



TEN STEPS TO A FEDERAL JOB® CERTIFICATION TRAINING PROGRAMS



NEW!

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

Ten Steps Certified Federal
Resume Writer™

BROUGHT TO YOU BY

RESUME PLACE

BUILDING CAREERS IN THE US GOVERNMENT



Ten Steps to a Federal Job® Certification Training Programs

Established in 2002 by Kathryn Troutman, Author and Speaker,
President, The Resume Place, Inc., www.resume-place.com

Ten Steps to a Federal Job Certification Program mission: to deliver cutting-edge training programs that prepare you to coach clients, advise jobseekers, and instruct classes on the best practices in navigating the federal jobs application process. We also offer best-in-industry training in writing and editing competitive and targeted USAJOBS-compliant federal resumes.

NEW! We have found that many federal jobseekers need MORE than coaching and instruction. We are now also offering best-in-industry training in writing and editing competitive and targeted USAJOBS-compliant federal resumes.

Our professional team of experts knows how to help you help jobseekers, whether they are transitioning military, military spouses, veterans, federal employees, or private sector jobseekers looking for federal employment.

Our certification programs are specially designed for: military transition center counselors, employment readiness staff, university career counselors, state veteran's representatives and One-Stop counselors, and individuals seeking to independently offer coaching, training, or resume writing services in the federal jobs context.

RESUME PLACE

BUILDING CAREERS IN THE US GOVERNMENT

Baltimore, MD USA
www.resume-place.com
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(410) 744-4324, Ext. 2, Training & Books

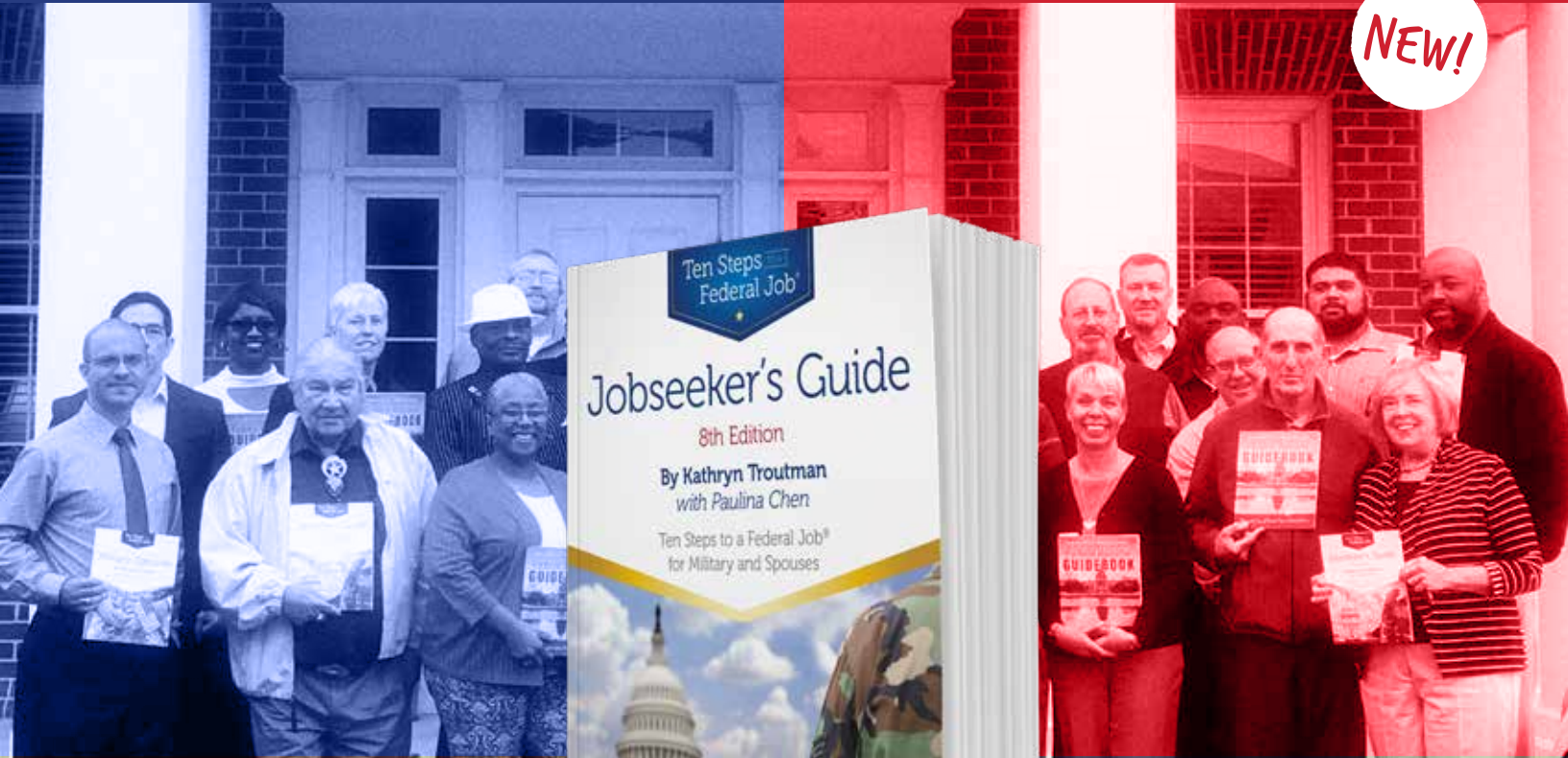
PROGRAM #1

Certified Federal Job Search Trainer® &
Certified Federal Career Coach® (CFJST)

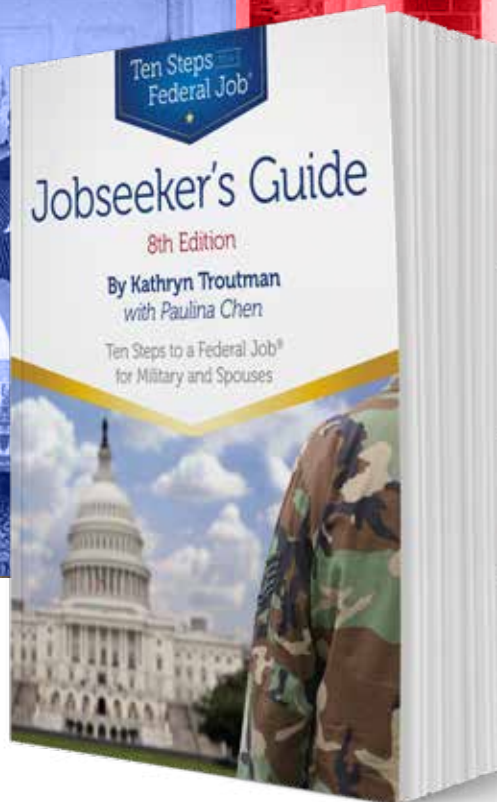
PROGRAM #2

Ten Steps Certified Federal Resume
Writer® (TenStepsCFRW)

NEW!



PowerPoint training curriculum
now includes video!



Based on the brand new
Jobseeker's Guide 8th Edition!

The leading federal training, coaching and writing certifications in the Career Certifications Industry. Get licensed to teach *Ten Steps to a Federal Job®* and *The Stars are Lined Up for Military Spouses®* for three years.

The Ten Steps curriculum (short and long format PowerPoints) encompasses a broad range of crucially important topics including how to coach federal jobseekers on job search and resume writing, how to analyze USAJOBS announcements, and key tips for advising on federal hiring programs, as well as obtaining federal employment for transitioning military who have Veteran's Preference, VEOA, VRA, or are 30% or more Disabled.

Our highly-recognized and popular curriculum continues to hit on new hot topics in federal employment, with innovative updates for 2018, and a fresh edition (the 8th) of the Jobseeker's Guide.

The revamped 8th edition Ten Steps curriculum provides more easy-to-understand information on veteran's preference programs along with new features that help you demystify federal resumes and USAJOBS.

Ten Steps to a Federal Job® is taught at more than 200 military bases worldwide, for all military services. The course can be taught in 90 minutes, 3 or 4 hours, 7 hours, or two days. Choose your format based on your audience and available workshop time.

Ten Steps to a Federal Job® training curriculum now includes engaging and important key point one-minute videos!



Introduction: includes two important class activities – Writing Accomplishments and How Many Hats do you Wear at Work

NEW!

ONE-MINUTE VIDEOS FOR EACH OF THE TEN STEPS!

Award Winning Ten Steps to a Federal Job® Training Curriculum

STEP 01

Review the Federal Job Process

INCLUDES ONE-MINUTE VIDEO

STEP 02

Networking

INCLUDES ONE-MINUTE VIDEO

STEP 03

Finding Jobs on USAJOBS

INCLUDES ONE-MINUTE VIDEO

STEP 04

Analyzing Vacancy Announcements for Keywords

INCLUDES ONE-MINUTE VIDEO

STEP 05

What are your Core Competencies

INCLUDES ONE-MINUTE VIDEO

STEP 06

Writing the Outline Format Federal Resume

INCLUDES ONE-MINUTE VIDEO

STEP 07

KSAs, Questionnaires and Accomplishments

INCLUDES ONE-MINUTE VIDEO

STEP 08

Applying for Federal Positions on USAJOBS

INCLUDES ONE-MINUTE VIDEO

STEP 09

Track and Follow-up on your Applications

INCLUDES ONE-MINUTE VIDEO

STEP 10

Behavior-Based Interviews for Federal positions

INCLUDES ONE-MINUTE VIDEO

In addition to substantive updates, each of the Ten Steps is now accompanied by a one-minute whiteboard video produced by Hungrydog Videos, written by Kathryn Troutman and with voiceover work by Mike Kozlowski. The PowerPoint curriculum will be licensed for you to use for 3 years.

THE STARS ARE LINED UP FOR MILITARY SPOUSES ON PPP-S AND USAJOBS®

- Star 1: Who Qualifies for Program S?
- Star 2: Write Your Federal Resume
- Star 3: Find Your Documents
- Star 4: Set Up Your Program S Meeting
- Star 5: Improve Your Program S Registry
- Star 6: PPP Match Notification
- Star 7: Apply for Jobs on USAJOBS
- Star 8: Save a Search for Job Matches
- Star 9: Follow Up on USAJOBS
- Star 10: Get Best Qualified



NEW CURRICULUM FOR MILITARY SPOUSES

(1) Critical information on EO 13473, Non-Competitive Appointments for Military Spouses.

(2) An in-depth look at Military Spouse Preference and the PPP-S Program with a section titled, "The Stars are Lined up For Military Spouses." New curriculum, licensed for YOU to teach at your center.

(3) More emphasis throughout each of the Ten Steps on military spouse opportunities on USAJOBS and NAF opportunities.

PROGRAM FEES:

First-time certification: \$2935;

Recertification: \$1795;

4-for-3 Special – send four participants from one office and pay for three.

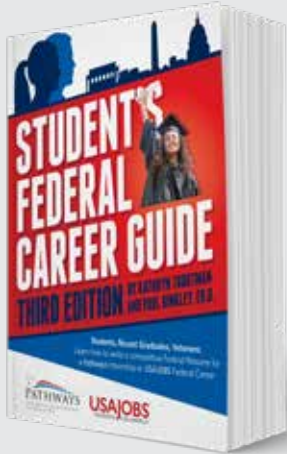
AVAILABLE FOR YOU TO POST ON YOUR CAREER WEBSITE, OR SHARE WITH LICENSE –
Licensed for you to copy!

ADD-ON SPECIALIZED FEDERAL CAREER TRAINING FEATURES

ALL NEW
90-MINUTE
WEBINARS

Based on popular texts and curriculum by Kathryn Troutman

Depending on your needs, and the needs of the jobseekers you support, we offer add-on features to the curriculum, including:



STUDENTS – An *ALL NEW 90-minute webinar* that covers *Ten Steps to a Federal Job®* for Pathways Programs (Interns and Recent Graduates). The webinar covers competitive federal resume writing for those currently getting an education or recently graduated, hitting on key topics such as: how to understand the various Pathways Programs, who qualifies for what, and how to get the most out of educational experience on the resume. Additionally, we include an updated PowerPoint curriculum and the most recent edition of the *Student's Federal Career Guide®*. The PowerPoint curriculum will be licensed for you to use for 3 years.



FIRST TIME PRIVATE SECTOR RESUME WRITERS (AGES 15 TO 25)

An *ALL NEW 90-minute webinar* on “creating your first resume.” The webinar is designed for first-time resume writers who need guidance on developing private sector resumes and cover letters. Topics covered include: targeting and writing strategies for a two-page resume, coaching strategies for accomplishments, and designing/formatting private sector resumes for target jobs.



SENIOR EXECUTIVES – An *ALL NEW 90-minute webinar* on writing Senior Executive Service (SES) applications. Focused on the expectations of OPM's executive review process, the webinar offers an in-depth perspective on the process of application to interview, with emphasis on coaching senior-level officials how to identify and map accomplishments onto executive core qualifications (ECQs). The webinar is designed to deliver best-practices in one-on-one executive coaching.

Additional Training & License Fee: \$295



TEN STEPS CERTIFIED FEDERAL RESUME WRITER® (CFRW)



Designed for CFJST / CFCC Trainers who need to write federal resumes for certain jobseekers!

Our expert Resume Place Certified Federal Resume Writers will train YOU to interview, write, and provide developmental editing for your clients, GS 5 through GS 13.

This program offers a deep-dive into federal resume writing, covering the nuts-and-bolts of writing, formatting, Plain Language Writing, accomplishment development, and editing, giving you a step-by-step vantage point into what it takes to draft the most competitive federal resume possible. We use a hybrid approach that couples self-directed learning via video instruction with individualized one-on-one instruction, so that you have an opportunity to learn and receive feedback directly from the best in the business. If you're interested in writing or editing federal resumes for clients, this course is for you!

KEY FEATURES: LEARN ON YOUR OWN CUSTOMIZED VIDEOS

By Kathryn Troutman, John Gagnon, Ph.D. and Emily Troutman, MPP

STEP 1

6 one-hour videos (**6 hours total**) that address Federal Resume Writing Strategies by recognized resume writing experts. Each video will cover one essential element of the resume writing process. The video approach allows you to learn based on your schedule and to re-visit areas of interest. After completion of the self-directed learning portion, you'll complete an assessment to ensure knowledge retention.

STEP 2

Following completion of the videos, you'll be assigned a Certified Federal Resume Writer who will guide you, on a one-on-one basis, as you develop 5 federal resume cases. You'll receive individualized, hands-on support and feedback for each case across client coaching, announcement analysis, formatting and design, and developmental writing and editing. Your trainer will devote up to 4 hours of individualized support to help you with each case (**20 hours total**).

Upon completion of the program, you'll possess a comprehensive understanding of each of the essential elements of writing a federal resume, have direct experience in drafting resumes from start-to-finish, and be able to proudly say that you've learned how to write federal resumes from the best in the business.

Prerequisite: To participate in the CFRW Program, you must demonstrate knowledge of the Ten Steps to a Federal Job Program by having completed the CFJST/CFCC certification program within the last 3 years and maintain current certification at the time of enrollment.

Fee: \$2,935 Per Individual

FACTS OF THE PROGRAM

Prerequisite for the Course – USAJOBS Builder Resume

To help you prepare for your certification training, we will ask you to set up or update your USAJOBS account with your resume. You will use your own USAJOBS account and resume for instruction of others.

CERTIFICATION PROGRAM FEES

New Certification

Government Funded (Government and military employees)

*Individual registration: \$2,735 per person
2 attendees from the same office: \$2,050 per person
3+ attendees from the same office: \$1,823 per person (Save 33%!)*



CEUS, CERTIFICATION & LICENSURES

The Global Career Development Facilitator (GCDF) certification is a highly recognized credential providing a comprehensive foundation and set of skills for assisting jobseekers. Our three day program is pre-approved to fulfill 24 continuing education hours for the Center of Credentialing and Education's Global Career Development Facilitator (GDCF) certification.

Recertification

*Individual registration for all recertification options including Advanced Recertification: \$1,740 per person
2 attendees from the same office: \$1,500 per person
3+ attendees from the same office: \$1,160 per person (Save*

Hosted Program

*Attendees: \$15,000 (7 attendees)
Additional attendees: \$1,823*

- Hosted Program is on the GSA schedule
- Contact us for custom quotes
- Hosted Programs: Military, University, Agencies

REGISTER HERE:

<http://www.fedjobtraining.com/CFJST-Registration.htm>

2018 IN-PERSON PROGRAM SCHEDULE

Our in-person live program covers our full certification curriculum in three days for first-time certification or recertification. Join us at our “home” location at Loyola College Graduate Center in Columbia, MD or at one of our open enrollment hosted programs. Check back regularly for new sessions that are added throughout the year!

March 14 - 16, 2018 (Wed - Fri)

Loyola College Graduate Center, Columbia, MD

July 25 - 27, 2018 (Wed - Fri)

University of California San Diego
School of Global Policy and Strategy

Possible Open Enrollment Programs:

MacDill AFB, Tampa, FL - last week in August
Schofield Barracks, Hawaii - first week in August
September 12 - 14, 2018 (Tues - Thurs)
Loyola College Graduate Center, Columbia, MD

2018 WEBINAR SCHEDULE

Join us for seven weekly 90 minute webinars for your initial certification or for recertification. These seven webinars cover the same curriculum as our in-person three-day program. All webinars are also recorded in case you miss a class. We offer three sessions each week to allow accommodations for your schedule no matter where you are in the world. Adobe Connect Technology.

Each week the starting time and day are the same.

SESSION 1: FEBRUARY 13 – MARCH 27, 2018 (7 SESSIONS)

Session 1A: Tuesdays, 7:30 pm to 9:00 pm ET starting 2/13/2018

Session 1B: Wednesdays, 12 noon to 1:30 pm ET starting 2/14/2018

SESSION 2: APRIL 4 - MAY 17, 2018 (7 SESSIONS)

Session 2A: Wednesdays, 12:00 noon to 1:30 pm ET starting 4/4/2018

Session 2B: Thursdays, 9:00 am - 10:30 am ET starting 4/5/2018

SESSION 3: JUNE 26 - AUGUST 7, 2018 (7 SESSIONS)

Session 3A: Tuesdays, 7:30 pm to 9:00 pm ET starting 6/26/18

Session 3B: Wednesdays, 12:00 noon to 1:30 pm ET starting 6/27/2018

Session 3C: Thursdays, 9:00 am - 10:30 am ET starting 6/28/2018

SESSION 4: AUGUST 21 - OCTOBER 2, 2018 (7 SESSIONS)

Session 4A: Tuesdays, 7:30 pm to 9:00 pm ET starting 8/21/2018

Session 4B: Wednesdays, 12:00 noon to 1:30 pm ET starting 8/22/2018

Session 4C: Thursdays, 9:00 am to 10:30 am ET starting 8/23/2018

SESSION 5: SEPTEMBER 17 - NOVEMBER 2, 2018 (7 SESSIONS)

Session 5A: Mondays, 7:30 pm to 9:00 pm ET starting 9/17/2018

Session 5B: Thursdays, 12:00 noon to 1:30 pm ET starting 9/20/2018



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