techniques, and pursue **Autonomy** to improve the professional and personal environments that each participant works in. These skills are taught, developed, and facilitated using a progressive, three-phase approach that is specific to the role and responsibilities of each individual in attendance, serving as a powerful tool to increase job satisfaction, positive impact, and effectiveness in your government work environment.

### **Learning Objectives & Topics Covered in this Workshop:**

- Identify the Business Line of Sight for Each Individual
- Analyze Mission, Vision, and Work Outputs
- Interpret Business Line of Sight Analysis to Identify Purpose of the Individual
- Conduct Individual Assessment Survey
- Analyze Work Environment to Increase Awareness
- Examine Purpose to Increase Desire
- Identify and Deal Effectively with the Unique Personalities of a Diverse Workforce
- Keys to Motivation for the Government Team
- Understand Effective Techniques to Build a Brand for a Government Organization
- Increase Influence and Impact

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live –  
Live Virtual Classroom





- Examine Effective Techniques for Breaking Down Barriers to Job Satisfaction and Effectiveness
- Apply Effective Techniques to Lead “Up”
- Apply Effective Interpersonal Skills
- Pursue Positive Change
- Increasing Personal Motivation and Team Morale
- Managing Group Identity
- Improving Morale with Mission-Driven Actions and Goals
- Maximize the Chances that Your Workplace will be Productive, Efficient, and Harmonious
- Enable Participants to Better Communicate, Motivate, and Delegate Utilizing Intrinsic Motivation
- Enable Leaders to Cultivate the Natural Strengths of the Workforce
- Develop Plan to Immediately Impact the Performance and Morale Upon Return to Your Organization



# STRATEGIC LEADERSHIP

## *Strategies For Effective Leadership*

A 2, 3, 4, or a 5-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

The program addresses essential workplace competencies that will help your managers, supervisors, and team leaders reach new levels of professionalism, leadership, and performance. Managers, supervisors, and team leaders who want to reach new levels of proficiency in professionalism, leadership, and performance should attend this workshop.

### **Learning Objectives & Topics Covered in this Workshop:**

- Describe the Role and Responsibilities of Strategic Leadership
- Manage the Critical Factors that Drive the Success and Failure of Business Strategies
- How to Anticipate the Longer-Term Impact of Strategic Initiatives
- Attain Credibility and Support as You Assume a New Operation
- Avoid Common Errors Made by Leaders in Transitioning to Higher Levels of Responsibility

#### *\*Additional Learning Objectives for 4-Day Workshop*

- Select the Most Effective Approaches When Framing Strategic Decisions
- Think Strategically and Systemically as You Plan Organizational Change
- Influence the Emergence of a More Positive and Functional Organizational Culture
- Eliminate Turf Battles, Dropped Balls, and Organizational Duplication of Effort

#### *\*Additional Learning Objectives for 5-Day Workshop*

- Analyze and Correct Dysfunctional Organizational Dynamics
- Manage the Strengths and Limitations of Your Personal Leadership

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0- 39.0

**CEU Credits:** 1.3- 3.4

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





Style Application of an Effective Change Management Model

- Creating a Personal Action Plan
- How to Expand Your Sphere of Influence





# STRATEGIC PLANNING FOR GOVERNMENT ORGANIZATIONS

A 2 or 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

Strategic Planning for Government Organizations is a hands-on workshop designed specifically for those mid and senior-level managers and executives who must chart their organization's future in a time of massive, high-speed, congressional-level change. This workshop deconstructs conventional wisdom about strategic planning and redefines the steps necessary to build vision, innovation, leadership, and professionalism in government organizations. A highly experienced federal government manager will give you clear, solid, practical advice—and high-level thinking—about what strategic planning is and what it isn't. The most current, up-to-the-minute changes in government are discussed, as well as likely future changes, and how to plan for them. You will discuss strategic planning models with an eye toward the pitfalls and fallacies of conventional strategic planning wisdom. Professional processes are developed within the context of the organization and its needs.

## **Learning Objectives & Topics Covered in this Workshop:**

- Define the Strategic Imperatives of the Organization Utilizing a 3-5 Year Planning Horizon
- Identify Key Points of Differentiation to Customers, Stakeholders, and Others
- Create a Communications Program for the Organization
- Identify Internal Weaknesses that will Hinder Strategic Success
- Develop an Implementation Plan that is Focused on Engaging the Entire Organization in Accomplishing the Strategic Objectives

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0- 23.0

**CEU Credits:** 1.3- 2.0

**Suggested Program**

**Prerequisites:** Strategic Leadership; Problem Solving and Decision- Making

**Advanced Preparation:** None

**NASBA Program Level:** Advanced

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





## TEAM BUILDING

A 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

The program focuses on personal interaction skills for developing high levels of team effectiveness. Participants explore tried and true techniques that allow for rapid progressive and effective ways to build the team, assimilate new members, and achieve high performance. Attendees will gain an understanding of how to apply theory in the fluid and rapidly changing management environment in the Federal workplace and how they can best contribute to the organization. Team player self-assessments will allow for individuals to understand how they can best contribute to the team as a Professional Government Employee.

### Learning Objectives & Topics Covered in this Workshop:

- Understand What Makes a Team Have Impact Define and Describe Effective and Ineffective Team Players
- Analyze Your Teams Strengths and Weaknesses
- Know How to Anticipate the Challenges Teams Face
- Attain Skills and Strategies to Communicate
- Team Vision, Mission, and Goals
- Planning to Avoid Common Errors Made by Team Leaders
- Create a Plan that Addresses: How to Start; How to Focus and How to Follow Through

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





# TEAM DEVELOPMENT

## *Team Building and Team Leadership*

A 5-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

Team Development is an essential skill to study and master in the Government Workforce. Those who learn how to effectively communicate, engage, influence others, resolve conflict, and build competent teams will be respected and sought after for their ability to apply these concepts in the real world. This workshop introduces concepts and ideas, which not only help leaders develop highly effective teams but also develops the mindset required to lead those teams.

### **Learning Objectives & Topics Covered in this Workshop:**

- Describe the 5 Team Dysfunctions
- Assess the Teams Strengths and Weaknesses using a Team Skills Chart
- Recognize Group Development Stages (GDS) (Forming, Storming, Norming, and Performing as well as Motivation Techniques)
- Gain the Ability to Develop a Team Charter
- Plan a Participatory Decision-Making Meeting or Event
- Evaluate Organizational Trends in Personnel/Team Turbulence and Plan for It
- Write a Mission/Purpose Statement for the Team
- Create a Viable Vision Statement for Your Organization
- Create a Team Responsibilities Chart
- Draft a Team Needs Chart to Determine Needs for and Plan for Future Professional Development Requirements
- Apply the ADKAR Change Management Process to Individual and Team Change Challenges

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 39.0

**CEU Credits:** 3.4

**Suggested Program**

**Prerequisites:** Challenge of Leadership

**Advanced Preparation:** None

**NASBA Program Level:** Intermediate

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





## THE CHALLENGE OF LEADERSHIP

---

A 3, 4, or 5-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

This workshop provides a clear, practical look at the qualities and characteristics of leaders and leadership situations. The workshop focuses on practical problems and situations in the government work environment, and the characteristics of an effective leader. The emphasis is on learning proven ways of thinking and acting in leadership situations.

### **Learning Objectives & Topics Covered in this Workshop:**

- Identify Your Own Leadership Strengths and Areas to Improve
- Understand the Importance of Credibility, and Living Your Values
- Identify and Try New Approaches Needed for Growth
- Build Collaboration, Teamwork, and Trust, to Help Others Excel

#### *\*Additional Learning Objectives for 4-Day Workshop*

- Value and Recognize the Accomplishments of Others
- Discuss Communication and Motivation

#### *\*Additional Learning Objectives for a 5-Day Workshop*

- Inspire Others Around a Common Vision of the Future
- Identify and Try New Approaches Needed for Growth
- Apply the Leadership Practices to a Current Business Challenge
- Develop a Personal Leadership Philosophy

**Audience:** This workshop is designed for all government personnel.

#### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

#### **Additional Information:**

**CPE Credits:** 23.0- 39.0

**CEU Credits:** 2.0- 3.4

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## THE MINDSET OF LEADERSHIP

A 2, 3, 4, or 5-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

Everyone has asked themselves what it takes to be someone who is distinguished as *clearly* a leader. And now you can find the answer. This workshop shows you not only principles but *specific actions* you can take to get results. You will learn the mindset and characteristics that set leaders apart from run-of-the-mill managers.

This workshop includes the latest thinking on the massive changes going on in government today...including collaborative decision-making, building consensus, leading a generationally diverse workforce, dealing with budget changes, etc.

### Learning Objectives & Topics Covered in this Workshop:

- Understand, "As an Organization, Who Are We, What Do We Do, and Why Do We Exist?"
- Assess Your Own Organization's Mindset and Learn How to Shape it for Positive Results
- Learn How to Build Trust, Increase Your Influence, and Build Effective Teams Within a Government Organization
- List the Skills, Traits, And Characteristics Your Organization Needs to Really Perform
- Build a Personal Development Blueprint, in Class, to Showcase Your Strengths
- Learn Collaborative Problem-Solving Techniques that Work in a Government Work Environment
- Breaking Down Conflict – Understand How to Prevent Conflict, Address it When it Happens and Move Past it for a Positive Work Environment
- Learn the Steps to Take to Make Your Vision Happen

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 15.0-39.0

**CEU Credits:** 1.3-3.4

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





## ELEVATING WOMEN IN LEADERSHIP ROLES

---

A 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

Studies have proven that women in leadership roles face a variety of unique challenges that require practical strategies to navigate. This women's leadership course is a roundtable-style seminar that empowers women to identify, develop, and ultimately contribute their unique qualities to meet the challenges in an evolving work environment. In this hands-on workshop, you will learn different approaches for effectively handling common obstacles, how to strengthen your emotional intelligence, and develop the skills necessary to stand out as a leader among both men and women. Participants identify personal strengths and identify how those strengths can make positive impacts on their organization and community.

Designed based on behavioral science and current best leadership practices, this course's underlying theme of understanding gender differences and compliments helps to remove barriers for both men and women in working together. The course begins with an internal process of self-awareness and reflection in areas such as each woman's qualities, challenges, experiences, and leadership goals. And throughout the course, an experienced facilitator offers discussion, self-assessments, shared experiences, coaching, tools, and strategies to take on challenges and greater leadership roles. By the end of the course, participants create a post-course Sustainability Strategy that is a blueprint for applying their learning and achieving the leadership goals they identify. A Personal Action Plan that guides the success of these emerging leaders is created in class with the support and guidance of the experienced instructor and peers.

### **Learning Objectives & Topics Covered in this Workshop:**

- Recognizing and amplifying your leadership strengths and skills
- Building your personal board of advisors: identify each of the key roles you should seek to fill on your leadership support team to empower your success.

[www.TMSworkshops.com](http://www.TMSworkshops.com) ♦ 719.375.0506 ♦ © Technical Management Services, LLC 2023

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook or Electronic Textbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Law

**Delivery Method:** Group Live – Live Virtual Classroom





- Acknowledging the roles of gender, diversity, and inclusivity in an organization
- Sharing strategies for personal and organizational growth from successful women leaders
- Strategies for pursuing work-life balance
- Build a personal action plan in class.
- Explore leadership sustainability strategies.



## ADVANCED MS EXCEL

A 1-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

You know how to use Microsoft® Office Excel to create and format typical business worksheets. Now, you may need to work on more complex datasets and automate Excel tasks. In this course, you will use Excel to create, analyze, display, and automate work in large datasets.

The course is designed using Excel 2019/365.

### Learning Objectives & Topics Covered in this Workshop:

#### Creating Pivot Tables and Macros

- Creating the perfect Pivot Table
  - Arranging your data
  - How Pivot Tables work
  - Formatting your Pivot Table
  - Editing Pivot Tables on the fly
- Creating Pivot Charts
- Changing your Macro security level
- Recording Macros
- Running Macros
- Assigning Macros to Shortcut Keys and Custom Buttons

#### Using Financial Functions and Data Analysis

- PMT and FV functions
- Financial Function syntax
- Using Data Analysis tools
  - Goal seek tool
  - Solver Tool
  - Scenario Manager

#### Using Advanced Formatting and Analysis Tools

- Working with Grouped worksheets
- Consolidating worksheet data
- Working with Data Validation

**Audience:** This workshop is designed for all government personnel.

#### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

#### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program Prerequisites:**  
None

**Advanced Preparation:** Students should be able to use Microsoft® Office Excel to create, edit, format, save, and print worksheets that contain data, formulas, and graphs. To ensure success, you need to first take the following courses or have equivalent knowledge: Excel Introduction & Excel Intermediate.

**NASBA Program Level:**  
Intermediate

**NASBA Field of Study:** Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom







- Circling Invalid data
- Removing duplicate records
- Using Data Tables
- Creating Trendlines
- Creating Spark Lines from cells



# ASSESS, DEFINE, DESIGN, AND DELIVER COMMAND CLIMATE

A 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

This powerful 3-day interactive workshop focuses on creating sustainable positive culture on our government teams and addresses the skills, techniques, and tools needed to empower, enable, facilitate, and focus the organization at all levels to successfully employ best practices and win the culture change to a command climate that is desired and pursued by leadership and every member of the organization.

## Learning Objectives & Topics Covered in this Workshop:

- Understand how to create culture in a government organization.
  - What defines positive culture
  - How to assess organizational culture
  - How to influence, impact, and change organizational culture
- Considerations for effective team building
- Clarifying expectations
- Matching strategy to the situation
- Building a learning organization
- How to conduct an impactful organizational assessment
- Identify early wins.
- Designing the high-performing team
- Building alliances and effective professional networks
- Alignment of resources and guidance with goals
- Creating accountability in government teams
  - Identifying objectives and key results
  - Making SMART objectives work for accountability.
- Why reputation and trust matter
  - Effective communication
- Keys to building organizational trust.
  - Assessing trust – the *Five Behaviors* to watch
- Collaborative decision making
  - Key Differences and benefits between centralized and decentralized decision making.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:**

Intermediate

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## BRIEFING AND PRESENTATION TECHNIQUES

---

A 1 or 2-Day Hands-On TMS Workshop to Impress VIPs and Organizational Leaders

*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

Visibility is a key to success in government today. Give yourself, and your organization, a leading edge. This workshop shows you how to plan, organize and present your ideas powerfully and confidently when briefing high-level individuals and decision-makers. Gain impact skills to make your next presentation really showcase your strengths. This workshop firmly focuses on practical, specific how-to techniques for making high-performance presentations.

### **Learning Objectives & Topics Covered in this Workshop:**

- Define your goal & message by analyzing the needs and expectations of your audience.
- Organize and format information to direct the audience's attention to your objectives and strengths.
- Develop powerful presentations that gain an audience's attention and influence their viewpoints.
- Deliver a message confidently using information, persuasion, humor, and analogies.
- Answer the tough questions capably and confidently.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 7.0- 15.0

**CEU Credits:** 0.6- 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Communication and Marketing

**Delivery Method:** Group Live – Live Virtual Classroom





# BUILDING RELATIONSHIPS AND TRUST IN THE GOVERNMENT ENVIRONMENT

A 2 or 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

This interactive hands-on workshop improves awareness and skills necessary for effectively working with peers, employees, managers, and senior leaders. The skills and techniques required to build relationships and trust in the government workplace are essential to master at the individual and organizational levels to achieve the full potential of an organization. In this hands-on, experiential, adult-based learning workshop, you'll learn about interpersonal communication and fundamental processes to improve relationships and trust in government organizations.

An individual who wants to elevate themselves in the eyes of their boss, customers, peers, and coworkers must pursue a good reputation and instill trust. Likewise, government leaders and managers who want to foster impactful, far-reaching capabilities of their team(s) must lead organizations and teams that value meaningful relationships and invokes trust in its people, constituents, partnerships, and headquarters. In a high-trust environment, you'll have higher commitment and loyalty to each other and the organization/team.

In this workshop, participants will cover skills that improve emotional intelligence, interpersonal skills, building team relationships, building personal connections, self-reflection, dealing with conflict, socializing in a professional environment, building trust, dealing with perceptions, fostering healthy debate, moving past historical conflict, commitment, loyalty, and more! In class, each individual develops a personalized action plan specific to their unique circumstances.

## Learning Objectives & Topics Covered in this Workshop:

- Why reputation and trust matter
- Keys to building organizational trust.
- How to assess reputation
- Key areas to focus on to improve individual reputation.

[www.TMSworkshops.com](http://www.TMSworkshops.com) ♦ 719.375.0506 ♦ © Technical Management Services, LLC 2023

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0-23.0

**CEU Credits:** 1.3-12.0

**Suggested Program**

**Prerequisites:** Challenge of Leadership

**Advanced Preparation:** None

**NASBA Program Level:** Intermediate

**NASBA Field of Study:** Personal Development

**Delivery Method:** Group Live  
– Live Virtual Classroom





- Aligning organizational values with individual actions
- How to assess and manage team reputation
- How to lead a team for a positive reputation
- Understand why interpersonal skills matter in highly technical and educated organizations.
- Discuss how interpersonal skills will become the great differentiator in the government workplace.
- Assessing trust – the *Five Behaviors* to watch
- Improving self-awareness
- Communication styles that cause conflict
- Improving social awareness
- Principles for building sustainable work relationships.
- Assess communication skills in class.
- Develop emotional intelligence (EQ) skills.
- Understand and apply effective EQ techniques to improve communication.
- Evaluate non-verbal communication of self and others.
- Practice encoding – transferring mental thoughts into understandable verbal exchange.
- Practice decoding – processing information into understanding
- Understand communication influencers.
- Develop an EQ and communication improvement plan.
- Understand body language and the impact yours has.
- Apply contextual awareness.
- Assess and control communication barriers.
- Apply active listening skills.
- Building team relationships
- Building personal connections
- Dealing with conflict
- Socializing in a professional environment
- Dealing with perceptions
- Fostering healthy debate
- Moving past historical conflict
- How to increase commitment and loyalty to the team



# BUSINESS PROCESS REENGINEERING (BPR)

A 3 or 4-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

This workshop, designed for management and working-level employees, takes you through the BPR process step-by-step, shows you what it is; why it exists; how it will affect each member of the organization; and shows you how to position your organization to win.

## Learning Objectives & Topics Covered in this Workshop:

- Understand the BPR Process, start-to-finish, to include history, terminology, rationale, and benefits.
- Develop Policy and Guidance for BPR, to include milestones and roles, and responsibilities for both individuals and teams.
- Adapt Private Industry techniques and innovations to government organizations.
- Conduct BPR, to include preliminary planning, phase-in, and follow-on accountability planning.

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 23.0- 31.0

**CEU Credits:** 2.0-2.7

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:**

None

**NASBA Program Level:**

Intermediate

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live

– Live Virtual Classroom





# COLLABORATIVE PROBLEM SOLVING AND DECISION MAKING

---

A 2 or 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

In today's rapidly changing and chaotic world, the problems that government employees, managers, and leaders must address are increasingly complex, cross-functional, nebulous, and difficult to solve. If our problems have evolved and changed, then so too should our approach to solving them. Good decision-making is not an event. It's a disciplined process that should be rife with discussion, debate, collaboration, and support from a cast of experts that represent the complexity of the problem or opportunity at hand. This Collaborative Problem Solving and Decision-Making Workshop helps government teams develop the skills to accomplish that evolution of an improved problem-solving process.

This workshop is designed to develop the collaborative, analytical, and critical thinking skills of key technical professionals who can apply those skills in the context of an agile framework on important organizational and project issues. Participants will learn how to identify, define, and resolve challenges; make decisions based on objective criteria that consider both risk and reward; develop step-by-step plans to effectively implement decisions; and facilitate teamwork in the problem-solving and decision-making process.

This particular workshop differs from typical Decision-Making Workshops in the way that it focuses on the practical application of collaborative problem-solving and decision-making in the government work environment and adds special emphasis to Risk Analysis. Participants will explore Risk Analysis concepts and techniques and learn how to apply those concepts within the confines of a risk-averse government work environment.

## **Learning Objectives & Topics Covered in this Workshop:**

- Collaborative problem solving & decisions making grounding principals.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0-23.0

**CEU Credits:** 1.3-2.0

**Suggested Program**

**Prerequisites:** Challenge of Leadership

**Advanced Preparation:**

None

**NASBA Program Level:**

Intermediate

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live

– Live Virtual Classroom





- The dynamics of group decision making
- Facilitating open discussion
- Effective techniques for collaboration during Team/Staff/Group problem-solving & decision-making
- Alternatives to open discussion
- Dealing with difficult dynamics
- Assessing the team to ensure the right people and skills are represented.
- Leading the collaborative process
- Interpreting problems and opportunities
- Questions to ask about any problem to show you're a world-class problem-solver.
- Identifying criteria to judge solutions and course of actions.
- Defining Problem-Solving & Decision-Making success
- Getting a handle on the problem with effective problem analysis
- Cause Analysis techniques
- Identifying viable options – and *how* to get outside the box while doing it!
- Option Analysis using a variety of tools.
- Powerful Decision-Making techniques to achieve maximum group ownership and follow-through.
- How to gain consensus
- Understand the importance and impact of effective problem definition.
- Learn techniques that facilitate a group's ability to identify all contributing factors to the causes of a complex problem.
- Risk Analysis – Go in-depth on how to use powerful tools and techniques to move beyond group fear in order to achieve true success.
- Learn Risk Analysis and Risk Management approach that provides a comprehensive method for dealing with uncertainty.
- Explore Risk Analysis Techniques that are customizable for your organization and unique projects.
- Learn powerful techniques to explore viable options for complex problems.
- Learn problem-solving techniques that capitalize on the power of collaborative design.
- Learn powerful Decision-Making Techniques that allows your group to find the delicate balance between risk and reward.
- *Learn how to use powerful tools for maximum impact.*





# CONFLICT MANAGEMENT AND RESOLUTION

---

A 1 or 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

Teamwork and unity in government organizations are rapidly evolving into a new form. Those who understand and practice effective conflict management and resolution will contribute to the continuing development of an effective, efficient, and thriving workplace that will enable federal organizations to continue to meet their missions.

This workshop will demonstrate not only clear, practical conflict management and resolution techniques but also how to implement them within the government work environment. Attendees will receive a Conflict Management and Resolution Handbook filled with step-by-step instructions, examples, tip sheets, checklists, and resources that you will use in implementing strong Conflict Management skills.

## **Learning Objectives & Topics Covered in this Workshop:**

- Understand the Sources, Stages, and Ingredients of Conflict in Individuals and Groups
- Employ Conflict Management Tools to Prevent and Resolve Conflict
- Develop and Implement a Conflict Management Plan Consistent with your Organizational Vision and Values
- Evaluate and Employ Alternative Dispute Resolution Techniques, ton include Mediation, Arbitration, Negotiation, and Dispute Management
- Develop an Action Plan for Implementing Conflict Management in your Organization.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 7.0-15.0

**CEU Credits:** 0.6-1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





# CRITICAL THINKING & CREATIVE PROBLEM-SOLVING

---

A 1-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

This workshop is designed to develop the analytical and critical thinking skills of government professionals who can apply those skills to issues and situations specific to the government work environment. Participants will learn how to identify, define, critically assess, and resolve issues; make decisions based on objective criteria; develop step-by-step plans to effectively implement decisions; and facilitate collaboration and teamwork in problem-solving and decision-making for creative, effective, and supported solutions.

## **Learning Objectives & Topics Covered in this Workshop:**

- Explain the importance of critical thinking and problem-solving in today's government work environment.
- Leverage current theories on human thought to improve your creativity and performance.
- Discriminate between the different types of critical thinking styles and determine when to use each type.
- Identify problems and opportunities and learn how to address them.
- Assess the internal and external environmental factors surrounding problems and opportunities.
- Explore a wide range of potential responses to a problem or opportunity.
- Apply effective techniques to avoid common mind traps.
- Evaluate potential responses to a problem or opportunity to determine the best response.
- Effective Techniques for Collaboration during Team/Staff/Group Problem-Solving & Decision-Making

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 7.0

**CEU Credits:** 0.6

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## CUSTOMER SERVICE WORKSHOP

---

A 1-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

This workshop teaches participants how to approach customer service with a deliberate approach that presents a positive attitude, appreciation, and respect for the customer; despite the challenges, the customer may present. Learning the right attitude along with proven service skills will provide you and your staff with a solid foundation for superior customer service.

### **Learning Objectives & Topics Covered in this Workshop:**

- Why and how to immediately enhance your service to customers
- Understanding the value of your customer importance of attitude and actions
- 10 principals of superior customer service
- How to deal with difficult customers
- How to assess your current level of customer service
- Dealing effectively with customer complaints

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 7.0

**CEU Credits:** 0.6

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





# TELLING A COMPELLING STORY USING DATA-DRIVEN PRESENTATIONS

---

A 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

Do you want to flip the table on Death-by-PowerPoint? By combining strong storytelling and profound data representations, participants in this workshop learn how to convince and persuade audiences using visually effective presentations combining data, analysis, and narrative. This workshop shows you how to plan, organize and present your findings, ideas, and professional knowledge **powerfully and confidently**. Gain impact skills to make your next presentation *really* showcase your strengths. Storytelling is our oldest form of persuasion and ~ as TED.com proves ~ it is just as relevant today as it was thousands of years ago. This workshop firmly focuses on practical, specific *how-to* techniques for making high-performance presentations.

## Learning Objectives & Topics Covered in this Workshop:

- Understand how to use your data, analysis, and the hero's journey to tell a compelling story.
- Interpret the types of presentations you are expected to produce.
- Understand common misconceptions about conveying meaning through presentations.
- Understand effective data display techniques.
- Apply effective planning and preparation techniques and tools.
- Organize your presentation for maximum success.
- Understand delivery techniques.
- Apply preparation, organizing, and delivery techniques.
- Analyze delivery techniques of peers in class.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklists, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## DIFFICULT CONVERSATIONS

---

A 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

The ability to navigate difficult conversations in the workplace is essential in today's government work environment. Whether it be about performance, professional behavior, or personal habits, topics that seem personal to one participant or another can be difficult to navigate. This workshop is designed to improve the ability of government employees and leaders to successfully navigate tough topics to improve performance and work conditions. Participants gain hands-on experience in applying proven step-by-step techniques to communicate clearly and effectively when the outcome is important, people disagree, and when emotions are a factor.

This instruction presents skill-building modules that focus on the following core competencies: Professionalism, Communication, Body Language, Strategies for Persuasion, and Understanding other Perspectives.

### Learning Objectives & Topics Covered in this Workshop:

- How to start the difficult conversation
- Assessing the situation in preparation for the difficult conversation
- Use a "difficult conversation" checklist.
- Apply techniques to prepare for difficult conversations.
- Manage the conversation through blame, avoidance, and negative reactions.
- Apply techniques to create productive dialog.
- Analyze and use body language with a purpose.
- Apply effective listening techniques to improve understanding.
- Apply techniques to speak more confidently to build rapport and increase understanding of intent.
- Use diplomatic language techniques.
- Understand communication styles.
- How to control emotions and stay on task
- Construct conversations to influence people.
- Model confidence to make a bigger impact on your audience.

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## DIVERSITY & INCLUSION

---

A 1 or 2-Day Hands-On TMS Workshop  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

In this workshop, participants learn how to *approach and appreciate diversity in the modern government workplace*. This workshop serves as a hands-on experience for leaders and employees to develop the skills and techniques needed to successfully communicate and build effective teams in today's diverse work environment. This workshop goes well beyond explaining what diversity is and approaching study-back theories from a philosophical view. Today's government employees need to understand how to identify and correct individual and organizational behaviors that create favoritism, bias, and discriminatory thinking, and be able to replace those behaviors with increased awareness, critical thinking, and effective communication that fosters appreciation and team growth. This workshop provides tools and techniques to accomplish these goals and teaches leaders how to capitalize on the power a diverse work environment can provide.

### Learning Objectives & Topics Covered in this Workshop:

- The impact of individual and organizational behavior that creates bias.
- Assess primary and secondary dimensions of diversity.
- Understand generational diversity in today's government workforce.
- Increase emotional intelligence for understanding human behavior.
- Apply effective inclusive communication techniques.
- Limit the influence of stereotypes in the organization with interpersonal skill application, communication approaches, and team policies that value diversity.
- How to lead diversity dialogues to deal with discrimination and bias
- Leadership practices that embrace diversity as a source of organizational strength
- Gain the tools and techniques needed to value diversity and increase inclusiveness in today's government work environment.

**Audience:** This workshop is designed for government managers and leaders.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:**

Intermediate

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## EFFECTIVE TEAMWORK

---

A 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

Teamwork in the government is rapidly evolving into a new form, which will be the future for all employees. Those who learn how to effectively use it will be respected and sought after by every organization. This workshop shows you *precisely* what steps to take to make *you* more valuable and *your team* more effective.

### Learning Objectives & Topics Covered in this Workshop:

- Analyze effective and ineffective team practices and policies.
- Apply effective team-building strategies applicable to the government work environment.
- Apply techniques to develop team members.
- Understand team player styles.
- Analyze team strengths and weaknesses.
- Enhance team communication.
- Understand how to get people to work effectively in a team.
- Apply effective coaching techniques.
- Understand when and how to conduct effective team building.
- Develop effective team goals and standards.
- Make use of team goals as a measurement and motivational mechanic

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## GOVERNMENT TECHNICAL WRITING

---

A 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

Conveying technical content effectively to customers and end users is a critical skill to help advance the Agency's mission and the government employee's professional status in today's complex government environment. This workshop will demonstrate step-by-step the how-to process and techniques to plan, create and edit technical documents. Participants will develop critical skills and abilities in an engaging, fun, interactive, and safe learning environment.

### Learning Objectives & Topics Covered in this Workshop:

- Determine the purpose of a Technical Document
- Identify your intended audience and influence content and development based on their needs.
- Writing effective requirements that are meaningful, measurable, and enforceable.
- Understand and apply the S.M.A.R.T. technique.
- Build effective documents for flow and content that convey information clearly.
- Understand the principles of developing effective charts, graphs, tables, and other visual aids.
- Apply effective data display techniques within a document.
- Identify common errors and problems in technical documents.
- Understand formatting and document organization techniques.
- Assess a document for clarity, completeness, and readability.
- Apply effective editing techniques.
- Understand appropriate writing styles for government audiences and customers.
- Apply effective techniques to create effective and grammatically correct written communication.

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom







- Understand how to support your intended thoughts, requirements, or ideas and assessments.
- Create professional documents.
- Understand and apply effective communication philosophy.
- Apply techniques to select the right word(s)
- Apply *Best Practices* for technical writing.



## HIGH PERFORMING TEAMWORK

---

A 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

Whether you are a part of a matrixed team, organic team, or another team structure, this interactive workshop will give you the understanding of and tools to increase motivation, elevate morale, and drive higher levels of performance on your team. Those who learn how to effectively use the techniques learned in this workshop will increase effective communication and improve their understanding of group dynamics. This workshop shows you *precisely* what steps to take to make *you* more valuable and *your team* more effective.

### **Learning Objectives & Topics Covered in this Workshop:**

- Understand the stages of group development.
- Identify the dysfunctions of the team.
- Keys to motivation for the government team
- Managing group identity
- Improving morale with mission driven actions and goals
- Create a team charter specifically focused on your team.
- Analyze and incorporate team building and team development strategies.
- Develop a plan to immediately impact the performance of your team upon return to your organization.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live –  
Live Virtual Classroom





# INFLUENCE, POWER, & PERSUASION IN THE GOVERNMENT WORKPLACE

---

A 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

This workshop provides powerful tools, techniques, and insight to positively impact the government organization and the people around you. As a professional government employee, you must produce and communicate information and ideas that influence decisions and drive action. This workshop shows you how to plan, organize and present your ideas powerfully and confidently to produce better outcomes and relationships at less cost in time and effort and create positive change. Participants explore how to achieve profoundly better results in the government workplace by changing human habits. This workshop analysis human behavior and takes a deep dive into the psychology of inducing rapid, profound, and sustainable positive change in government organizations.

## Learning Objectives & Topics Covered in this Workshop:

- Leadership and influence
- Analyzing human and organizational behavior
- Understand how to create rapid, profound, and sustainable change.
- Assessing power in the government workplace
- How to assess the needs and values of those around you
- How to assess the right timing of your message to the boss and your team
- The three keys to influence
- The keys to assessing influence, power, and persuasion strategy.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:**

Intermediate

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live –  
Live Virtual Classroom





- The persuasion checklist
- Communicating for positive change
- Measuring results
- Vital behaviors to help you achieve results.
- Six sources of influence
- How to motivate and influence human behavior
- Identifying high-leverage behaviors
- Personal motivation
- Helping people learn how to master skills and emotions.
- Structural motivation
- Assessing and changing physical surroundings to make positive behavior easier and poor performance harder.
- Diagnosis and testing for influence.



## INTERMEDIATE MS EXCEL

---

A 1 Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

In the Introduction to Microsoft Excel, you learned to create a single worksheet and perform basic arithmetical functions on that worksheet. This workshop adds more worksheets to create a three-dimensional workbook, provides access to higher-level analytical functions, and prepares your worksheet to present a professional stand-alone appearance.

### Learning Objectives & Topics Covered in this Workshop:

#### Creating Pivot Tables and Macros

- Creating the perfect Pivot Table
  - Arranging your data
  - How Pivot Tables work
  - Formatting your Pivot Table
  - Editing Pivot Tables on the fly
- Creating Pivot Charts
- Changing your Macro security level
- Recording Macros
- Running Macros
- Assigning Macros to Shortcut Keys and Custom Buttons

#### Using Financial Functions and Data Analysis

- PMT and FV functions
- Financial Function syntax
- Using Data Analysis tools
  - Goal seeking tool
  - Solver tool
  - Scenario manager

#### Using Advanced Formatting and Analysis Tools

- Working with Grouped worksheets

**Audience:** This workshop is designed for all government personnel.

#### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

#### **Additional Information:**

**CPE Credits:** 7.0

**CEU Credits:** 0.6

**Suggested Program Prerequisites:** None

**Advanced Preparation:** Able to use Microsoft® Office Excel to create, edit, format, save, and print worksheets that contain tables and formulas. Students should also be able to use a web browser and an email program. Take the following courses or have equivalent knowledge: Excel Introduction

**NASBA Program Level:**

Intermediate

**NASBA Field of Study:** Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





- Consolidating worksheet data
- Working with Data Validation
- Circling Invalid data
- Removing duplicate records
- Using Data Tables
- Creating Trendlines
- Creating Spark Lines from cells



# INTRODUCTION TO MS EXCEL

---

A 1-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

Microsoft® Office Excel uses spreadsheets to work with mathematical data. This course will teach you to create, modify, and perform simple arithmetic with a single Excel worksheet. The course is designed using Excel 2019/365.

## Learning Objectives & Topics Covered in this Workshop:

### Exploring Excel

- Getting to know the program.
- Working with tabs and ribbons
- Entering data in Excel
- Working with numbers
- Number formats and how to set quickly them.
- Understanding the concepts behind your "save" options
- Closing and starting workbooks

### Editing and Printing Worksheets

- Opening worksheets
- Editing entries
- Selecting ranges of cells
- Excel's unique method of cutting, copying, & paste
- Simplifying mistakes and successes with undo and redo
- Using the auto fill feature
- Printing worksheets
  - Print preview
  - Printing selections
  - Printing the entire workbook

### Working with Formulas and Functions

**Audience:** Individuals who want to gain basic knowledge of working on Excel. Students should be familiar with using personal laptop computers and have used a touchpad and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

#### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

#### **Additional Information:**

**CPE Credits:** 7.0

**CEU Credits:** 0.6

**Suggested Program Prerequisites:**  
None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:** Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





- Using AutoSum
- Creating formulas
  - Cell and range references
  - Order of operations
- Reference modes
  - Absolute references
  - Relational references
  - Point references
- Modifying a copying formula
- Using the formula AutoComplete function
- Using the Insert function
- Creating formulas with the IF function

### Formatting the Contents of Cells

- Formatting worksheets
- Using alignment and Indian features
- Using text control options
- Formatting numbers
- The format cells dialog box
- Applying borders and fills to cells.
- Working with the format painter and quick styles

### Changing the Appearance of Worksheets

- Managing worksheets
- Modifying columns and rows
- Inserting or deleting columns, rows, & cells
- Formatting in hiding columns and rows
- Changing vertical alignment and rotating text
- Using find and replace.





# MEMORIZATION SKILLS FOR THE PROFESSIONAL

---

A Half-Day Hands-On TMS Experience  
*Delivered in Live or Live-Virtual Format!*

## **Course Description:**

Do you find it hard to remember names, facts, equations, lists, tasks you need to take care of, a new word, and so on? Well, there's good news! People with excellent memories are not too different from you. They just use a combination of techniques to enable their minds to memorize things, develop their listening skills, and are aware of the type of learning style that works best for them.

This workshop shows you how to improve your memory, learning, and listening skills by exploring effective tools, techniques, and tips in class. Participants gain skills they can apply immediately to start learning faster and forgetting less.

The techniques you'll discover in this class will work for you, no matter how bad you think your memory is.

## **Learning Objectives & Topics Covered in this Workshop:**

- How to remember things you read
- Determine your learning style.
- Improve Active Listening Skills
- How to remember names
- How to memorize things faster
- How to forget less
- What impacts our ability to remember

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and other tools to help you use your new skills immediately.

### **Additional Information**

**CPE Credits:** 3.5

**CEU Credits:** 0.16

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





## MULTI-GENERATIONAL DIVERSITY

---

A 2 Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

Government organizations must take innovative and deliberate approaches to manage, communicate, and retaining the current multi-generational workforce or face cascading morale and retention issues. This workshop provides not only an in-depth understanding of those challenges but also provides solutions and proven techniques to meet those challenges. An experienced and certified multi-generational workforce trainer will guide participants through research, discussions, and hands-on experiences aimed at learning proven ways of understanding generational differences, communicating across generational boundaries, and learning the responsibilities that each generation has to the other. Participants will gain a clear, practical look at the strengths, values, and communication practices of each Generation in today's government workforce and be shown how to use that information for improved efficiency, morale, and retention.

### Learning Objectives & Topics Covered in this Workshop:

- Understand the generational demographics of government organizations and the values of each generation.
- Analyze professional vs. personal commitment and the shift in priorities.
- Maximize the potential of the Millennial employee.
- Overcome language barriers between diverse generations.
- Leverage the experience of Baby Boomers---leave your legacy while embracing Millennial ideology.
- Maximize the role of Generation X in "Bridging the Gap"

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## PRESENTING WITH CONFIDENCE

---

A 1 or 3-Day Hands-On TMS Workshop  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

Visibility is a key to success in government today. Give yourself, and your organization, a leading edge. This workshop shows you how to plan, organize and present your ideas **powerfully and confidently**. Gain impact skills to make your next presentation *really* showcase your strengths. This workshop firmly focuses on practical, specific *how-to* techniques of making high-performance presentations.

### Learning Objectives & Topics Covered in this Workshop:

- Interpret the types of presentations you are expected to produce.
- Understand common misconceptions about presentations.
- Make use of a successful presentation checklist
- Apply effective planning and preparation techniques and tools.
- Organize your presentation for maximum success.
- Develop the presentation.
- Understand delivery techniques.

### Additional Learning Objectives & Topics Covered in the 3 Day Workshop:

- Apply preparation, organizing, and delivery techniques.
- Analyze delivery techniques of peers in class.

**Audience:** This workshop is designed for mid-level managers in the GS11-13 range or their equivalents.

#### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

#### **Additional Information:**

**CPE Credits:** 7.0/ 20.0

**CEU Credits:** 0.6/ 1.7

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## PROFESSIONAL BUSINESS WRITING

---

A 1-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

Would you like a quick and easy method for composing documents—letters, memos, reports, proposals, and performance appraisals—in an organized format? This business writing workshop provides you with basic formats and formulas for tackling any kind of writing task—and communicating to your readers what they need to know. You'll streamline your process for effective business writing and save time by focusing on what to write instead of how to write it. Bring a current project and get one-on-one feedback.

### **Learning Objectives & Topics Covered in this Workshop:**

- Make Use of Tools and Templates to Quickly Organize Your Thoughts and Generate Content
- Apply Techniques to Eliminate Numerous Time-Consuming Revisions
- Streamline Content and Communicate What Your Readers Need to Know
- Write with Greater Clarity
- Bring a Current Project and Get One-on-One Feedback from the Course Instructor!

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 7.0

**CEU Credits:** 0.6

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





# UNDERSTANDING MULTI-GENERATIONAL DIVERSITY

A 1-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

Government organizations must take innovative and deliberate approaches to managing, communicating, and retaining the current multi-generational workforce or face cascading morale and retention issues. This workshop provides not only an in-depth understanding of those challenges, but also provides solutions and proven techniques to meet those challenges. An experienced and certified multi-Generational workforce trainer will guide participants through research, discussions, and hands-on experiences aimed at learning proven ways of understanding generational differences, communicating across generational boundaries, and learning the responsibilities that each generation has to the other. Participants will gain a clear, practical look at the strengths, values, and communication practices of each Generation in today's government workforce and be shown how to use that information for improved efficiency, morale, and retention.

## Learning Objectives & Topics Covered in this Workshop:

- Understand the generational demographics of Government Organizations and the values of each generation.
- Analyze Professional vs. Personal commitment and the shift in priorities.
- Maximize the potential of the Millennial employee.
- Overcome language barriers between diverse generations.
- Leverage the experience of Baby Boomers---Leave Your Legacy while embracing Millennial Ideology
- Maximize the Role of Generation X in "Bridging the Gap"

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 7.0

**CEU Credits:** 0.6

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## DATA ANALYTICS & DATA DRIVEN DECISION

---

A 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

In this workshop, participants learn how to conduct powerful data analysis using basic tools and easy-to-implement analysis techniques. Increase your chances of organizational success with focused data and evidence-driven-decisions using a proven five (5) step process taught in this course.

Leaders and managers who aren't analysts still should have sufficient analytical competency to evaluate proposed projects and ideas using an evidence-based approach. This workshop teaches participants multiple effective techniques to analyze data. Establishing an analytical approach to decision-making and resource allocation allows capable managers to use evidence to assess and choose projects and proposed ideas that generate the greatest outcomes and best odds of success. This workshop firmly focuses on the practical, specific *how-to* techniques of conducting effective and impactful data analysis.

Additionally, this workshop teaches participants how to develop a data analysis framework that ensures they are asking the right questions, looking at the right data, and identifying the factors that drive organizational success.

### Learning Objectives & Topics Covered in this Workshop:

- Three key questions to ask to build your analytics agenda.
- Data driven leadership.
- Understand effective data display techniques.
- Apply effective planning and preparation techniques and tools.
- Understand how to use your data and analysis to tell a compelling story.
- Understand the right questions to ask.
- How to build an analytical plan

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





- 5 Step Data-Driven Decision-Making Process
- Understand Analytical Techniques
  - Aggregate Analysis
  - Correlation Analysis
  - Trends Analysis
  - Predictive Analysis
  - Segmentation
  - Life Cycle Analysis
- Apply preparation, organizing and analytical techniques.
- Apply a variety of analytical methods in class.



## DESIGNING HIGH-PERFORMING ORGANIZATIONS

A 2 or 3-Day Hands-On Workshop Helping Your Organization Succeed  
During Changing Times

*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

Change is the name of the game in the 21st Century. Rather than reacting to change, successful organizations are designing work processes that allow rapid deployment of resources to anticipate change. This experientially based workshop integrates key elements such as strategic visioning, breakthrough thinking, systems analysis, and organizational learning concepts with tips for personal success in an evolving work environment. Using a step-by-step approach, each person will participate in the design of a model organization for potential application in their workplace.

### **Learning Objectives & Topics Covered in this Workshop:**

- Analyze global trends and workplace processes to anticipate and adapt to change.
- Anticipate and overcome resistance to change by empowering individual employees.
- Develop a learning culture and establish winning design teams.
- Create a betterment timeline for the “Solution-after-Next.”
- Communicate a vision for change that inspires engagement and action.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0- 23.0

**CEU Credits:** 1.3- 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom







# INTERMEDIATE ANALYTICS FOR GOVERNMENT OFFICIALS

A 2-Day Theoretical or 3-Day Hands-on TMS Experience

*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

This workshop builds on your existing understanding of government analytics by providing additional depth in numerous areas, including broader knowledge of commercially available analytical tools; increased fluency in Data Science terms; and an overview of algorithm science and machine learning. Lessons and case studies will be linked to analysis tools available in Microsoft™ Excel (the 3-day workshop applies the lessons in hands-on exercises in Excel.)

## Learning Objectives & Topics Covered in this Workshop:

- **What Does Industry Use?**
  - Databases compared: SAS, Tableau, & Oracle
  - Unstructured data and Python
  - Machine learning and algorithms
- **What is Data Science?**
  - Evolution of the profession
  - Ten common mistakes in using data.
  - How to use, and do you need, a Data Scientist?
- **Intermediate Data Handling and Statistical Techniques**
  - Developing Pivot Tables
  - Using Pivot Charts to summarize data.
  - Explaining charts comparing two vertical scales
  - Using exotic chart types for visually compelling data
  - Creating and testing a hypothesis
  - Common and uncommon statistical errors
  - Chi-Squared testing for randomized data

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 15.0- 23.0

**CEU Credits:** 1.3- 2.0

### Suggested Program

**Prerequisites:** Introduction to Analytics for Government Officials, or recent graduate-level statistics or proficiency in the Excel Analysis Tool Pack Descriptive Statistics.

**Advanced Preparation:** None

**NASBA Program Level:**

Intermediate

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## INTRODUCTION TO ANALYTICS FOR GOVERNMENT OFFICIALS

A 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

You make the best decisions when you have the most information, for our purposes described as data. Each year the government collects massive amounts of data, yet few understand how to organize, analyze, present, and understand the information they have available. This workshop provides an overview of the mathematical basis for conducting data analysis, identifies critical steps to prepare for analysis, and an overview of the analysis tools available in Microsoft™ Excel.

Participants apply the lessons from the analytical instruction in hands-on exercises in Excel during class. Participants learn how to organize, analyze, present, and understand the information they have available. This workshop provides a hands-on learning experience for conducting data analysis, applying critical steps to prepare for analysis, and use of the analysis tools available in Microsoft™ Excel.

### Learning Objectives & Topics Covered in this Workshop:

- Understanding Data Sources
  - Defining and finding data you, your organization, and the broader government collects
  - Evaluating data timeliness, completeness, and utility
  - Examining data hygiene
- Understanding Analysis Tools available in Microsoft Excel

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 23.0

**CEU Credits:** 2.0

### Suggested Program

**Prerequisites:** Able to use Microsoft® Office Excel to create, edit, format, save, and print worksheets that contain tables and formulas. Students should also be able to use a web browser and an email program. Take the following courses or have equivalent knowledge:

Skillsoft Intermediate Excel

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





- Conduct Data Analysis
- Comparing Data Using Mathematics
  - The bell-shaped curve and skewedness
  - Using sampling techniques to simplify analysis.
  - Leveraging probability to improve decision making.
  - Define and apply correlation, regression, and causation.
  - How certain are your statistics? R squared and lines of best fit
- Apply critical Steps for Data Analysis
- Data Display
  - Histograms and Frequency Distribution
  - Creating effective graphs
  - Summarizing big data simply
- Use Data Analysis Tools available in Microsoft Excel
- Display Data to Facilitate Decision Making and Analysis



## MANAGEMENT DEVELOPMENT SEMINAR

---

A 5-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

The seminar provides the opportunity for experienced federal managers, GS-12 and above, to step into the world of dynamic thinking, creativity, and innovation. Managers bring real problems to the seminar and work together using seminar learning, each other's knowledge and experience to work through them. Participants will sharpen their skills in the areas of leadership, communication and problem solving. They will also receive valuable insight about their personal strengths and developmental focus.

### Learning Objectives & Topics Covered in this Workshop:

- Understand the three responsibilities of management.
- Create an effective organizational climate through empowering mindsets.
- Enhance motivation, critical thinking, and communication skills in a government workforce.
- Coach and develop people, to include performance management for difficult people.
- Lead an organization to success through collaborative problem solving.

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 39.0

**CEU Credits:** 3.4

### Suggested Program

**Prerequisites:** Management Development: Leading from the Middle

**Advanced Preparation:** None

**NASBA Program Level:** Intermediate

**NASBA Field of Study:** Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





## MANAGEMENT FOR TECHNICAL PEOPLE

---

A 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

This introduction to Management for Technical People gives you the practical skills you need to effectively and efficiently manage technical members of your organization and multiple projects.

The pragmatic, hands-on methods you learn are derived from proven success in Department of Defense and government organizations. Advance your skills in ways no other workshop offers. Learn how to be recognized as someone who gets results . . . consistently. Access the power of introverts and extroverts alike with proven techniques to manage, motivate and access the human potential of highly technical people.

### **Learning Objectives & Topics Covered in this Workshop:**

- Assess the Unique Challenges and Opportunities in Managing Technical People
- Motivate Technical People to Enhance Organizational Commitment
- Manage Multiple Priorities and Resolve Priority Conflicts
- Solve Problems and Make Effective Decisions
- Manage Change and Resolve Conflict Before It Starts

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





## MANAGEMENT TECHNIQUES

---

A 3, 4 or 5-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

This workshop gives supervisors and managers the practical skills needed to plan, schedule, organize, direct and control resources to get results. The pragmatic, hands-on methods you learn are derived from proven success in government organizations. You will advance your skills in managing government employees, planning, accomplishing the mission, organizing, problem solving, facilitating change, and making decisions. You will learn how to be recognized as someone who gets results . . . consistently. A Personality Self-Test will also be administered to allow managers and prospective managers to assess their own personality traits and appreciate the uniqueness that each type brings to the team.

### Learning Objectives & Topics Covered in this Workshop:

- Recognize and Deal with Personality Types on Your Team
- Manage and Supervise in a Government Environment
- Solve Problems & Manage Risk for Supervisors and Managers
- Enhance Motivation and Innovation in your workforce.
- Determine and Effectively Communicate Organizational Priorities

**Audience:** This workshop is designed for all government personnel.

#### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

#### **Additional Information:**

**CPE Credits:** 23.0- 39.0

**CEU Credits:** 2.0- 3.4

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:**

Intermediate

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live –  
Live Virtual Classroom





# MANAGERIAL DECISION MAKING & PROBLEM SOLVING

---

A 2 or 3-Day Hands-On TMS Experience  
Delivered in Live or Live Virtual Classrooms!

## Course Description:

Decision making is a fundamental skill for all managers, but is especially crucial when critical performance outputs, major deliverables or limited budgets can be placed at risk by poor or incorrect decisions. This workshop shows you how to quickly solve problems & make confident decisions . . . to be recognized as someone who can be counted on to get results — consistently. You will gain powerful new skills to use now. No theories . . . this workshop firmly focuses on the clear, practical, nonmathematical how-to techniques of using experience and judgment to accurately handle the tough problems and decisions you face every day.

## Learning Objectives & Topics Covered in this Workshop:

- What contracting problem are we trying to solve and why?
- The principles of Problem-Solving & Decision-Making
- Questions to ask about any problem to show you're an effective problem-solver.
- Defining Problem-Solving & Decision-Making success
- Finding the real problem
  - Seeing the boundaries
- Option analysis
  - What are your options?
  - How do you select the best option?
- Risk analysis—using your experience and judgment.
- Setting standards & criteria
- The evaluation processes.
- Problem-solving steps
- "Trade studies" and cost/benefit analysis made simple.
- Application - How to apply problem-solving tactics to your acquisition challenges.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0- 23.0

**CEU Credits:** 1.3- 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





- How managers make decisions
- Making decisions you can defend.
- Negotiating solutions to problems
- Handling conflict
- Handling people problems
- Handling teamwork problems
- Assertiveness
- Decision-making techniques





# MANAGING, MOTIVATION, AND TEAM COLLABORATION IN THE HYBRID WORKSPACE

A 2 or 3-Day Hands-On TMS Experience  
*Delivered in Live, Live Virtual, or Hybrid Classrooms!*

## Course Description:

This workshop will provide Managers, Supervisors, and Employees with the guidance necessary to successfully manage, lead, and contribute in the hybrid workspace team. Government teams will be asked to perform from a hybrid workspace more than ever - with team members contributing to the mission from traditional offices and virtual/remote workspaces simultaneously. Participants of this dynamic hands-on workshop learn how-to techniques to maintain effective communications, motivate and supervise employees, and meet customer demands as part of a hybrid workspace team.

This workshop teaches Managers how to

- develop clear, specific, and timely performance metrics to use in evaluating employee performance,
- how to construct and implement an effective hybrid workspace communication plan that facilitates collaboration, and
- how to motivate individuals, groups, and teams to maximize productivity in the demanding mix of work-from-home and traditional workspace environment.

Practical exercises include establishing performance goals, adopting an organization/team communication plan, planning teambuilding events, and developing a review plan for the hybrid workspace team.

An experienced former government manager will facilitate a thorough, in-depth discussion on hybrid teamwork from several different perspectives.

This workshop will address:

- what does and doesn't work well for hybrid workspace teams

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 15.0- 23.0

**CEU Credits:** 1.3- 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Programming and Management

**Delivery Method:** Group Live – Live Virtual Classroom





- explain proven tools to implement a hybrid workspace program that reduces mission risk, improves employee satisfaction, and ensures continuity of essential functions in the event of national or local emergencies.

The focus of this workshop is on the clear, practical how-to techniques of managing teams with employees who are engaged in both telework and work from traditional workspaces. *You will gain powerful new skills to use now!*

Each attendee will receive a Hybrid Teamwork Handbook and Toolkit filled with tip sheets, check lists, step-by-step guidance, articles, and many other valuable resources.

## **Learning Objectives & Topics Covered in this Workshop:**

### Motivating the Hybrid Workspace Team and Employee

- Managing the Change
- Build Commitment, Dedication and Esprit de corps Getting Face Time
- An effective Rewards and Recognition program for the Virtual Office
- Connecting through Technology – The *when, where, and how often!*
- Avoiding Burnout!

### Performance Management –Managing and Working in a Hybrid Office Environment

- Trust but Verify – Questions every Manager should ask!
- Setting Expectations
- An *effective* set of Hybrid Office Rules to Operate by
- The 7 Most Common Bad Habits of the Teleworker
- Principles the Hybrid Workforce should live by!
- Communicating Expectations
- Monitoring and Measuring Performance of the Virtual Office Employee Motivating in the Hybrid Workspace Environment
- Demonstrating your value as a Teleworker when you aren't *seen* by your boss.
- The top 10 tools used by industry for telework!

### Enabling Collaboration and Productivity

- Facilitating communications among workgroup members and customers
- Collaboration Tools, Techniques and Tips!
- Collaborative decisions making principals
- The dynamics of group decision making
- Facilitating open discussion
- Alternatives to open discussion



## MANAGING MULTIPLE PRIORITIES

---

A 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### Course Description:

This workshop shows the government workforce how to firmly balance a series of high-demand tasks while handling constantly changing directions and multiple, urgent priorities. Gain powerful new skills you can use immediately to control a dynamic, rapidly changing job. This workshop solidly focuses on practical, specific *How-To* aspects of managing your work.

### Learning Objectives & Topics Covered in this Workshop:

- Understand Strategies for Very Busy People
- Explore Multiple Priority-Setting Methods
- Apply Priority Management Techniques
- Identify Priority Setting Criteria
- Organize a Must-Do and To-Do List in Class
- Create a Personal Productivity Assessment
- Answers to Frequently Asked Priority-Setting Questions
- How to Work for Multiple Bosses
- Problems You Can Expect & How to Handle Them
- The Top 21 Time Wasters in Organizations Like Yours — How Do You Compare?
- 12 Smart Questions to Ask:
  - When You're Given More Work Than You Can Possibly Do
  - When You're Given an Unrealistic Deadline

**Audience:** This workshop is designed for all government personnel.

### Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### Additional Information:

**CPE Credits:** 15.0

**CEU Credits:** 1.3

### Suggested Program

**Prerequisites:** Problem Solving & Decision-Making

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Personal Development

**Delivery Method:** Group Live – Live Virtual Classroom





## MANAGING THE FLEXIBLE WORKPLACE

---

A 2 or 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

This workshop will provide Managers and Supervisors with the guidance necessary to successfully implement a system that accommodates flexible work arrangements including Telework, flexible work hours and remotely located staff members. Participants learn how to maintain effective communications, motivate, and supervise their employees regardless of their physical work location. Managers will learn how to develop clear, specific, and timely performance metrics to use in evaluating employee performance, how to construct and implement an effective Telework security plan, how to write a Flexible Workplace agreement, and how to implement Telework within their work groups to maximize productivity in the demanding government work environment.

### **Learning Objectives & Topics Covered in this Workshop:**

- Understand the background of telework, to include definitions, legislative foundations, and policy requirements.
- Implement flexible workforce practices, to include managing change, determining eligibility, providing equipment and support, developing security requirements, creating telework agreements and facilitating communications among workgroup members
- Managing performance in a virtual office environment, including communicating expectations, monitoring, and measuring productivity and motivating the workforce
- Establish strong relationships to fuel motivation, collaboration, and productivity.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0- 23.0

**CEU Credits:** 1.3- 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business and Organization

**Delivery Method:** Group Live –  
Live Virtual Classroom





# MICROSOFT PROJECT 2019 FOR GOVERNMENT PROJECTS

---

A 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

Delivering your projects consistently on time creates a reputation for exceptional competence as a project manager. MS Project will help you by automating your scheduling, providing Gantt and CPM views that assist you in meeting your milestones. However, Project can do far more if you reach further into the program and take a system-level program management perspective. Gain powerful new skills that you will use now - this workshop focuses on the practical, How-To techniques for immediate application to managing your projects. This workshop is for every contributor and manager responsible for planning, coordinating, tracking, reporting acquisition, financial, logistics, or technical projects. This workshop is invaluable for those new to managing projects and those with several years of work experience who want to continue their professional development and increase their skills.

## **Learning Objectives & Topics Covered in this Workshop:**

- Explain the background of how MS Project operates.
- Use MS Excel to create reusable project templates quickly.
- Setting custom calendars that match federal work schedules.
- Establish and manage using your critical path.
- Conducting "what if" analysis in MS Project
- Why and how to establish baselines

**Audience:** This workshop is designed for all government personnel familiar with project management

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:**

Intermediate

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





**Note:** If delivered in-person, this workshop requires that the customer provide a computer lab with MS Project 19 Standard (or cloud-based Level 1) loaded on a computer for each student. If delivered remotely (Live Virtual Instructor) every student must have MS Project 19 loaded and working on their computer. Both methods of delivery are limited to 15 students per class.



# PROJECT MANAGEMENT IN GOVERNMENT ORGANIZATIONS

---

A 2 or 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

This workshop shows you how to firmly control any size project. It firmly focuses on practical, how-to aspects of managing your projects with real-world examples. The competencies addressed in this workshop are: Customer Service Orientation; Conceptual & Strategic Thinking; Judgment & Analytical Thinking; Flexibility; Initiative; Communication & Persuasion; Standards of Excellence & Efficiency; Use of Influence Strategies; Working through others; Entrepreneurial Achievement; Leadership; Group Management; and Organizational Awareness.

## Learning Objectives & Topics Covered in this Workshop:

- Mentoring and Leading the Project team
- Defining and Initiating the Project
- Successful Project Planning
- How Does the Contractor Plan the Project?
- Budgeting
- Dealing with Change and Conflict—Procedures for Avoiding the Traps and Staying in Charge
- Scheduling the Project
- Managing the Project Scheduling Process
- Informal and Better Approaches
- Organizing & Directing the Project
- Evaluating and Adjusting Course

### *\*Additional Learning Objectives for 3-Day Workshop*

- Additional Hands-On Exercises
- Effective Project Communication Techniques
- Managing Project Priorities
- Organizational and Personal Motivation
- Confronting Poor Performance
- Build a Project Plan in Class

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0- 23.0

**CEU Credits:** 1.3- 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom





## SEMINAR FOR NEW MANAGERS

---

A 5-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

The one-week interactive seminar is designed to provide participants with the knowledge and skills necessary to help them meet the current and ever-changing challenges facing Federal supervisors and managers today. Participants will learn to lead effectively using proven, hands-on techniques to inspire the workforce and achieve immediate results.

### **Learning Objectives & Topics Covered in this Workshop:**

- Understand and create an organization culture.
- Master techniques for planning, organizing, delegating, problem-solving, and decision making.
- Build high performing teams.
- Develop a vision.
- Design a personal individual development plan.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 39.0

**CEU Credits:** 3.4

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Management and Organization

**Delivery Method:** Group Live – Live Virtual Classroom







## SUPERVISION FOR EXPERIENCED SUPERVISORS

---

A 5 Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

### **Course Description:**

This course is for Government Supervisors looking to refresh their supervisory competencies. Effective supervisors develop capacity, motivate employees, improve engagement, and get results. This course will provide insights into workplace motivation and employee engagement. Learn to develop an effective leadership approach that addresses the requirements of the government workforce and needs of your local team.

The course addresses the OPM guidance to provide supervisors training that addresses their competencies and essential job activities.

### **Learning Objectives & Topics Covered in this Workshop:**

- Understand the different ways people learn, think, and conceptualize and modify your style in the interest of working most effectively with others.
- Learn strategies to shift from impasse, to resolution, to transformation in workplace conflict.
- Explore the concepts of employee motivation and engagement.
- Network and learn from peers facing leadership and supervision challenges.
- Apply and practice these skills to real workplace scenarios and develop strategies for applying learning to the workplace.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook or Electronic Textbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 39.0

**CEU Credits:** 3.4

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Professional Development

**Delivery Method:** Group Live – Live Virtual Classroom





# TELEWORK: MANAGING, MOTIVATING, AND COLLABORATING THROUGH TELEWORK

---

A 2- or 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

This workshop will provide Managers, Supervisors, and Employees with the guidance necessary to successfully manage and lead a workforce that Teleworks or works from home office. Participants learn how-to techniques to maintain effective communications, motivate and supervise employees, and meet customer demands while engaged in Telework.

Recently, telework has become more widespread as programmatic and policy guidance has been issued to support implementation of the requirements of law resulting from Presidential and legislative mandates. The growth of Telework has created yet another challenge in managing change and is forcing Federal Government and DoD Managers to adapt their own performance management styles to cope with a new virtual office supervisory environment. On a large scale it has fundamentally changed the way we interact with each other and our customers.

This workshop teaches Managers how to develop clear, specific, and timely performance metrics to use in evaluating employee performance, how to construct and implement an effective Telework communication plan that facilitates collaboration, how to write a Telework agreement, and how to motivate individuals, groups, and teams to maximize productivity in the demanding government work-from-home environment. Practical exercises include establishing performance goals, establishing Telework policy, adopting a Telework communications plan, building a telework teambuilding event, and developing a review plan for workers in a virtual office.

An experienced former government Telework Manager will facilitate thorough in-depth discussion on Telework and telecommuting in the Federal Government from a number of different perspectives. This workshop will address what

**Audience:** This workshop is designed for all government personnel.

## **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

## **Additional Information:**

**CPE Credits:** 7.0- 23.0

**CEU Credits:** 0.6- 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Programming and Management

**Delivery Method:** Group Live – Live Virtual Classroom





does and doesn't work well with Telework and thoroughly explain proven tools to implement a Telework program that reduces real estate costs for Government agencies, improves employee satisfaction, eases the commuting burden on employees, reduces traffic congestion and emissions in large Metropolitan areas, and ensures continuity of essential Government functions in the event of national or local emergencies.

The focus of this workshop is on the clear, practical how-to techniques of managing employees who are engaged in telework and being productive and demonstrating value as a teleworking employee. *You will gain powerful new skills to use now!*

Each attendee will receive a Telework Handbook and Toolkit filled with tip sheets, check lists, step-by-step guidance, articles, and many other valuable resources.

### **Learning Objectives & Topics Covered in this Workshop:**

#### **Motivating the Telework Employee and Workforce**

- Managing the Change
- Build Commitment, Dedication and Esprit de corps
- Getting Face Time
- An *effective* Rewards and Recognition program for the Virtual Office
- Connecting through Technology – The *when, where, and how often!*
- Avoiding Burnout!

#### **Enabling Collaboration and Productivity**

- Facilitating communications among workgroup members and customers
- Collaboration Tools, Techniques and Tips!
- Collaborative decisions making principals the dynamics of group decision making
- Facilitating open discussion
- Alternatives to open discussion

*\*Additional Learning Objectives for 3-Day Workshop*

#### **Performance Management –Managing and Working in a Virtual Office Environment**

- Trust but Verify – Questions ever Tele-Manager should Ask!
- Setting Expectations
- An *effective* set of Virtual Office Rules to Operate by
- The 7 Most Common Bad Habits of the Teleworker
- Principles the Tele-Manager should live by!
- Communicating Expectations
- Monitoring and Measuring Performance of the Virtual Office



# TELEWORK TRANSITIONING AND MANAGING TELEWORK

---

A 1, 2, or 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

This workshop will provide Managers, Supervisors, and Employees with the guidance necessary to successfully implement a Telework system. Participants learn how-to techniques to maintain effective communications, motivate and supervise employees, and meet customer demands while engaged in Telework.

Recently, telework has become more widespread as programmatic and policy guidance has been issued to support implementation of the requirements of law resulting from Presidential and legislative mandates. The growth of Telework has created yet another challenge in managing change and is forcing Federal Government and DoD Managers to adapt their own performance management styles to cope with a new virtual office supervisory environment. On a large scale it has fundamentally changed the way we interact with each other and our customers.

This workshop teaches Managers how to develop clear, specific, and timely performance metrics to use in evaluating employee performance, how to construct and implement an effective Telework security plan, how to write a Telework agreement, and how to implement Telework within their work groups and teams to maximize productivity in the demanding government work environment. Practical exercises include writing a Telework agreement, establishing performance goals, establishing Telework policy, adopting a Telework communications plan, and developing a review plan for workers in a virtual office.

An experienced former government Telework Manager will facilitate thorough in-depth discussion on Telework and telecommuting in the Federal Government from a number

**Audience:** This workshop is designed for all government personnel.

## **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

## **Additional Information:**

**CPE Credits:** 7.0- 23.0

**CEU Credits:** 0.6- 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Programming and Management

**Delivery Method:** Group Live – Live Virtual Classroom





of different perspectives. This workshop will address what does and doesn't work well with Telework and thoroughly explain proven tools to implement a Telework program that reduces real estate costs for Government agencies, improves employee satisfaction, eases the commuting burden on employees, reduces traffic congestion and emissions in large Metropolitan areas, and ensures continuity of essential Government functions in the event of national or local emergencies.

The focus of this workshop is on the clear, practical how-to techniques of managing employees who are engaged in telework and being productive and demonstrating value as a teleworking employee. *You will gain powerful new skills to use now!*

Each attendee will receive a Telework Handbook and Toolkit filled with tip sheets, check lists, step-by-step guidance, articles, and many other valuable resources.

## **Learning Objectives & Topics Covered in this Workshop:**

### **Background**

- Legislative Requirements
- Definitions/Types of Telework
- Policy Requirements

### **Implementing Telework**

- Managing the Change
- Determining Eligibility
- Equipment & Support Considerations
- Security Requirements
- Establishing a Telework Agreement
- Facilitating Communications Among Workgroup Members and Customers

### **Performance Management –Managing and Working in a Virtual Office Environment**

- Trust but Verify – Questions every Tele-Manager should Ask!
- Setting Expectations
- An *effective* set of Virtual Office Rules to Operate by
- The 7 Most Common Bad Habits of the Teleworker
- Principles the Tele-Manager should live by!
- Communicating Expectations
- Monitoring and Measuring Performance of the Virtual Office
- Employee Motivating in the Virtual Environment
- Demonstrating your value as a Teleworker when you aren't *seen* by your boss
- The top 10 tools used by industry that *can work* for the government telework!



**Establish strong relationships to fuel motivation, collaboration, and productivity**

- Build Commitment, Dedication and Esprit de corps
- Getting Face Time
- An *effective* Rewards and Recognition program for the Virtual Office
- Connecting though Technology – The *when, where, and how often!*
- Avoiding Burnout!



# VISUALIZING DATA FOR THE GOVERNMENT

---

A 1-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

You work data every single day, but no one understands what you're trying to prove with your tables and graphs. You need better visuals, that create discussions, and enable your leadership to make better decisions. This workshop looks at everything from complex system to simple worksheets and helps you analyze what differentiates a good data display from a bad one.

## Learning Objectives & Topics Covered in this Workshop:

- **Defining Your Goal**
  - What decision are you supporting?
  - Who is your audience?
  - Single-time graphic, or long-term dashboard?
- **What Does Data Say Already?**
  - Trend analysis and traditional displays
  - Binary choice analysis and traditional displays
- **Table and Graphic Design**
  - Simplicity in every line
  - Matching visual impact to importance
  - Using color and line weighting
  - Best practices for table design
  - Merging tables, graphs, and text effectively

Note: This workshop will reference tools found in Microsoft™ Excel, but all work is done with pen on paper. Steps required to create charts inside the software will be covered by reference.

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 7.0

**CEU Credits:** 0.6

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:**

Intermediate

**NASBA Field of Study:**

Professional Development

**Delivery Method:** Group Live – Live Virtual Classroom

