

# 2012 PROGRAM SCHEDULE

## RESUME PLACE CERTIFICATION PROGRAMS: CERTIFIED FEDERAL JOB SEARCH TRAINER CERTIFIED FEDERAL CAREER COACH

### Get both certifications in one course!

Combined Certified Federal Job Search Trainer  
and Certified Federal Career Counselor  
Both certifications, 3 Days, 24 CEUs

### Hosted CFJST / CFCC Programs

Bring the program to your site  
Minimum of 10 attendees  
For info and quotes: [FCTI@resume-place.com](mailto:FCTI@resume-place.com)

### DATES

- Jan. 10 - 12, 2012 (Tues - Thurs)  
Federal Career Training Center, Catonsville, MD
- May 16 - 18, 2012 (Wed - Fri)  
Cheyenne Mountain Resort, Colorado Springs
- Sept. 18 - 20, 2012 (Tues - Thurs)  
Federal Career Training Institute, Catonsville, MD
- Sept. 25 - 27, 2012 (Tues - Thurs)  
Federal Career Training Institute, Catonsville, MD

*Reserve your space now!*

[www.fedjobtraining.com/certification-programs.htm](http://www.fedjobtraining.com/certification-programs.htm)

Become a **Certified Federal Job Search Trainer (CFJST)** and **Certified Federal Career Coach (CFCC)**, and you will be prepared to assist your clients in getting hired by the federal government.

This highly successful comprehensive program has certified more than 500 career counselors like yourself.

For Military Transition Counselors, Veterans' Representatives, Federal Human Resources Recruiters, Career Counselors, Workforce Counselors, and University, College, and Education Counselors and Professionals.

### HOT TOPICS

- Federal Hiring Reform and New Application Processes
- Federal Resume Writing Methods
- Ten Steps to a Federal Job™ Curriculum
- Navigating Federal Jobs Efficiently
- Interactive Train the Trainer Techniques
- VRA and VEOA Authorities - How To Use
- USAJOBS - The Best Methods
- Keywords, Specialized Experience, and MORE



# AGENDA

## DAY 1

Coffee and light breakfast items, 8:00 to 8:30 am

### MORNING SESSION, 8:00 AM TO 12:00 PM

Introductions, Agenda Review, and Goal Setting

#### ■ Ten Steps to a Federal Job™ Part 1

*Kathryn Troutman and Emily Troutman*

Warm-up Exercise: Write one accomplishment and share with a small group

STEP 1: Focus Your Federal Job Search

STEP 2: Networking Success

STEP 3: Target Your Top Accomplishments

STEP 4: Find the Perfect Job Announcement

STEP 5: Identify Your Keywords



### AFTERNOON SESSION, 1:00 TO 4:00 PM

#### ■ Ten Steps to a Federal Job™ Part 2

*Kathryn Troutman and Emily Troutman*

STEP 6: Master the Federal and Electronic Resume, including USAJOBS Tour

STEP 7: Conquer the KSAs and Questionnaires

STEP 8: Apply for Jobs

STEP 9: Make Sure to Follow Through

STEP 10: Interviewing 101

## DAY 2

Coffee and light breakfast items, 8:00 to 8:30 am

### MORNING SESSION, 8:00 AM TO 12:00 PM

#### ■ Federal Hiring Process

*Sandra Lee Keppley*

Get the inside scoop on federal hiring from a retired federal human resources manager:

- Merit Systems Principles
- Federal Hiring Processes
- Competitive vs. Excepted Service
- Appointment Authorities
- Federal Hiring Factors of Interest
- How Applicants are Rated and Ranked

#### ■ Helping Students Enter the Federal Workforce

*Paul Binkley*

Help your students identify and successfully apply to the many student opportunities in the federal government, including:

- How the new Pathways programs, announced by President Obama in December, 2010, will change the way agencies hire
- Student professional programs that could mean a full-time position after graduation such as the STEP and SCEP
- Knowledge of apprenticeships, fellowships, and scholarships How to use Federal Work Study awards to gain invaluable federal experience
- How you can help your students advocate for themselves with federal agencies
- Gain tools to help you support your veteran students navigate these opportunities

### AFTERNOON SESSION, 1:00 TO 4:00 PM

#### ■ Appointment Authorities & Assessment

*Sandra Lee Keppley*

Consultative Exercise: in pairs, role-play as consultant and client.

#### ■ Military, Veterans, and Family Members

*Sandra Lee Keppley*

- Veterans and Federal Employment
- Military & Spouse Employment Preference,
- Short Exercise: Find an announcement that identifies an opportunity for Noncompetitive Appointment for Certain Military Spouses
- Explore Specific Vacancy Announcements
- Group Exercise: Analyze two cases and discuss in groups.

## DAY 3

Coffee and light breakfast items, 8:00 to 8:30 am

### MORNING SESSION, 8:00 AM TO 12:00 PM

#### ■ Ten Steps to a Federal Job™ Practice Instruction

*Kathryn Troutman and Emily Troutman*

Instructor practice in groups, practice teaching the Ten Steps to a Federal Job™ curriculum, one step per person.

#### ■ Federal Resume Assessments - Case Studies

*Kathryn Troutman and Emily Troutman*

Review a vacancy announcement and client resume draft to determine qualifications and strategies for writing a competitive application.

### AFTERNOON SESSION, 1:00 PM TO 2:00 PM

#### ■ Wrap-up and Certification

Examination & Evaluation  
Certification and Logo Agreements  
Presentation of Certificates  
Summary and Closing Notes



The Resume Place certification program is the only federal employment training offered for military transition counselors, veterans' representatives, federal career counselors, BRAC, university career counselors, workforce counselors, and federal human resources specialists. This course combines federal employment and human resources information, train-the-trainer teaching methods, and counselor certification (up to 30 CEUs) into one comprehensive curriculum. Now in its eighth year, this program is currently being taught by more than 250 transition professionals to Navy, Air Force, Army, USMC, and USCG personnel on military bases worldwide.

### INSTRUCTORS

#### ■ KATHRYN TROUTMAN

*President, The Resume Place, Inc.*

*Director & Founder - Certified Federal Job Search Trainer Program*

Internationally recognized as the "Federal Resume Guru" by federal jobseekers and federal human resources specialists, Kathryn Troutman is the founder and president of the Resume Place. Kathryn is an in-demand government contract trainer, and author and publisher of award-winning and best-selling federal job search books.

#### ■ PAUL BINKLEY

*Career Director, Trachtenburg School of Public Policy*

*George Washington University*

Paul serves as the Director of Career Development Services at the graduate school of public policy and public administration and higher education administrator with eight years of experience working with graduate and undergraduate students. He has single-handedly managed career services for top ten school of public policy and public administration in Washington, DC. Paul is currently pursuing a Higher Education Administration Doctorate with a focus on student affairs and career development.

#### ■ SANDY KEPPLEY

*Certified Federal Job Search Trainer*

*Retired Federal Human Resources Manager*

Sandy Keppley comes to the Resume Place as a Human Resources Professional with over 25 years of solid experience as a manager, supervisor, team leader and technical professional in the field of Human Capital Management. Her experience in leadership, human resources management, team and partnership building, and problem solving allows her to inspire applicants to develop application content on their own accomplishments.

#### ■ EMILY TROUTMAN

*MPP, CFRWC, CFJST*

Emily K. Troutman is a freelance executive writer and editor, specializing in helping federal managers enter the elite Senior Executive Service (SES). Emily received a Master's Degree in Public Policy from the University of Minnesota, Hubert H. Humphrey Institute of Public Affairs. Emily is an experienced trainer and co-trainer in Federal Resume and KSA Writing topics in various federal agencies including: Washington Headquarters Center, BRAC Center in Crystal City, U. S. Navy Fleet and Family Support Center Transition Counselors, NASA Leadership Development Program, National Forest Service, Defense Logistics Agency, and numerous other agencies.

# Spaces are limited! Register today!

## [www.fedjobtraining.com/certification-programs.htm](http://www.fedjobtraining.com/certification-programs.htm)

### HOSTED CFJST / CFCC PROGRAMS

Bring the program to your site  
Minimum of 10 attendees

For info and quotes: [FCTI@resume-pdplace.com](mailto:FCTI@resume-pdplace.com)



#### Certified Federal Job Search Trainer (CFJST)

This certification entitles you to teach Kathryn Troutman's popular, proven, turnkey curriculum, Ten Steps to a Federal Job™. This course was developed by Kathryn Troutman as a direct result of her training experiences for hundreds of federal agencies and military bases throughout the world. Increase your knowledge, confidence, and experience with reviewing announcements and federal resumes for jobseekers at all salary / grade levels.

#### Certified Federal Career Coach (CFCC)

This certification gives you inside knowledge on how to help students successfully find and apply for federal government jobs. You will learn how to determine what federal jobs best suit students' major course of study and professional qualifications.

### 2012 PROGRAM FEES

#### For training at the Federal Career Training Institute in Baltimore, MD:

- First-time certification for participants with government funding: \$1,895
- First-time certification for all others, including Active Military Personnel, Non-Profit Employees, and University Career Counselors: \$1,595
- Recertification (government-funded): \$1,595
- Recertification (all others): \$1,095

#### All other locations in the continental U.S., including hosted programs:

- First-time certification for participants with government funding: \$1,995
- First-time certification for all others, including Active Military Personnel, Non-Profit Employees, and University Career Counselors: \$1,595
- Recertification (government-funded): \$1,595
- Recertification (all others): \$1,095

Hosted programs require a minimum of 10 attendees, and a computer training room must be provided.

### 2012 DATES

- Jan. 10 - 12, 2012 (Tues - Thurs) - Federal Career Training Center, Catonsville, MD
- May 16 - 18, 2012 (Wed - Fri) - Cheyenne Mountain Resort, Colorado Springs
- Sept. 18 - 20, 2012 (Tues - Thurs) - Federal Career Training Institute, Catonsville, MD
- Sept. 25 - 27, 2012 (Tues - Thurs) - Federal Career Training Institute, Catonsville, MD

Check our website for additional training dates being offered.



### CEUS, CERTIFICATION & LICENSURE

Our certification program is pre-approved to fulfill 24 continuing education hours for the Center for Credentialing and Education's Global Career Development Facilitator (GCDF) certification. For more information about the Center for Continuing Education (CCE) and GCDF, visit <http://www.cce-global.org/credentials-offered/gcdfmain>. Also, you will receive both the CFJST and the CFCC certifications at one training session.

Once certification requirements are met, you will be licensed to use the CFJST and CFCC credential, and the Ten Steps™ logo, for business purposes. Course participants are licensed by the Resume Place, Inc. and the Federal Career Training Institute to teach the Ten Steps to a Federal Job™ curriculum and PowerPoints for two years. To maintain your license(s), you must be recertified every two years.