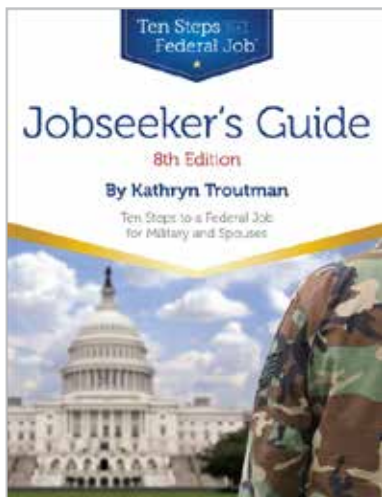




Ten Steps to a Federal Job® Certification Program 2017

Certified Federal Job Search Trainer® & Certified Federal Career Coach®



**Get both certifications in one course and a
three year license to teach the Ten Steps to a Federal Job!**

The most popular federal employment workshop... utilized by Joint Services worldwide

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

2017 Highlights

- ❁ Choose three-day live class or seven-week webinar
- ❁ New options for recertification: shortened webinar program and advanced recertification program
- ❁ A set of our federal resume publications valuing almost \$400
- ❁ Special Registration Pricing: 3 for 2 from the same organization

*NEW TEXT! Based on the
Jobseeker's Guide 8th Edition!*

Reserve your space now!

www.fedjobtraining.com/certification-programs.htm



COURSE TOPICS

NEW FOR 2017

- ✿ Noncompetitive Hiring Networking Techniques
- ✿ New Search Techniques for Competitive and Noncompetitive Jobs
- ✿ Understand How Veterans' Preference is Applied to USAJOBS Announcements
- ✿ Updated Core Competency Strategies
- ✿ Negotiation Techniques for Federal Jobs
- ✿ NAF Job Benefits
- ✿ New Federal Hiring Charts

TEN STEPS TO A FEDERAL JOB®

Based on the PowerPoint presentation for the Jobseeker's Guide 8th Edition

STEP 1: Review the Federal Job Process

STEP 2: Network - Who Do You Know?

STEP 3: Research Vacancy Announcements on USAJOBS

STEP 4: Analyze Vacancy Announcements for Keywords

STEP 5: Analyze Your Core Competencies

STEP 6: Write Your Outline Format and Paper Federal Resumes

STEP 7: KSAs, Accomplishments, and Questionnaires

STEP 8: Apply for Jobs with USAJOBS

STEP 9: Track and Follow Up on Your Applications

STEP 10: Interviewing for a Federal Job

FEDERAL CAREER COACHING TOPICS

- ✿ **Federal Resume Writing Case Studies**
Role-Playing - Resume Coaching, Homework Assignments for the Client
Review and discuss a before and after case studies with target announcement research and analysis, keyword development, and "homework" assigned for the client development of their federal resume. The objective is to coach the client to write their own resume and teach them how to match the resume to a specific USAJOBS announcement.
- ✿ **Your Guide to USAJOBS (New PPT)**
 - Practice this PowerPoint presentation in small groups
 - Resume builder set-up for easy readability and keyword emphasis
 - How to apply for federal jobs with applicationmanager.gov
- ✿ **Practice Teaching: Ten Steps to a Federal Job® (In person class activity)**
 - 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 HIRING AND VETERANS PREFERENCE

- ✿ **Merit System Principles**
 - Prohibited Personnel Practices
 - Federal Staffing 101
- ✿ **VOW—Veterans Opportunity to Work Act**
- ✿ **Veterans Preference and Category Rating**
 - Qualifications/Specialized Experience
 - 5 point/10 point/30% vet--Which am I?
- ✿ **Veterans Equal Opportunity Act (VEOA)**
- ✿ **Intern Programs for Veterans**
 - Pathways
 - Recent Graduates
- ✿ **Non-Competitive Hiring Authorities for Veterans**
 - Veterans Recruitment Act (VRA)
 - 30% Disabled Veterans Authority
 - Schedule A – Disabled Individuals Authority
 - Veterans Programs Managers/Selective Placement Coordinators
- ✿ **Coaching Strategies for Jobseekers**
 - Practical Application: Announcement and Resume Analysis - Who May Apply
 - Veterans' Preference, Schedule A, Pathways
 - Case Studies of Resumes, Special Hiring Program Applicants and Announcements
- ✿ **The Stars Are Lined Up for Military Spouses**
 - Program S for Military Spouses - how to register
 - Option Codes for Priority Placement Program Registry
 - Narrative resume writing for successful resumes for Program S

RECERTIFICATION

OPTION 1:

Retake the full length certification course

- Original 3-day in-person or 7-week webinar program
- Recommended for first time recertification
- This program has been approved for the Global Career Development Facilitator (GCDF) continuing education by the Center for Credentialing and Education (CCE).
- includes Ten Steps book package

OPTION 2: NEW!

Shortened course for program updates

- Two 60-minute webinars will cover updates on USAJOBS, Federal Resume Writing, and Veterans Preference
- Recommend for second or higher recertification
- Includes Ten Steps book package

OPTION 3: NEW!

Advanced Recertification

- In-depth six-week course with webinar and individual coaching with our master trainers
- Recommended for those who have recertified already and want to take their federal career coaching to the next level
- Does not qualify for the multiple attendee discount
- Includes Ten Steps book package

Advanced Recertification Course Curriculum

Five 60-minute webinars:

- What's new in federal HR
- What's new in federal hiring programs for veterans, Schedule A, Pathways, PPP-S, VRA, VEOA
- Advanced federal resume writing techniques
- Advanced federal career coaching techniques
- Advanced behavior-based interview coaching techniques

Four hours of individual coaching with a master trainer

Two projects to be completed during the six-week program:

- Federal resume writing project and Accomplishments Coaching project
- Project mark-up and feedback from a master trainer
- Time required: Eight hours of project writing time

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. Troutman wrote the first book on the federal resume format in 1995 in response to the government's move to replace the cumbersome SF-171 form with the resume. The Federal Resume Guidebook, is a best-seller and in its sixth edition. Hundreds of US government agencies have hired Troutman to speak as a master trainer on federal resume writing and federal hiring.



■ CHARLES CLARK

Federal Human Resources Consultant

Charles Clark is a Federal Human Resources Specialist with a broad background in Diversity and Inclusion Programs, Veterans Employment Programs, Schedule A Hiring of Individuals with Disabilities, and Reasonable Accommodations for individuals with disabilities. Charles has received numerous accolades and recognition for training federal hiring managers, college career counselors, and military transition counselors on the federal staffing process so they can better assist veterans and individuals with disabilities seeking federal employment.



Charles' keen knowledge of federal staffing procedures, coupled with his vast experience with non-competitive hiring authorities for veterans, disabled veterans, and individuals with disabilities, has proven extremely successful in the hiring of individuals from these targeted groups into positions throughout the federal government.

Spaces are limited! Register today!

www.fedjobtraining.com/certification-programs.htm

2017 DATES -- IN PERSON

For new certification or recertification.

Please be sure to check the website for the latest dates!

❁ **March 7 - 9 (Tues - Thurs)**

Loyola University Graduate Center | Columbia, MD

❁ **July 25 - 27 (Tues - Thurs)**

University of California San Diego, CA

❁ **Sept. 13 - 15 (Tues - Thurs)**

Loyola University Graduate Center | Columbia, MD

7-WEEK WEBINAR

For new certification or recertification.

Several days/times are offered each session.

Please check the website for the days and times.

❁ **Session 1: February 14 - March 28**

❁ **Session 2: April 25 - July 6**

❁ **Session 3: June 27 - August 15**

❁ **Session 4: August 22 - October 3**

❁ **Session 5: September 18 - November 1**

WEBINAR (SHORT)

For recertification only. Please check the website for updates.

❁ **4/5/17 (Wed) 10:00 am and 2:00 pm ET**

❁ **4/6/17 (Thurs) 7:00 pm ET and 4/13/17 (Thurs) 7:00 pm ET**

❁ **6/14/17 (Wed) 10:00 am and 2:00 pm ET**

❁ **6/15/17 (Thurs) 7:00 pm ET and 6/22/17 (Thurs) 7:00 pm ET**

❁ **10/17/17 (Tues) 10:00 am and 2:00 pm ET**

❁ **10/18/17 (Wed) 7:00 pm ET and 10/25/17 (Wed) 7:00 pm ET**

HOSTED CFJST / CFCC PROGRAMS

Bring the program to your site

Minimum of 7 attendees

For info and quotes:

www.fedjobtraining.com/contact-us.htm



2017 PROGRAM FEES

- First-time certification for participants with government funding: \$2,735
- First-time certification for all others, including Active Military Personnel, Non-Profit Employees, and University Career Counselors, Privately-funded counselors and self-pay participants: \$2,435
- Recertification: \$1,740

Discounts for multiple staff attending from the same office. Check website. Hosted programs require a minimum of 7 attendees, and a computer training room must be provided. Contact us for fees for hosted programs.

CEUS, CERTIFICATION & LICENSURE

2017 course participants will have a valid certification until September 30, 2020. 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 to a Federal Job® 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 three years. To maintain your license(s), you must be recertified every three years.

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.

