

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
2012 course participants will have a valid certification until
September 30, 2015

Hosted CFJST / CFCC Programs

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

DATES

- Jan. 10 - 12, 2012 (Tues - Thurs)
Federal Career Training Center, Catonsville, MD
- March 6 - 8, 2012 (Tues - Thurs)
Federal Career Training Center, Catonsville, MD
- May 1 - 3, 2012 (Tues - Thurs)
MacDill AFB, Tampa, FL
- May 16 - 18, 2012 (Wed - Fri)
Cheyenne Mountain Resort, Colorado Springs, CO
- Sept. 18 - 20, 2012 (Tues - Thurs)
Federal Career Training Institute, Catonsville, MD

Reserve your space now!

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, 8:30 AM TO 12:00 PM

Introductions, Agenda Review, and Goal Setting

■ Ten Steps to a Federal Job™ Part 1

You will be licensed to teach Ten Steps to a Federal Job™ and copy the PowerPoints for your class attendees at your agency or career center. This curriculum can be taught in 1.5 hours, 2 hours, 3 hours or 7 hours, depending on class exercises, access to computers by the class attendees. This curriculum is designed based on the use of the Jobseeker Guide, 4th Edition.

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

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, 8:30 AM TO 12:00 PM

■ Federal Hiring Processes

- Merit Principles and How Agencies Hire with Category Rating
- Competitive and Other Hiring Programs in Government
- Skills Assessment and Introduction to OPM's Occupational Standards.
- Exercise utilizing the OPM Classification Standards and select hiring authority. In pairs, role-play as consultant and client

■ Veterans and Spouse Hiring Programs for Federal Jobs

- Appointment Authorities
- Veteran's Preference Programs and Federal Jobs
- Spouse Hiring Programs
- USAJOBS search for positions with opportunity for Noncompetitive Appointment for Certain Military Spouses

■ Students and GI Bill Student Hiring Programs

- STEP, SCEP
- Pathways Program
- USAJOBS search for Internship announcements.

AFTERNOON SESSION, 1:00 TO 4:00 PM

■ USAJOBS 3.0 Education and Practice

- Profile questions to maximize success with federal applications
- Resume builder set-up for easy readability and keyword emphasis
- How to apply for federal jobs with applicationmanager.gov
- Boost your score with giving yourself as much credit as possible on the questionnaires
- Document upload -- what's important
- Track and follow-up lessons: how to get your results and why this is critical for the campaign

DAY 3

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

MORNING SESSION, 8:30 AM TO 12:00 PM

■ Ten Steps to a Federal Job™ Practice Instruction

Participants will teach one step in the class in a 90 minute version of the Ten Steps curriculum. Invaluable practice session for future Ten Steps instructors.

■ Federal Resume Assessments - Case Studies

11-Point Federal Resume Checklist

Review sample federal resumes for a spouse, veteran, student, career changer and federal employee. Assess qualifications and give recommendations for federal resume.

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.

■ TIM CANNON

Executive Coach and Facilitator-Independent Consultant, Main Gate, LLC and Services Adjunct Professor, University of Maryland University College

Mr. Cannon has over 35 years of federal government and military experience with expertise in the areas of strategic human capital management, HR operations, leadership coaching, counseling, organizational development, employee development, change management and facilitation. He has accumulated a solid record of accomplishments including making numerous contributions resulting in the improvement of the management of federal human resources and increasing organizational effectiveness.

■ 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

HOSTED CFJST / CFCC PROGRAMS

Bring the program to your site
Minimum of 10 attendees

For info and quotes: 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

- 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, Privately-funded counselors and self-pay participants: \$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.

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- May 16 - 18, 2012 (Wed - Fri) - Cheyenne Mountain Resort, Colorado Springs, CO
- Sept. 18 - 20, 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. 2012 course participants will have a valid certification until September 30, 2015