

General Services Administration
Federal Supply Service
Authorized Federal Supply
Schedule Price List

Online access to contract ordering information, terms, and conditions, up to date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Multiple Award Schedule

Contract Number: GS-02F-007BA

Contract Period: October 8th, 2013 – October 7th, 2023

Pricelist current through Modification PS-0024, effective June 3, 2022

SPECIAL ITEM NUMBER 611430 - Professional
and Management Development Training

FSC Class/Product code: R704

For more information on ordering from Federal
Supply Schedules go to the GSA

Schedules page at GSA.gov.

Company Information:

Phoenix Technology Solutions, LLC
DBA Phoenix TS

10420 Little Patuxent Parkway
20 Corporate Center, Ste 500
Columbia, MD 21044

Telephone: (240) 667-7757

Fax: (301) 309-0004

Website: <https://phoenixts.com/>



Table of Contents

Customer Information 3
Phoenix Technology Solutions, LLC. Training Course Descriptions..... 5
SIN 611430 Training Courses Pricing..... 27



Customer Information

1a. Table of Awarded Special Item Numbers: SIN 611430 Professional and Management Development Training

1b. Identification of Lowest Unit Price: N/A

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage: 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories

5. Point(s) of production (city, county, and state, or foreign country): Not applicable

6. All prices herein are net government prices.

7. Quantity discounts: Additional 5% volume discount for single purchase orders of \$25,000 and above.

8. Prompt payment terms: Net 30 Days.

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items: Not applicable

10a. Time of delivery: 30 DARO

10b. Expedited delivery: To be negotiated at the task order level.

10c. Overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements: Contact Contractor

11. F.O.B. point(s): Destination

12a. Ordering Address: Phoenix Technology Solutions, L.L.C. 10420 Little Patuxent Parkway, Suite 500 Columbia, MD 21044

12b. Ordering Procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3.A



13. Payment address:

PHOENIX TECHNOLOGY SOLUTIONS, L.L.C.

10420 Little Patuxent Parkway, Suite 500

Columbia, MD 21044

14. Warranty Provision: Not applicable

15. Export packing charges: Not applicable

16. Terms and conditions of rental, maintenance, and repair: Not applicable

17. Terms and conditions of installation: Not applicable

18a. Terms and conditions of repair parts: Not applicable

18b. Terms and conditions for any other services: Not applicable.

19. List of services and distribution points: Not applicable

20. List of participating dealers: Not applicable

21. Preventive maintenance: Not applicable

22a. Special attributes such as environmental attributes: Not applicable

22 b. Section 508 Compliance: Not applicable

23. Data Universal Number System (DUNS) number: 120222992

24. Notification regarding registration in System for Award Management (SAM) database: Registered and current.



Phoenix Technology Solutions, LLC. Training Course Descriptions

Course #	Course Title	Course Description	Course Days
01	Basic Statistics	<p>Topics covered in this induction to statistics course:</p> <ul style="list-style-type: none"> - Introduction to the research process and statistical reasoning - Overview of populations and samples - Planning and conducting a study; identifying a minimum sample size - Creating graphical representations of data using dotplots, stemplots, histograms, cumulative frequency plots, and boxplots - Measuring position using quartiles, percentiles, and z-scores - Measuring center using mean, median, and mode - Measuring spread using range, interquartile range, and standard deviation - Anticipating patterns using probability – random variables, expected values, normal and binomial distributions - Standard normal distribution – the “bell curve” - Extracting a random sample from a population - Identifying the reliability of an estimate using confidence intervals - Identifying relationships between variables with correlation and regression analysis 	4
02	Constructive Conflict Resolution	<p>The Constructive Conflict Resolution course uses a combination of lecture and scenario based exercises to teach attendees how to communicate effectively with employees and quickly resolve conflict in the workplace. Students learn how to deal with conflict under a variety of circumstances such as frustrated customers or disgruntled employees. Instructors will lead students through these situations and help develop their skills at not only managing office conflicts but also in how to change an employee’s disruptive behavior. This course is ideal for managers wishing to develop the knowledge and skills needed to understand organizational politics and effectively communicate and discipline employees.</p>	3
15	Leadership and Influence	<p>This leadership training course discusses the common traits and behaviors of effective leaders. This course explores leadership from various perspectives and allows students to arrive at their own personal interpretation of leadership. Student will assess their leadership skills, accept feedback from classmates and will develop a self-development action plan. This course is designed for team leaders, supervisors, managers and anyone else wishing to enhance their leadership skills.</p>	3

Course #	Course Title	Course Description	Course Days
18	Decision Making/Problem Solving	<p>The Decision Making and Problem-Solving Training course helps students through the problem solving process in order to make the best decisions for their organizations. Interactive lessons will teach students how to plan, frame and research decisions. At the end of this course, students will be able to distinguish between root causes and symptoms of an organization's problems. This skill will then allow to students to make proper decisions and formulate the most effective strategies to combat the root issues.</p> <p>Over the course of this class students will learn how to:</p> <ul style="list-style-type: none"> - Define decisions - Apply appropriate decision frames - Avoid overconfidence - Deal with uncertainty - Develop numerous high-quality options - Evaluate and select a final option - Review and learn from experience - Identify optimal decision outcomes - Identify and manage linked decisions 	3
20	Emotionally Intelligent Leadership	<p>This course is ideal for managers, leaders and team members that are interested in increasing the effectiveness of their leadership capabilities by enhancing their emotional intelligence. Attendees will learn how emotions influence behavior and decision making, the characteristics of an emotionally intelligent leader and how to use emotional intelligence to increase personal effectiveness and situational awareness. Students will also be practicing applying these ideas through scenario-based classroom exercises and brainstorm ways to improve their own emotional intelligence.</p>	2
21	Improving Productivity	<p>This course is ideal for managers, leaders and team members that are interested in increasing the effectiveness of their leadership capabilities by enhancing their emotional intelligence. Attendees will learn how emotions influence behavior and decision making, the characteristics of an emotionally intelligent leader and how to use emotional intelligence to increase personal effectiveness and situational awareness. Students will also be practicing applying these ideas through scenario-based classroom exercises and brainstorm ways to improve their own emotional intelligence.</p>	3

Course #	Course Title	Course Description	Course Days
23	Developing, Managing & Meeting Performance Standards	<p>This course focuses on using performance metrics to improve program efficiency and effectiveness. The ideal audience for this course is members of the federal budgeting, planning and management community that are tasked with performance planning, formulating budgets or management duties. Upon completion of this course students will be able to:</p> <ul style="list-style-type: none"> - Demonstrate the knowledge requirements for performance measurement and explain its significance - Describe the foundation of measuring performance - Identify the elements of successful performance measurement and management practices - Thoroughly understand performance measurement terminology - Develop strategies, performance goals and measures - Align performance measures with strategic goals - Verify and validate performance related data - Explain performance monitoring and reporting best practices - Use performance related information to make better decisions - Conduct program evaluations to improve performance 	3
05	Customer Service Excellence	<p>This course is aimed at students who are in the customer service field and want to improve their knowledge through customer service training. Students will learn what it means to be customer focused and how a service-based culture can take a business to the “next level”. This course also covers customer service as a process that includes greeting, listening, questioning, responding, and resolving. Students will discuss each step of the process in detail. Upon completion of this training course, students will have the knowledge and skills to anticipate customer needs and properly handle customer issues as they arise.</p>	2
12	Project Management for the Office Professional	<p>Students will learn basic project management techniques like time management and controlling costs. This course also covers more advanced topics like project features and attributes, budget and estimates, the project management process and the responsibilities of a project manager.</p> <p>Classroom exercises include defining scope, developing a project charter, creating a work breakdown structure, identifying time management components, developing a schedule, utilizing analysis techniques and resource allocation.</p> <p>This course is for office professionals in need of solid foundation in project management techniques and those who may just want to sharpen their skills. Administrative and support personnel assigned to work or manage project teams would also benefit from this training course</p>	2

Course #	Course Title	Course Description	Course Days
13	How to be an Action Officer	The How to be an Action Officer course covers the following topics: <ul style="list-style-type: none"> - DoD organizational structure - Action Officer roles and responsibilities - Effective writing - Packaging a document - Staffing and preparing action packages - Staff Action Control and Coordination Portal (SACCP) - Effective briefing 	3
22	Effective Planning and Goal Setting	Having managers, supervisors and team leaders effectively communicate performance expectations to employees is vital if your organization places an emphasis on accountability. This course will teach attendees how to engage in performance conversations in a way that will result in a clear understanding of expectations, increased employee performance and higher employee satisfaction. . Upon completion of this course attendees will also be able to: <ul style="list-style-type: none"> - Create a clear understanding of expectations using various communication styles - Create a written performance plan to guide conversation pertaining to performance - Take a hands-on approach to monitoring employee performance - Deliver performance-based feedback - Engage in difficult performance-based conversations - Discover personal perceptions that may hinder the effectiveness performance-related conversations - Show recognition and express appreciation for outstanding performance - Conduct formal performance reviews 	3
02	Contracting Basics for Support and Administrative Personnel	This training course provides new Level I Contracting Officer's Representatives (CORs) with the knowledge and skills necessary to be successful in the workplace. Students will learn about the federal acquisition process as well as their new roles and responsibilities. This course places an emphasis on contract monitoring, payment, ethics, documentation and proper communication.	1

Course #	Course Title	Course Description	Course Days
24	Government Acquisition and Procurement	<p>This government acquisition and procurement course is ideal for those new to federal contracting and will provide attendees with the knowledge and skills to be successful in the federal contracting environment. This course is not just for those within the contracting community, acquisition team members and sellers to the government will also benefit tremendously from attending. Students will learn the fundamentals of the federal acquisition process including the roles of key participants and an overview of basic statutes and regulations that govern the process.</p> <p>This course covers the following topics:</p> <ul style="list-style-type: none"> - The goals, objectives and vision of the federal acquisition process - The roles and responsibilities of key participants in the acquisition process - The underlying sources of federal contract law - Organizing the acquisition function - The Federal Acquisition Regulation (FAR) System - The principal contracting functions - Standards of conduct and ethics 	5
03	Contracting Basics for COTRs	<p>This training course is designed to provide non-contracting personnel with the fundamental knowledge of the federal acquisition process needed to effectively perform their job duties as a representative of the contracting officer. This course is appropriate for Contracting Officer's Representatives (CORs), Technical Officers (TOs), Contracting Officer's Technical Representatives (COTRs) and Project Officers (POs).</p>	5
06	E-Mail Etiquette	<p>This training course teaches students how to use email effectively. Students will learn about writing effective messages, e-policies, the use of email accessories and passwords, and how to prevent your password from being stolen. Course activities also cover using the subject line, considering your recipient, managing email volume, following internet etiquette guidelines, attaching files, preparing for recipient reactions, and using emoticons effectively. Students also learn about the differences between writing online and traditional paper-based writing, achieving email message objectives, using correct punctuation, constructing effective sentences and paragraphs, editing your email messages, and using active voice in writing.</p>	1
10	Fundamental of Writing	<p>The Fundamentals of Writing course covers the following topics:</p> <ul style="list-style-type: none"> - Organizing your thoughts - Creating clear and concise memos, emails, letters, reports, and other business documents - Using proper grammar - Clarifying language - Connecting with the reader - Constructing simple, compound and complex sentences - Effectively using transitional words to link sentences into well-constructed paragraphs - Revising documents - Formatting documents so that are easy to read - The Plain Writing Act of 2010 	3

Course #	Course Title	Course Description	Course Days
16	Basic Writing Skills	Strong writing skills are important regardless of your role within an organization. This course will sharpen your writing skills by teaching you how to structure your ideas logically and shape arguments properly. Students will learn how to identify their target audience and communicate both informatively and persuasively.	2
17	Personal Development and Self Improvement	The desire to improve one's self is what sets successful employees apart from unsuccessful ones. However, this type of growth doesn't occur over night, it takes a true commitment. Self-improvement is a continual process that helps individuals reach their full potential. Students will learn about the foundations of self-improvement as well as the self-improvement process. This training course is relevant regardless of industry and job role.	2
07	Federal Appropriations Law	This training course is designed for program managers, accountants, budget analysts, auditors, purchase card holders, approving managers, contracting officers, certifying officers and attorneys that work for the federal government. Students will learn the basics of appropriations law, how to determine the legal availability of appropriations, the legal obligation of funds, how to ensure that the correct fund sources are charged for obligations and the correct course of action when funds need to be transferred or reprogrammed. Students will also learn how to avoid a negative audit or congressional report, violations of the Anti-Deficiency Act (ADA) and spending personal money to correct errors.	4
08	Federal Appropriations Law Update	This Federal Appropriations course is for anyone that attended Appropriations Law training more than three years ago. This course brings attendees up to date on the latest changes in the GAO's Principles of Federal Appropriations Law (Red Book) and covers recent appropriations law case rulings. Students will also learn how to utilize powerful research tools and resources. Some of the topics that will be covered in this course are lobbying, personal services equipment, gifts, contests, serving food and refreshments, grants, expenses and credit monitoring services, and Anti-Deficiency Act (ADA) reporting requirements.	1

Course #	Course Title	Course Description	Course Days
09	Federal Budget Process	<p>This course is ideal for government employees dealing with the process and effects of federal budgeting. It will also provide government employees who wish to become more involved in the federal budget process with the knowledge and skills to do so. The Federal Budget Process is extremely complex. Through this instructor-led course, students will learn the many sub-processes, rules and procedures which make up the federal budget process and those members within the executive and legislative branches of government who play the most active roles. Attendees will also gain a proficient understanding of the various elements of the federal budget process including:</p> <ul style="list-style-type: none"> - The President's budget submission - Framework - Timetable - Budget resolution - Budget reconciliation - The 'Byrd Rule' - Appropriations - Budget execution 	2
14	Understanding Federal Budget Formulation	<p>The Understanding Federal Budget Formulation Course will provide students with a thorough understanding of the budget formulation process. This course is ideal for budget analysts and financial resource professionals who compile data and information in order to make educated decisions regarding future programs, funding, or budget strategies. This course will instruct students on the best practices for:</p> <ul style="list-style-type: none"> - Locating the major sources of budget formulation - Formulating a unit budget - Determining unit budget requirements - Writing budget justifications - Budgeting capital assets - Preparing and integrating a performance budget into the formulation process - Preparing a program assessment 	3
19	Fundamentals of Analyzing Processing Data	<p>The processing data analysis course focuses on equipping decision makers with the skills needed to effectively analyze financial data. This course is ideal for all federal financial management personnel including consultants, management analysts and budget analysts. Upon completion of this course, students will understand the significance of data analysis as it relates to federal financial management; have acquired intermediate Microsoft Excel Skills; students will be able to conduct a break-even analysis and a variance analysis; students will be able to calculate the internal rate of return and report on Net Present Value (NPV); and use the queuing theory to assess program performance.</p>	4

Course #	Course Title	Course Description	Course Days
27	Planning, Programming Budgeting & Execution	This training course is for individuals responsible for financial, program and resource management that would benefit from learning more about the development of budgets within the Department of Defense (DoD). Students will learn about the roles and relationships involved in the PPBE process, the services program and budget submissions, the congressional enactment process and its effect on PPBE and the basic elements of DoD budget execution.	3
29	Analytics BootCamp	The Analytics training course focuses on using Microsoft Excel functionalities for data analysis and ultimately decision making. This course will teach students how to properly collect and handle data derived from a multitude of sources and then translate it into something meaningful within an Excel spreadsheet. This instructor led course will provide students with the knowledge to summarize data effectively and use advanced problem-solving techniques to develop a thorough understanding of the information. Data analysis will be completed through the use of: <ul style="list-style-type: none"> - Excel graphing functions - Frequency distribution tables - Excel statistical techniques After students convert data into relevant information they will learn how to calculate and select the most appropriate central tendency measures, as well as, identify and avoid hidden bias while expressing statistical findings.	5
26	Pre-retirementPlanning	The Pre-Retirement Planning course covers the following topics: <ul style="list-style-type: none"> - Make informed decisions about retirement - Civil Service Retirement System (CSRS) - Federal Employee Retirement System (FERS) - How Social Security benefits are calculated? - How health and life insurance benefits carry over into retirement - Medicare and Thrift Savings Plan (TSP) withdrawal options - Financial, estate, and "life" planning 	2
30	Writing Job Descriptions	This 1-day, instructor-led course is designed to teach managers to write job descriptions that make hiring, planning and evaluations easier. This training will address: <ul style="list-style-type: none"> • Creating good job descriptions • Hiring qualified employees • Avoiding legal traps There are no prerequisites for this course.	1
31	InterviewingTechniques	This 2-day, instructor-led course is designed for teaching managers to refine their interview skills and techniques. This training will address: <ul style="list-style-type: none"> • Finding the right person for the job • Ask the appropriate questions • Recognizing the cost of hiring the wrong person • Developing a job analysis and position profile There are no prerequisites for this course.	2

Course #	Course Title	Course Description	Course Days
32	Critical Thinking	<p>This 2-day, instructor-led course provides the skills to analyze and evaluate information to obtain the greatest amount of knowledge from a piece of data. This training will address:</p> <ul style="list-style-type: none"> • The skills to evaluate, identify and distinguish between relevant and irrelevant information • Components of critical thinking • Non-linear thinking • Logical thinking • Evaluate information • Benefits of critical thinking <p>There are no prerequisites for this course.</p>	2
33	Change Management	<p>This 2-day, instructor-led course gives participants tools to implement changes more smoothly and to have changes better accepted. This training will address:</p> <ul style="list-style-type: none"> • Preparing for change • Understanding change • Leading and managing change • Gaining support • Building resiliency <p>There are no prerequisites for this course.</p>	2
34	Contract Negotiations	<p>This 2-day, instructor-led course covers the important aspects of contract negotiation. This training will address:</p> <ul style="list-style-type: none"> • Planning • Conducting contract negotiations • Documenting contract negotiations • Contract formation <p>There are no prerequisites for this course.</p>	2
35	Office Politics	<p>This 2-day, instructor-led course will help participants successfully recognize and navigate office politics. This training will address:</p> <ul style="list-style-type: none"> • Creating and maintaining better relationships • Communicating and working with your peers and colleagues • Being better team members to be more successful and productive <p>There are no prerequisites for this course.</p>	2
36	Business Acumen	<p>This 2-day, instructor-led course will help participants improve their judgement and decision skills. This training will address:</p> <ul style="list-style-type: none"> • Financial literacy • Business sense • Managing risk • Increasing critical thinking <p>There are no prerequisites for this course.</p>	2

Course #	Course Title	Course Description	Course Days
37	Influence and Persuasion	This 1-day, instructor-led course will help participants develop the skills to apply controlled influence and persuasion. This training will address: <ul style="list-style-type: none"> • How persuasion differs from manipulation • How to apply techniques of persuasion and influence • Getting persuasive conversations and presentations underway • Using storytelling techniques to extend influence There are no prerequisites for this course.	1
38	Time Management	This 1-day, instructor-led course will help participants develop skills to organize themselves and their workspace for peak efficiency. This training will address: <ul style="list-style-type: none"> • Organization • Value of goals and how to achieve them • Creating actions plans to get things done • Delegating properly There are no prerequisites for this course.	1
39	How to Write a Creative Brief	This 1-day, instructor-led course teaches participants how to create a brief that provides the audience with only the important details in an interesting manner. This training will address: <ul style="list-style-type: none"> • Communication objectives • Effective writing • Details There are no prerequisites for this course.	1
40	Budgets	This 1-day, instructor-led course teaches participants a solid understanding of basic financial terms and methods. This training will address: <ul style="list-style-type: none"> • Commonly used terms • Financial statements • Budgets • Forecasting • Purchasing Decisions • Financial Legislation There are no prerequisites for this course.	1
41	Customer Relationships	This 2-day, instructor-led course introduces the different facets of Customer Relationship Management (CRM). This training will address: <ul style="list-style-type: none"> • Working through the benefits of CRM • Analyze the different components of a CRM plan • Describe how customer relationship management can provide value for organizations and customers There are no prerequisites for this course.	2
42	Goal Setting	This 2-day, instructor-led course is designed to help participants understand how to take wishes and turn them into reality. This training focuses on: <ul style="list-style-type: none"> • Identify what's important personally and professionally • Use goal setting activities and appropriate language to articulate their wishes • Use motivational techniques to help themselves reach their goals • Understand how to deal with setbacks There are no prerequisites for this course.	2

Course #	Course Title	Course Description	Course Days
43	Entrepreneurship	This 2-day, instructor-led course is designed to help participants understand how to take wishes and turn them into reality. This training focuses on: <ul style="list-style-type: none"> • Identify what's important personally and professionally • Use goal setting activities and appropriate language to articulate their wishes • Use motivational techniques to help themselves reach their goals • Understand how to deal with setbacks There are no prerequisites for this course.	2
44	Facilitation	This 2-day, instructor-led course is designed make core facilitation skills better. This training focuses on: <ul style="list-style-type: none"> • Distinguish facilitation from instruction and training • Identify the competencies linked to effective small group facilitation • Identify the stages of team development and ways to help teams through each stage • Use common process tools to make meetings easier and more productive There are no prerequisites for this course.	2
45	Conversational Leadership	This 2-day, instructor-led course teaches a collaborative approach to leadership. This training teaches students how to: <ul style="list-style-type: none"> • Relationship building • Communication There are no prerequisites for this course.	2
46	Project Planning, Scheduling and Control	This 3-day, instructor-led course teaches an applications-oriented understanding of issues you must confront. This training teaches students how to: <ul style="list-style-type: none"> • Strategies for dealing effectively with team members • Managing and facilitating project meetings • Techniques for dealing with contractors • Guidelines for setting up a project office There are no prerequisites for this course.	3
47	Lean Process and Six Sigma	This 3-day, instructor-led course teaches a data-driven approach for eliminating defects and waste in business processes. This training teaches students how to: <ul style="list-style-type: none"> • Introduction to Six Sigma • Tools required to deploy Six Sigma There are no prerequisites for this course.	3
48	Mid-Career Retirement Planning	This 2-day, instructor-led course is designed for professionals wishing to improve their retirement outlook and develop a realistic retirement plan. This course will provide students with knowledge to: <ul style="list-style-type: none"> • Prepare a retirement readiness index and a financial plan based on their retirement income needs • Navigate through the tax-deferred Thrift-Savings Plan (TSP) retirement savings and investment account and the Federal Employees Retirement System (FERS) defined benefit contributory account • Optimize their contributions to each of these accounts • Develop a thorough understanding of how civil service annuity and Social Security benefits are calculated and how health and life insurance benefits carry over into retirement. There are no prerequisites for this course.	2

Course #	Course Title	Course Description	Course Days
49	Creating a JobPortfolio	This 1-day, instructor-led course examines the value of entering an interview with a fully developed package of credentials and materials. This training teaches students how to: <ul style="list-style-type: none"> • Learn to use descriptive language • Cover letters • Resumes • Personalized career portfolios There are no prerequisites for this course.	1
50	Technical Writing	This 2-day, instructor-led course teaches participants to write clear concise business documents. This training course covers: <ul style="list-style-type: none"> • Proposals • Reports • Manuals • Letters There are no prerequisites for this course.	2
51	Benchmarking Best Practices	This 3-day, instructor-led course provides a logical, step-by-step methodology that will enable any agency to properly benchmark its maintenance function. Upon completion of this course, students will be able to do the following: <ul style="list-style-type: none"> • Associate benchmarking objectives with the organizational strategy • Design a benchmarking plan for their organization • Understand the fundamentals of data collection and analysis 	3
52	Delegation	This 1-day, instructor-led course is designed to teach managers the skills to effectively delegate and accomplish more. This training will address: <ul style="list-style-type: none"> • How delegation fits into your job • Different ways to delegate tasks • Give better instructions • Monitor delegation results • Give effective feedback There are no prerequisites for this job.	1
53	Basic Finance	This 2-day, instructor-led course is designed to teach those who are inexperienced with numbers to effectively deal with financial statements, understand payroll and speak the basic terminology of bookkeeping. This training will address: <ul style="list-style-type: none"> • Basic terminology • Accounting methods • Accounts payable and receivable • Balance sheets • Planning, budgeting and control There are no prerequisites for this class.	2

Course #	Course Title	Course Description	Course Days
54	Generation Gaps	<p>This 1-day, instructor-led course is designed to help management handle the different generations present in the workplace. This training focuses on:</p> <ul style="list-style-type: none"> • History • Baby Boomers • Generation X • Generation Y (Millennial) • Differences • Finding Common Ground <p>There are no prerequisites for this course.</p>	1
55	Developing a High Reliability Organization	<p>This 1-day, instructor-led course covers the five principles that govern high-reliability organizations. This training will address:</p> <ul style="list-style-type: none"> • Preoccupation with failure • Resistance to simplification • Sensitivity to operations • Commitment to resilience • Deference to expertise <p>There are no prerequisites for this course.</p>	1
56	Negotiating for Results	<p>This 1-day, instructor-led course teaches participants about the essential elements of negotiation. This training will address:</p> <ul style="list-style-type: none"> • Preparation, delivery and techniques to develop their communication skills • Creating sustainable agreements with others <p>There are no prerequisites for this course.</p>	1
57	Leadership and Influence	<p>This 2-day, instructor-led course is designed to teach the techniques to build the confidence it takes to lead. This training will address:</p> <ul style="list-style-type: none"> • Evolution of Leadership • Situational Leadership • Personal Inventory • Modeling the way • Inspiring a shared vision • Enabling others to act <p>There are no prerequisites for this course.</p>	2
58	Creative Thinking and Innovation	<p>This 2-day, instructor-led course is designed to teach participants to practice and hone their creative skills. This training will address:</p> <ul style="list-style-type: none"> • Recognizing your own creativity • Develop their own creative environment • Explain the importance of creative and innovation in business • Applying problem-solving steps and tools • Using individual and group techniques to help generate creative ideas • Implement creative ideas <p>There are no prerequisites for this course.</p>	2

Course #	Course Title	Course Description	Course Days
59	Performance Management	<p>This 1-day, instructor-led course will help leaders to manage for optimum performance. This training will address:</p> <ul style="list-style-type: none"> • How to contribute to motivating work environments • How to understand the role of goal setting in performance management • How to use ideal tools to help employees set and achieve goals • How to apply a three-phase model that will help prepare employees for peak performance <p>There are no prerequisites for this course.</p>	1
60	Personal Productivity	<p>This 2-day, instructor-led course shows participants how to organize their lives and find productive time. This training teaches students how to:</p> <ul style="list-style-type: none"> • Establish routines • Set goals • Create an efficient environment • Use time-honored planning tools to increase productivity <p>There are no prerequisites for this course.</p>	2
61	Communication Strategies	<p>This 2-day, instructor-led course teaches participants that their communication skills have an effect on others. This training teaches students how to:</p> <ul style="list-style-type: none"> • Identify common communication problems • Develop skills to ask questions • Learn non-verbal messages • Develop skills for active listening • Learn to handle difficult situations • Assert oneself <p>There are no prerequisites for this course.</p>	2
62	Effective Resource Management	<p>This 1-day, instructor-led course will help participants effectively manage their resources. This training will address:</p> <ul style="list-style-type: none"> • Relating the organization's mission to the allocation of financial resources • Understanding techniques for financial management • Analyzing financial information • Communicating organizational and strategic plans <p>There are no prerequisites for this course.</p>	1
63	eMass Manager Overview	<p>eMASS is critical to the assessment and authorization of your information system. Spend one day in Phoenix TS's eMASS Overview and leave an eMASS expert! In a dynamic combination of lecture and discussion, students will proceed step-by-step through the RMF authorization process.</p>	1
64	eMass Workshop	<p>Students in our three-day workshop will learn to navigate eMASS to support the creation, assessment, and authorization of a complete A&A package. In addition to expert instruction, students spend much of the class completing exercises that will prepare them to create a complete authorization package.</p>	3

Course #	Course Title	Course Description	Course Days
65	eMass Direct User Training	Students learn to navigate eMASS to support the creation, assessment, and authorization of a completed A&A package. Most importantly, students spend 50% of the class working with eMASS in a full Beta environment managed by the DoD for training purposes to create a complete authorization package.	5
66	Anticipatory Customer Service Experience Training	Through discussion, group, and individual activities, this one (1) day course teaches the critical elements of customer service that, when the company lives them, bring customers back to experience service that outdoes the competition.	1
67	Behavioral Malware Analysis	In this five (5) day course, students will learn the concepts, techniques, and tools to understand the behavior and characteristics of malware through malware analysis. It teaches students techniques to investigate and hunt malware using memory forensics.	5
68	Bullying in the Workplace	Bullying is called the silent epidemic. Although half of workers have experienced or witnessed bullying, policies and laws dealing with it are far less prevalent. This is, in part, because bullying can be hard to identify and address. People wonder, what does bullying look like? How can we discourage it in our workplace? What can I do to protect my staff and co-workers?	1
69	Writing for Business and Government	In business writing, the language is concrete, the point of view is clear, and the points are well expressed. Good writing is hard work, and even the best writers get discouraged. However, with practice you can feel more confident about your own writing. This workshop will give participants the tools to become better writers.	2
70	Certified Scrum Master	In Scrum, there are 3 roles: the Product Owner, the Team, and the ScrumMaster. The 2-day Certified ScrumMaster class imparts the knowledge, skills, and tools to successfully implement Scrum as a ScrumMaster. This highly interactive workshop provides a foundational understanding of the Scrum framework and gives participants hands-on practice applying Scrum in multiple project settings and situations.	2
71	Active Listening	Phoenix TS' 1-day, instructor-led Active Listening course will provide participants with the techniques needed to develop active listening skills and build deeper connections.	1
72	Adaptability	Phoenix TS' 2-day, instructor-led Adaptability Training course gives participants tools to implement changes more smoothly and to have changes better accepted. This training will address: Preparing for change, understanding change, leading and managing change, gaining support & building resiliency.	2
73	Assertiveness and Self Confidence	Phoenix TS' 1-day, instructor-led Assertiveness and Self-Confidence course teaches participants about assertiveness and self-confidence and how to develop each of those traits and apply to their daily lives.	1
74	AWS Certified Alexa Skill Builder (Specialty)	This 1-day AWS Certified Alexa Skill Builder - Specialty certification course is intended for individuals who perform a role as an Alexa skill builder. It validates a candidate's ability to build, test, and publish Amazon Alexa skills. You will learn to 1. Explain the value of voice 2. Design the user experience 3. Design the architecture to build the skill 4. Follow AWS and Alexa security best practices for the skill 5. Develop, test, validate, and troubleshoot the skill 6. Manage the skill-publishing process and work with the Alexa Developer Console 7. Manage skill operations and life cycles 8. Recommended Knowledge and Experience At least 6 months of hands-on experience building Alexa skills using the Alexa Skills Kit, including skills that incorporate services	1

Course #	Course Title	Course Description	Course Days
		from the AWS Cloud Proficiency with a programming language.	
75	Behaviors and Attitudes	Phoenix TS' 1-day, instructor-led Behaviors and Attitudes course teaches participants how to develop a positive business environment	1
77	Creativity	Phoenix TS' 1-day, instructor-led Creativity course is designed to teach participants to practice and hone their creative skills. This training will address: Recognizing your own creativity, Develop their own creative environment, Explain the importance of creative and innovation in business, Applying problem-solving steps and tools, Using individual and group techniques to help generate creative ideas & Implement creative ideas. There are no prerequisites for this course.	1
78	Confident Communication	Phoenix TS' 2-day, instructor-led Confident Communication course will teach you skills that will make you a better speaker and presenter. A great presenter has two notable qualities: appropriate skills and personal confidence. Confidence comes from knowing what you want to say and being comfortable with your communication skills. The workshop will conclude with participants preparing and delivering a short presentation after which the rest of the class will give feedback.	2
79	Developing Assertiveness	Phoenix TS' 1-day, instructor-led Developing Assertiveness course teaches participants about assertiveness and self-confidence and how to develop each of those traits and apply to their daily lives.	1
80	Developing Corporate Behavior	Phoenix TS' 1-day, instructor-led Developing Corporate Behavior course teaches participants how to develop a positive business environment	1
81	DISC Workplace Training	Phoenix TS' 1-day, instructor-led DISC Workplace course will introduce the four different DISC personalities. Participants will learn about their DISC style and workplace personality.	1
83	Diversity and Sensitivity	Phoenix TS' 2-day, instructor-led Diversity and Sensitivity course is for any employee who wishes to improve diversity knowledge and sensitivity to be proactive and remove barriers. This training will address: Understanding diversity, understanding stereotypes, Breaking down the barriers, Verbal and communication skills, Non-verbal communication skills, Being proactive, Coping with discrimination and Dealing with diversity complaints as a person, a manager, and an organization.	2
84	Diversity, Equity, and Inclusion	Phoenix TS' 2-day, instructor-led Diversity, Equity, and Inclusion course is for any employee who wishes to improve diversity knowledge and sensitivity to be proactive and remove barriers. This training will address: Understanding diversity, understanding stereotypes, Breaking down the barriers, Verbal and communication skills, Non-verbal communication skills, Being proactive, Coping with discrimination and Dealing with diversity complaints as a person, a manager, and an organization.	2
86	Effective Leadership and Management	Phoenix TS' 2-day, instructor-led Effective Leadership and Management Training course teaches the techniques of true leadership and management.	2

Course #	Course Title	Course Description	Course Days
87	Ethics in IT	Phoenix TS' 3-day, instructor-led Ethics in IT course examines how technology affects morality. During this course, participants will learn about the laws that govern the cyber world.	3
88	Everything DiSC® Application Suite	Phoenix TS' 1-day, instructor-led Everything DiSC® Application Suite course will introduce the four different DISC personalities. Participants will learn about their DISC style and workplace personality.	1
89	Facilitation	Phoenix TS' 2-day, instructor-led Facilitation course has been created to make core facilitation skills better understood and readily available for your organization. It represents materials and ideas that have been tested and refined over twenty years of active facilitation in all types of settings.	2
90	Federal Performance Management	Phoenix TS' 3-day, instructor-led Federal Performance Management course covers the following topics: The basis for performance decisions, The current federal performance management systems, How performance distinctions will be measured, How to help employees progress toward established performance goals and how to evaluate performance against established standards and communicate results.	3
91	Fundamentals of Communications and Networking	Phoenix TS' 4-day, instructor-led Fundamentals of Communication and Networking training course explores the convergence of computer networking and communications technologies. The course will examine today's advanced networks and different multimedia applications.	4
92	Grammar Essentials	Phoenix TS' 1-day, instructor-led Grammar Essentials course will allow participants to review the rules of grammar and refine their grammar usage to create effective professional documents.	1
94	High Impact Communication	Phoenix TS' 2-day, instructor-led High Impact Communication course will teach you skills that will make you a better speaker and presenter. A great presenter has two notable qualities: appropriate skills and personal confidence. Confidence comes from knowing what you want to say and being comfortable with your communication skills. The workshop will conclude with participants preparing and delivering a short presentation after which the rest of the class will give feedback.	2
95	Internet Research	Phoenix TS' 1-day, instructor-led Internet Research course will guide participants through the research process and show them how to locate, organize and cite reputable material.	1
96	Introduction to Project Management	Phoenix TS' 2-day, instructor-led Introduction to Project Management course is designed to provide the foundational knowledge and tools a beginning project manager needs to succeed in his or her new role.	1
97	ITIL Leader Digital and IT Strategy	This 3-day ITIL Leader Digital and IT Strategy course is designed to take practitioners and organizations on a digital strategy journey. Its iterative, eight-step model moves from "vision" through to "actions" and is about creating sustainable, digital momentum; this fulfils the enterprise's evolution into a digital enterprise and enables business value co-creation. The guidance also highlights four key capabilities to develop a holistic, digital capability framework: digital leadership, managing innovation and emerging technologies, risk management and structuring a digital enterprise. This courses includes (1) one 300-730 SVPN exam voucher.	3

Course #	Course Title	Course Description	Course Days
98	ITIL Specialist Create, Deliver and Support	The 3-day ITIL Specialist Create, Deliver and Support course covers the integration of a number of proven areas of what we might know as 'IT' areas of work – from design, to build and test, launch, run and support of products and services. These areas are all central elements in development and operations of technology systems and services that may be familiar. However often these areas have not been built, run and integrated as seamlessly as needed to fully deliver optimum value.	3
102	Job Analysis and Assessment Development	Phoenix TS' 3-day, instructor-led Job Analysis and Assessment Development course is intended for HR practitioners as well as supervisors and managers involved in the recruitment and placement process or otherwise assess job candidates.	3
104	Leading Project Teams	Phoenix TS' 3-day, instructor-led Leading Project Teams course will walk participants through the nuts and bolts of project management, from setting priorities to controlling expenses and reporting on the results. They may still have to cope with the unexpected, but they'll be better prepared.	3
105	Management by Objective	Phoenix TS' 1-day, instructor-led Management by Objective course teaches a clear and simple explanation of management by objectives. Participants will learn to manage themselves and their coworkers in a way that will keep themselves and everyone they work with enthusiastic and motivated while producing excellent results.	1
106	Managing a Virtual Environment	Phoenix TS' 1-day, instructor-led Managing a Virtual Environment course will provide participants with the tools needed to create a successful virtual work environment. With a virtual team you have the normal issues of a localized team, with the additional challenges of distance and cultural differences. Virtual Team Building And Management will give you participants the knowledge to work with these challenges and succeed in a growing global workforce.	1
107	Managing Difficult Conversations	Phoenix TS' 1-day, instructor-led Managing Difficult Conversations course will help managers and supervisors lead their teams through difficult conversations.	1
108	Managing Stakeholder Expectations and Relationships	Phoenix TS' 2-day, instructor-led Managing Stakeholder Expectations and Relationships course is designed to provide the aspiring manager with the foundational knowledge and techniques to manage stakeholders. Additionally, this course will equip project managers with a that they can begin implementing immediately following the course.	2
109	Managing Stress in the Workplace	Phoenix TS' 1-day, instructor-led Managing Stress in the Workplace course explores the causes of such stress and suggests general and specific stress management strategies that people can use every day.	1
111	Mentoring and Coaching	Phoenix TS' 1-day, instructor-led Mentoring and Coaching course focuses on how to better coach your employees to higher performance. Coaching and Mentoring helps demonstrate the process of relationship building and setting goals.	1

Course #	Course Title	Course Description	Course Days
112	Multigenerational Workforce	Phoenix TS' 1-day, instructor-led Multigenerational Workforce course examines the history and reality of the generation gap, especially for recruiters and succession planning. In it, we will explore whether defining the actual limits of each generation is most important, or whether the merits of people within the context of employment is the bigger issue.	1
113	Problem Decomposition	Phoenix TS' 3-day, instructor-led Problem Decomposition course will give participants an overview of the entire creative problem-solving process, as well as key problem-solving tools that they can use every day. Skills such as brainstorming, information gathering, analyzing data, and identifying resources will be covered throughout the workshop. At the conclusion of this course, participants will be able to:	3
114	Professional Empathy	Phoenix TS' 1-day, instructor-led Professional Empathy instructor-led course teaches essential EQ skills to students, including topics such as how emotional health and physical health are related; techniques for using emotional intelligence in the workplace; how to understand different emotions and manage them; how to create a personal vision statement; and how to validate emotions in others.	1
116	Project Management Basics	The Introduction to Project Management course addresses the role of the project manager as the responsibilities evolve and Project Managers with great skills grow in demand. This training dives into the core fundamentals of project management such as:	1
118	Project Management Essentials for Non-Project Managers	Phoenix TS' 2-day, instructor-led Project Management Essentials for Non-Project Managers course is for non-project managers in need of solid foundation in project management techniques and those who may just want to sharpen their skills. Administrative and support personnel assigned to work or manage project teams would also benefit from this training course.	2
120	Project Management for the IT Professional	Phoenix TS' 4-day, instructor-led Project Management for the IT Professional course teaches students to successfully manage IT projects. The course walks students through each step of the project management process, covering critical strategies for on-time and within-budget projects.	4
121	Project Management Principles	Phoenix TS' 3-day, instructor-led Project Management Principles course will walk participants through the nuts and bolts of project management, from setting priorities to controlling expenses and reporting on the results. They may still have to cope with the unexpected, but they'll be better prepared.	3
122	Project Managers For Non-Project Managers	Phoenix TS' 2-day, instructor-led Project Managers For Non-Project Managers course is for non-project managers in need of solid foundation in project management techniques and those who may just want to sharpen their skills. Administrative and support personnel assigned to work or manage project teams would also benefit from this training course.	2
124	Requirements Management for Project Managers	Phoenix TS' 3-day, instructor-led Requirements Management for Project Managers course is designed to provide project managers and business analysts with the terms and concepts of requirements management. Additionally, this course will equip beginners with a requirements gathering toolkit that they can begin implementing immediately following the course.	3

Course #	Course Title	Course Description	Course Days
125	Resilience	Phoenix TS' 1-day, instructor-led Resilience course is designed to give participants the tools they need to identify workplace stressors, end self-deprecating talk, build communicative workplace structures, and calmly deal with change. As a result, participants will be able to calmly handle daily upsets, have better relationships with coworkers and clients, and find greater happiness and satisfaction in day-to-day work life	1
128	Team Building	Phoenix TS' 2-day, instructor-led Team Building course is for any employee who wishes to explore the different aspects of a team, as well as ways that they can become a top-notch team performer. This training will address: The benefits of team building, Type of team building, Creating team chemistry, Improving team strength Engagement and collaboration activities, Building a great team identity, Social gathering, Common team building mistakes, A team building plan, Evaluations and improvements	2
129	Teamwork for Non-Supervisors	Phoenix TS' 1-day, instructor-led Teamwork for Non-Supervisors course teaches participants the importance of teamwork. Teamwork is essential in any successful enterprise. To have an effective team, an organization must be comprised of individuals who pride themselves on being great team players. Many of us consider ourselves to be team players, but are we really? Do we know what that takes; and what managers consider to be the qualities that make a person a team player.	1
130	Teamwork	Phoenix TS' 1-day, instructor-led Teamwork course teaches participants the importance of teamwork. Teamwork is essential in any successful enterprise. To have an effective team, an organization must be comprised of individuals who pride themselves on being great team players. Many of us consider ourselves to be team players, but are we really? Do we know what that takes; and what managers consider to be the qualities that make a person a team player.	1
131	Telecommunications Overview	Phoenix TS' 1-day, instructor-led Telecommunications Overview course is an introductory telecommunications course that reviews methods of data transmission via various sources.	1
133	Transitioning Back to the Office	Phoenix TS' 1-day, instructor-led Transitioning Back to the Office course will help employees understand how to prepare to return to work after a period of absence. Participants will learn how to navigate job searches, revamp their resumes and adjust to the ever changing work environments	1
134	Understanding Federal Budget Formulation	Phoenix TS's 3 -day Understanding Federal Budget Formulation course will provide students with a thorough understanding of the budget formulation process. This course is ideal for budget analysts and financial resource professionals who compile data and information in order to make educated decisions regarding future programs, funding, or budget strategies. This course will instruct students on the best practices for: <ul style="list-style-type: none"> - Locating the major sources of budget formulation - Formulating a unit budget - Determining unit budget requirements - Writing budget justifications - Budgeting capital assets - Preparing and integrating a performance budget into the formulation process - Preparing a program assessment 	3

Course #	Course Title	Course Description	Course Days
136	Work Ethic and Productivity	Phoenix TS' 2-day Work Ethic and Productivity (Improving Productivity) instructor-led course will show participants how to organize their lives and find those hidden moments. Participants will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organizational tools to maximize their personal productivity.	2
137	Writing Federal Position Descriptions	Phoenix TS' 2-day, instructor-led Writing Federal Position Descriptions course covers the following topics: <ul style="list-style-type: none"> - The basic principles of position planning - The do's and don'ts in writing position descriptions - Supervisory responsibilities in writing PDs - The components of General Schedule non-supervisory and supervisory position descriptions - The factors necessary for writing General Schedule nonsupervisory and supervisory position descriptions - Complete and accurate General Schedule nonsupervisory and supervisory position descriptions - The components of FWS non-supervisory and supervisory position descriptions - The factors necessary for writing FWS nonsupervisory and supervisory position descriptions - Complete and accurate Federal Wage System non-supervisory and supervisory position descriptions 	2
138	Writing for Government & Business/ Critical Thinking	Phoenix TS' 2-day, instructor-led Writing for Government & Business/Critical Thinking course gives participants the tools they need to become better writers.	2
139	Professional Etiquette	Phoenix TS' 1-day, instructor-led Professional Etiquette course examines the basics of business ethics and proper appropriate behavior for an office environment. This training will address: <ul style="list-style-type: none"> - Define etiquette and provide an example of how etiquette can be of value to a company or organization. - Understand the guidelines on how to make effective introductions. - Identify the 3 C's of a good impression. - Understand how to use a business card effectively. - Identify and practice at least one way to remember names. - Identify the 3 steps in giving a handshake. - Enumerate the four levels of conversation and provide an example for each. - Understand place settings, napkin etiquette and basic table manners. - Understand the meaning of colors in dressing for success. - Differentiate among the dressy casual, semi-formal, formal and black tie dress code. 	1

Course #	Course Title	Course Description	Course Days
140	Disciplined Agile Scrum Master (DASM)	Phoenix TS' 2-day Disciplined Agile Scrum Master (DASM) course will help you understand all the benefits of agile, and make it work for you and your organization. DASM equips you to successfully lead agile teams, thereby future-proofing your career in a world in which agile is fast becoming the way forward. This course is also recommended to help those preparing to take the DASM certification exam.	2
141	ITIL Specialist Drive Stakeholder Value	Our 3-day instructor-led ITIL Specialist: Drive Stakeholder Value covers key topics such as SLA design, multi-supplier management, communication, relationship management, CX and UX design, customer journey mapping, and more. It will provide candidates with the tools to increase stakeholder satisfaction which is integral to business success in the current competitive landscape.	3
142	ITIL Specialist High-velocity IT	This 3-day ITIL Specialist High-velocity training and certification course explores the ways in which digital organizations and digital operating models function in high velocity environments. It will help aspiring organizations, to operate in a similar way to successful digitally-native organizations. The course includes the use of working practices such as Agile and Lean, and technical practices and technologies such as Cloud, Automation, and Automatic Testing, focusing on rapid delivery of products & services to obtain maximum value.	3
143	ITIL Strategist Direct, Plan and Improve	Our 3-day instructor-led ITIL Strategist: Direct, Plan and Improve training course covers the integration of a number of proven areas of what we might know as 'IT' areas of work – from design, to build and test, launch, run and support of products and services. These areas are all central elements in development and operations of technology systems and services that may be familiar. However often these areas have not been built, run and integrated as seamlessly as needed to fully deliver optimum value	3

SIN 611430 Training Courses Pricing

All rates below are for online, onsite and offsite training courses. Online courses require AdobeConnect.
Minimum 5 students for onsite courses.

The courses listed below are offered at a Per Student rate

SIN(s)	Course#	Course Title	Course Length (Days)	Min Participants	Max Participants	Per Class
611430	1	Basic Statistics	4	1	15	\$9,310.00
611430	1	Basic Statistics	4	16	20	\$10,817.00
611430	1	Basic Statistics	4	21	25	\$13,034.00
611430	1	Basic Statistics	4	26	30	\$14,896.00
611430	2	Contracting Basics for Support andAdministrative Personnel	1	1	15	\$7,448.00
611430	2	Contracting Basics for Support andAdministrative Personnel	1	16	20	\$8,423.00
611430	2	Contracting Basics for Support andAdministrative Personnel	1	21	25	\$9,398.00
611430	2	Contracting Basics for Support andAdministrative Personnel	1	26	30	\$10,374.00
611430	3	Contracting Basics for COTRs	5	1	15	\$11,792.00
611430	3	Contracting Basics for COTRs	5	16	20	\$13,477.00
611430	3	Contracting Basics for COTRs	5	21	25	\$13,832.00
611430	3	Contracting Basics for COTRs	5	26	30	\$14,630.00
611430	4	Constructive Conflict Resolution	3	1	15	\$7,537.00
611430	4	Constructive Conflict Resolution	3	16	20	\$9,221.00
611430	4	Constructive Conflict Resolution	3	21	25	\$10,374.00
611430	4	Constructive Conflict Resolution	3	26	30	\$11,349.00
611430	5	Customer Service Excellence	2	1	15	\$5,231.00
611430	5	Customer Service Excellence	2	16	20	\$6,650.00
611430	5	Customer Service Excellence	2	21	25	\$7,803.00
611430	5	Customer Service Excellence	2	26	30	\$8,423.00
611430	6	Email Etiquette	1	1	15	\$3,015.00
611430	6	Email Etiquette	1	16	20	\$3,547.00
611430	6	Email Etiquette	1	21	25	\$4,256.00
611430	6	Email Etiquette	1	26	30	\$4,877.00
611430	7	Federal Appropriations Law	4	1	15	\$11,260.00
611430	7	Federal Appropriations Law	4	16	20	\$13,211.00
611430	7	Federal Appropriations Law	4	21	25	\$14,098.00
611430	7	Federal Appropriations Law	4	26	30	\$16,846.00
611430	8	Federal Appropriation Law Update	1	1	15	\$4,256.00
611430	8	Federal Appropriation Law Update	1	16	20	\$5,143.00



SIN(s)	Course#	Course Title	Course Length (Days)	Min Participants	Max Participants	Per Class
611430	8	Federal Appropriation Law Update	1	21	25	\$6,029.00
611430	8	Federal Appropriation Law Update	1	26	30	\$6,650.00
611430	9	Federal Budget Process	2	1	15	\$5,763.00
611430	9	Federal Budget Process	2	16	20	\$7,537.00
611430	9	Federal Budget Process	2	21	25	\$9,221.00
611430	9	Federal Budget Process	2	26	30	\$10,196.00
611430	10	Fundamental of Writing	3	1	15	\$7,537.00
611430	10	Fundamental of Writing	3	16	20	\$8,601.00
611430	10	Fundamental of Writing	3	21	25	\$10,196.00
611430	10	Fundamental of Writing	3	26	30	\$11,526.00
611430	12	Project Management for the Office Professional	2	1	15	\$5,320.00
611430	12	Project Management for the Office Professional	2	16	20	\$6,295.00
611430	12	Project Management for the Office Professional	2	21	25	\$7,271.00
611430	12	Project Management for the Office Professional	2	26	30	\$7,537.00
611430	13	How to be an Action Officer	3	1	15	\$7,980.00
611430	13	How to be an Action Officer	3	16	20	\$9,221.00
611430	13	How to be an Action Officer	3	21	25	\$10,374.00
611430	13	How to be an Action Officer	3	26	30	\$11,526.00
611430	14	Understanding Federal Budget Formulation	3	1	15	\$9,398.00
611430	14	Understanding Federal Budget Formulation	3	16	20	\$11,438.00
611430	14	Understanding Federal Budget Formulation	3	21	25	\$14,452.00
611430	14	Understanding Federal Budget Formulation	3	26	30	\$15,516.00
611430	15	Leadership Skills	3	1	15	\$10,462.00
611430	15	Leadership Skills	3	16	20	\$13,477.00
611430	15	Leadership Skills	3	21	25	\$15,960.00
611430	15	Leadership Skills	3	26	30	\$17,467.00
611430	16	Basic writing skills	2	1	15	\$6,650.00
611430	16	Basic writing skills	2	16	20	\$8,335.00
611430	16	Basic writing skills	2	21	25	\$9,930.00
611430	16	Basic writing skills	2	26	30	\$10,285.00
611430	17	Personal Development and Self Improvement	2	1	15	\$5,763.00
611430	17	Personal Development and Self Improvement	2	16	20	\$7,537.00
611430	17	Personal Development and Self Improvement	2	21	25	\$9,842.00



SIN(s)	Course#	Course Title	Course Length (Days)	Min Participants	Max Participants	Per Class
		Improvement				
611430	17	Personal Development and Self Improvement	2	26	30	\$11,526.00
611430	18	Decision Making/Problem Solving	3	1	15	\$6,650.00
611430	18	Decision Making/Problem Solving	3	16	20	\$7,537.00
611430	18	Decision Making/Problem Solving	3	21	25	\$8,423.00
611430	18	Decision Making/Problem Solving	3	26	30	\$9,576.00
611430	19	Fundamentals of Analyzing Processing Data	4	1	15	\$8,778.00
611430	19	Fundamentals of Analyzing Processing Data	4	16	20	\$11,615.00
611430	19	Fundamentals of Analyzing Processing Data	4	21	25	\$13,566.00
611430	19	Fundamentals of Analyzing Processing Data	4	26	30	\$14,009.00
611430	20	Emotionally Intelligent Leadership	2	1	15	\$11,349.00
611430	20	Emotionally Intelligent Leadership	2	16	20	\$12,856.00
611430	20	Emotionally Intelligent Leadership	2	21	25	\$14,098.00
611430	20	Emotionally Intelligent Leadership	2	26	30	\$15,782.00
611430	21	Improving Productivity	3	1	15	\$9,576.00
611430	21	Improving Productivity	3	16	20	\$11,083.00
611430	21	Improving Productivity	3	21	25	\$13,122.00
611430	21	Improving Productivity	3	26	30	\$14,009.00
611430	22	Effective Planning and Goal Setting	3	1	15	\$11,349.00
611430	22	Effective Planning and Goal Setting	3	16	20	\$13,122.00
611430	22	Effective Planning and Goal Setting	3	21	25	\$13,920.00
611430	22	Effective Planning and Goal Setting	3	26	30	\$15,960.00
611430	23	Developing, Managing & Meeting Performance Standards	3	1	15	\$10,462.00
611430	23	Developing, Managing & Meeting Performance Standards	3	16	20	\$11,083.00
611430	23	Developing, Managing & Meeting Performance Standards	24	21	25	\$11,438.00
611430	23	Developing, Managing & Meeting Performance Standards	3	26	30	\$12,590.00
611430	24	Government Acquisition and Procurement	5	1	15	\$12,324.00
611430	24	Government Acquisition and Procurement	5	16	20	\$14,098.00
611430	24	Government Acquisition and Procurement	5	21	25	\$15,960.00
611430	24	Government Acquisition and Procurement	5	26	30	\$17,467.00

SIN(s)	Course#	Course Title	Course Length (Days)	Min Participants	Max Participants	Per Class
611430	26	Pre-retirement Planning	2	1	15	\$5,276.00
611430	26	Pre-retirement Planning	2	16	20	\$6,207.00
611430	26	Pre-retirement Planning	2	21	25	\$6,561.00
611430	26	Pre-retirement Planning	2	26	30	\$6,827.00
611430	27	Planning, Programming Budgeting & Execution	3	1	15	\$9,664.00
611430	27	Planning, Programming Budgeting & Execution	3	16	20	\$11,083.00
611430	27	Planning, Programming Budgeting & Execution	3	21	25	\$12,324.00
611430	27	Planning, Programming Budgeting & Execution	3	26	30	\$13,566.00
611430	29	Analytics Boot Camp	5	1	15	\$19,950.00
611430	29	Analytics Boot Camp	5	16	20	\$22,521.00
611430	29	Analytics Boot Camp	5	21	25	\$24,472.00

SIN(s) Proposed	Course#	Course Title	Course Length(Days)	Min Students	Max Students	Per Student Rate	Per Course Rate
611430	30	Writing Job Descriptions	1	1	15	\$249.87	\$3,748.11
611430	30	Writing Job Descriptions	1	16	20	\$210.83	\$4,216.62
611430	30	Writing Job Descriptions	1	21	25	\$191.15	\$4,778.84
611430	30	Writing Job Descriptions	1	26	30	\$178.04	\$5,341.06
611430	31	Interviewing Techniques	2	1	15	\$324.83	\$4,872.54
611430	31	Interviewing Techniques	2	16	20	\$309.21	\$6,184.38
611430	31	Interviewing Techniques	2	21	25	\$292.35	\$7,308.82
611430	31	Interviewing Techniques	2	26	30	\$265.49	\$7,964.74
611430	32	Critical Thinking	2	1	15	\$324.84	\$4,872.54
611430	32	Critical Thinking	2	16	20	\$309.22	\$6,184.38
611430	32	Critical Thinking	2	21	25	\$292.35	\$7,308.82
611430	32	Critical Thinking	2	26	30	\$265.49	\$7,964.74
611430	33	Change Management	2	1	15	\$324.84	\$4,872.54
611430	33	Change Management	2	16	20	\$309.22	\$6,184.38
611430	33	Change Management	2	21	25	\$292.35	\$7,308.82
611430	33	Change Management	2	26	30	\$265.49	\$7,964.74
611430	34	Contract Negotiations	2	1	15	\$324.84	\$4,872.54
611430	34	Contract Negotiations	2	16	20	\$309.22	\$6,184.38
611430	34	Contract Negotiations	2	21	25	\$292.35	\$7,308.82
611430	34	Contract Negotiations	2	26	30	\$265.49	\$7,964.74
611430	35	Office Politics	2	1	15	\$324.84	\$4,872.54
611430	35	Office Politics	2	16	20	\$309.22	\$6,184.38
611430	35	Office Politics	2	21	25	\$292.35	\$7,308.82
611430	35	Office Politics	2	26	30	\$265.49	\$7,964.74
611430	36	Business Acumen	2	1	15	\$324.84	\$4,872.54

SIN(s) Proposed	Course#	Course Title	Course Length(Days)	Min Students	Max Students	Per Student Rate	Per Course Rate
611430	36	Business Acumen	2	16	20	\$309.22	\$6,184.38
611430	36	Business Acumen	2	21	25	\$292.35	\$7,308.82
611430	36	Business Acumen	2	26	30	\$265.49	\$7,964.74
611430	37	Influence and Persuasion	1	1	15	\$249.87	\$3,748.11
611430	37	Influence and Persuasion	1	16	20	\$210.83	\$4,216.62
611430	37	Influence and Persuasion	1	21	25	\$191.15	\$4,778.84
611430	37	Influence and Persuasion	1	26	30	\$178.04	\$5,341.06
611430	38	Time Management	1	1	15	\$249.87	\$3,748.11
611430	38	Time Management	1	16	20	\$210.83	\$4,216.62
611430	38	Time Management	1	21	25	\$191.15	\$4,778.84
611430	38	Time Management	1	26	30	\$178.04	\$5,341.06
611430	39	How to Write a Creative Brief	1	1	15	\$249.87	\$3,748.11
611430	39	How to Write a Creative Brief	1	16	20	\$210.83	\$4,216.62
611430	39	How to Write a Creative Brief	1	21	25	\$191.15	\$4,778.84
611430	39	How to Write a Creative Brief	1	26	30	\$178.04	\$5,341.06
611430	40	Budgets	1	1	15	\$249.87	\$3,748.11
611430	40	Budgets	1	16	20	\$210.83	\$4,216.62
611430	40	Budgets	1	21	25	\$191.15	\$4,778.84
611430	40	Budgets	1	26	30	\$178.04	\$5,341.06
611430	41	Customer Relationships	2	1	15	\$324.84	\$4,872.54
611430	41	Customer Relationships	2	16	20	\$309.22	\$6,184.38
611430	41	Customer Relationships	2	21	25	\$292.35	\$7,308.82
611430	41	Customer Relationships	2	26	30	\$265.49	\$7,964.74
611430	42	Goal Setting	2	1	15	\$324.84	\$4,872.54
611430	42	Goal Setting	2	16	20	\$309.22	\$6,184.38
611430	42	Goal Setting	2	21	25	\$292.35	\$7,308.82
611430	42	Goal Setting	2	26	30	\$265.49	\$7,964.74
611430	43	Entrepreneurship	2	1	15	\$324.84	\$4,872.54
611430	43	Entrepreneurship	2	16	20	\$309.22	\$6,184.38
611430	43	Entrepreneurship	2	21	25	\$292.35	\$7,308.82
611430	43	Entrepreneurship	2	26	30	\$265.49	\$7,964.74
611430	44	Facilitation	2	1	15	\$324.84	\$4,872.54
611430	44	Facilitation	2	16	20	\$309.22	\$6,184.38
611430	44	Facilitation	2	21	25	\$292.35	\$7,308.82
611430	44	Facilitation	2	26	30	\$265.49	\$7,964.74
611430	45	Conversational Leadership	2	1	15	\$324.84	\$4,872.54
611430	45	Conversational Leadership	2	16	20	\$309.22	\$6,184.38

SIN(s) Proposed	Course#	Course Title	Course Length(Days)	Min Students	Max Students	Per Student Rate	Per Course Rate
611430	45	Conversational Leadership	2	21	25	\$292.35	\$7,308.82
611430	45	Conversational Leadership	2	26	30	\$265.49	\$7,964.74
611430	46	Project Planning, Scheduling and Control	3	1	15	\$474.76	\$7,121.41
611430	46	Project Planning, Scheduling and Control	3	16	20	\$416.98	\$8,339.55
611430	46	Project Planning, Scheduling and Control	3	21	25	\$397.30	\$9,932.49
611430	46	Project Planning, Scheduling and Control	3	26	30	\$377.93	\$11,338.04
611430	47	Lean Process and Six Sigma	3	1	15	\$530.98	\$7,964.74
611430	47	Lean Process and Six Sigma	3	16	20	\$463.83	\$9,276.57
611430	47	Lean Process and Six Sigma	3	21	25	\$423.54	\$10,588.41
611430	47	Lean Process and Six Sigma	3	26	30	\$396.68	\$11,900.25
611430	48	Mid-Career Retirement Planning	2	1	15	\$324.84	\$4,872.54
611430	48	Mid-Career Retirement Planning	2	16	20	\$309.22	\$6,184.38
611430	48	Mid-Career Retirement Planning	2	21	25	\$292.35	\$7,308.82
611430	48	Mid-Career Retirement Planning	2	26	30	\$265.49	\$7,964.74
611430	49	Creating a Job Portfolio	1	1	15	\$249.87	\$3,748.11
611430	49	Creating a Job Portfolio	1	16	20	\$210.83	\$4,216.62
611430	49	Creating a Job Portfolio	1	21	25	\$191.15	\$4,778.84
611430	49	Creating a Job Portfolio	1	26	30	\$178.04	\$5,341.06
611430	50	Technical Writing	3	1	15	\$530.98	\$7,964.74
611430	50	Technical Writing	3	16	20	\$463.83	\$9,276.57
611430	50	Technical Writing	3	21	25	\$423.54	\$10,588.41
611430	50	Technical Writing	3	26	30	\$396.68	\$11,900.25
611430	51	Benchmarking Best Practices	3	1	15	\$530.98	\$7,964.74
611430	51	Benchmarking Best Practices	3	16	20	\$463.83	\$9,276.57
611430	51	Benchmarking Best Practices	3	21	25	\$423.54	\$10,588.41
611430	51	Benchmarking Best Practices	3	26	30	\$396.68	\$11,900.25



SIN(s) Proposed	Course#	Course Title	Course Length(Days)	Min Students	Max Students	Per Student Rate	Per Course Rate
		Practices					
611430	52	Delegation	1	1	15	\$249.87	\$3,748.11
611430	52	Delegation	1	16	20	\$210.83	\$4,216.62
611430	52	Delegation	1	21	25	\$191.15	\$4,778.84
611430	52	Delegation	1	26	30	\$178.04	\$5,341.06
611430	53	Basic Finance	2	1	15	\$324.84	\$4,872.54
611430	53	Basic Finance	2	16	20	\$309.22	\$6,184.38
611430	53	Basic Finance	2	21	25	\$292.35	\$7,308.82
611430	53	Basic Finance	2	26	30	\$265.49	\$7,964.74
611430	54	Generation Gaps	1	1	15	\$249.87	\$3,748.11
611430	54	Generation Gaps	1	16	20	\$210.83	\$4,216.62
611430	54	Generation Gaps	1	21	25	\$191.15	\$4,778.84
611430	54	Generation Gaps	1	26	30	\$178.04	\$5,341.06
611430	55	Developing a High Reliability Organization	1	1	15	\$249.87	\$3,748.11
611430	55	Developing a High Reliability Organization	1	16	20	\$210.83	\$4,216.62
611430	55	Developing a High Reliability Organization	1	21	25	\$191.15	\$4,778.84
611430	55	Developing a High Reliability Organization	1	26	30	\$178.04	\$5,341.06
611430	56	Negotiating for Results	1	1	15	\$249.87	\$3,748.11
611430	56	Negotiating for Results	1	16	20	\$210.83	\$4,216.62
611430	56	Negotiating for Results	1	21	25	\$191.15	\$4,778.84
611430	56	Negotiating for Results	1	26	30	\$178.04	\$5,341.06
611430	57	Leadership and Influence	2	1	15	\$324.84	\$4,872.54
611430	57	Leadership and Influence	2	16	20	\$309.22	\$6,184.38
611430	57	Leadership and Influence	2	21	25	\$292.35	\$7,308.82
611430	57	Leadership and Influence	2	26	30	\$265.49	\$7,964.74
611430	58	Creative Thinking and Innovation	2	1	15	\$324.84	\$4,872.54
611430	58	Creative Thinking and Innovation	2	16	20	\$309.22	\$6,184.38
611430	58	Creative Thinking and Innovation	2	21	25	\$292.35	\$7,308.82
611430	58	Creative Thinking and Innovation	2	26	30	\$265.49	\$7,964.74
611430	59	Performance Management	1	1	15	\$296.73	\$4,450.88
611430	59	Performance Management	1	16	20	\$257.68	\$5,153.65
611430	59	Performance Management	1	21	25	\$232.38	\$5,809.57

SIN(s) Proposed	Course#	Course Title	Course Length(Days)	Min Students	Max Students	Per Student Rate	Per Course Rate
611430	59	Performance Management	1	26	30	\$212.39	\$6,371.79
611430	60	Personal Productivity	2	1	15	\$324.84	\$4,872.54
611430	60	Personal Productivity	2	16	20	\$309.22	\$6,184.38
611430	60	Personal Productivity	2	21	25	\$292.35	\$7,308.82
611430	60	Personal Productivity	2	26	30	\$265.49	\$7,964.74
611430	61	Communication Strategies	2	1	15	\$324.84	\$4,872.54
611430	61	Communication Strategies	2	16	20	\$309.22	\$6,184.38
611430	61	Communication Strategies	2	21	25	\$292.35	\$7,308.82
611430	61	Communication Strategies	2	26	30	\$265.49	\$7,964.74
611430	62	Effective Resource Management	1	1	15	\$249.87	\$3,748.11
611430	62	Effective Resource Management	1	16	20	\$210.83	\$4,216.62
611430	62	Effective Resource Management	1	21	25	\$191.15	\$4,778.84
611430	62	Effective Resource Management	1	26	30	\$178.04	\$5,341.06
611430	63	eMass Manager Overview	1	1	15	\$281.11	\$4,216.62
611430	63	eMass Manager Overview	1	16	20	\$238.94	\$4,778.84
611430	63	eMass Manager Overview	1	21	25	\$213.64	\$5,341.06
611430	63	eMass Manager Overview	1	26	30	\$196.78	\$5,903.27
611430	64	eMass Workshop	3	1	15	\$618.44	\$9,276.57
611430	64	eMass Workshop	3	16	20	\$529.42	\$10,588.41
611430	64	eMass Workshop	3	21	25	\$476.01	\$11,900.25
611430	64	eMass Workshop	3	26	30	\$421.66	\$12,649.87
611430	65	eMass Direct User Training	5	1	15	\$905.79	\$13,586.90
611430	65	eMass Direct User Training	5	16	20	\$773.05	\$15,460.96
611430	65	eMass Direct User Training	5	21	25	\$693.40	\$17,335.01
611430	65	eMass Direct User Training	5	26	30	\$640.30	\$19,209.07

SIN	Course #	Course Title	Course Length	Minimum Participants	Maximum Participants	Per Course
611430	66	Anticipatory Customer Service Experience Training	1 day	1	15	\$4,170.60
611430	66	Anticipatory Customer Service Experience Training	1 day	16	20	\$4,829.11
611430	66	Anticipatory Customer Service Experience Training	1 day	21	25	\$5,443.73
611430	66	Anticipatory Customer Service Experience Training	1 day	26	30	\$5,970.54
611430	67	Behavioral Malware Analysis	5 days	1	15	\$13,622.49
611430	67	Behavioral Malware Analysis	5 days	16	20	\$15,501.46
611430	67	Behavioral Malware Analysis	5 days	21	25	\$17,380.42
611430	67	Behavioral Malware Analysis	5 days	26	30	\$19,259.39
611430	68	Bullying in the Workplace	1 day	1	15	\$4,170.60
611430	68	Bullying in the Workplace	1 day	16	20	\$4,829.11
611430	68	Bullying in the Workplace	1 day	21	25	\$5,443.73
611430	68	Bullying in the Workplace	1 day	26	30	\$5,970.54
611430	69	Writing for Business and Government	2 days	1	15	\$4,565.70
611430	69	Writing for Business and Government	2 days	16	20	\$5,794.94
611430	69	Writing for Business and Government	2 days	21	25	\$6,847.82
611430	69	Writing for Business and Government	2 days	26	30	\$7,463.18
611430	70	Certified Scrum Master	2 days	1	15	\$18,447.26
611430	70	Certified Scrum Master	2 days	16	20	\$22,011.48
611430	70	Certified Scrum Master	2 days	21	25	\$27,357.46
611430	70	Certified Scrum Master	2 days	26	30	\$31,813.08
611430	71	Active Listening	1 day(s)	1	15	\$3,748.11
611430	71	Active Listening	1 day(s)	16	20	\$4,216.62
611430	71	Active Listening	1 day(s)	21	25	\$4,778.84
611430	72	Adaptability	2 day(s)	1	15	\$4,872.54
611430	72	Adaptability	2 day(s)	16	20	\$6,184.38
611430	72	Adaptability	2 day(s)	21	25	\$7,308.82
611430	73	Assertiveness and Self Confidence	1 day(s)	1	15	\$3,748.11
611430	73	Assertiveness and Self Confidence	1 day(s)	16	20	\$4,216.62
611430	73	Assertiveness and Self Confidence	1 day(s)	21	25	\$4,778.84
611430	74	AWS Certified Alexa Skill Builder (Specialty)	1 day(s)	1	15	\$10,302.62
611430	74	AWS Certified Alexa Skill Builder (Specialty)	1 day(s)	16	20	\$11,689.42
611430	74	AWS Certified Alexa Skill Builder (Specialty)	1 day(s)	21	25	\$13,001.26
611430	75	Behaviors and Attitudes	1 day(s)	1	15	\$3,748.11
611430	75	Behaviors and Attitudes	1 day(s)	16	20	\$4,216.62
611430	75	Behaviors and Attitudes	1 day(s)	21	25	\$4,778.84
611430	77	Creativity	1 day(s)	1	15	\$3,748.11
611430	77	Creativity	1 day(s)	16	20	\$4,216.62
611430	77	Creativity	1 day(s)	21	25	\$4,778.84

SIN	Course #	Course Title	Course Length	Minimum Participants	Maximum Participants	Per Course
611430	78	Confident Communication	2 day(s)	1	15	\$4,872.54
611430	78	Confident Communication	2 day(s)	16	20	\$6,184.38
611430	78	Confident Communication	2 day(s)	21	25	\$7,308.82
611430	79	Developing Assertiveness	1 day(s)	1	15	\$3,748.11
611430	79	Developing Assertiveness	1 day(s)	16	20	\$4,216.62
611430	79	Developing Assertiveness	1 day(s)	21	25	\$4,778.84
611430	80	Developing Corporate Behavior	1 day(s)	1	15	\$3,748.11
611430	80	Developing Corporate Behavior	1 day(s)	16	20	\$4,216.62
611430	80	Developing Corporate Behavior	1 day(s)	21	25	\$4,778.84
611430	81	DISC Workplace Training	1 day(s)	1	15	\$3,748.11
611430	81	DISC Workplace Training	1 day(s)	16	20	\$4,216.62
611430	81	DISC Workplace Training	1 day(s)	21	25	\$4,778.84
611430	83	Diversity and Sensitivity	2 day(s)	1	15	\$4,872.54
611430	83	Diversity and Sensitivity	2 day(s)	16	20	\$6,184.38
611430	83	Diversity and Sensitivity	2 day(s)	21	25	\$7,308.82
611430	84	Diversity, Equity, and Inclusion	2 day(s)	1	15	\$4,872.54
611430	84	Diversity, Equity, and Inclusion	2 day(s)	16	20	\$6,184.38
611430	84	Diversity, Equity, and Inclusion	2 day(s)	21	25	\$7,308.82
611430	86	Effective Leadership and Management	2 day(s)	1	15	\$4,872.54
611430	86	Effective Leadership and Management	2 day(s)	16	20	\$6,184.38
611430	86	Effective Leadership and Management	2 day(s)	21	25	\$7,308.82
611430	87	Ethics in IT	3 day(s)	1	15	\$7,964.74
611430	87	Ethics in IT	3 day(s)	16	20	\$9,276.57
611430	87	Ethics in IT	3 day(s)	21	25	\$10,588.41
611430	88	Everything DiSC® Application Suite	1 day(s)	1	15	\$3,748.11
611430	88	Everything DiSC® Application Suite	1 day(s)	16	20	\$4,216.62
611430	88	Everything DiSC® Application Suite	1 day(s)	21	25	\$4,778.84
611430	89	Facilitation	2 day(s)	1	15	\$4,872.54
611430	89	Facilitation	2 day(s)	16	20	\$6,184.38
611430	89	Facilitation	2 day(s)	21	25	\$7,308.82
611430	90	Federal Performance Management	3 day(s)	1	15	\$7,964.74
611430	90	Federal Performance Management	3 day(s)	16	20	\$9,276.57
611430	90	Federal Performance Management	3 day(s)	21	25	\$10,588.41
611430	91	Fundamentals of Communications and Networking	4 day(s)	1	15	\$11,431.74
611430	91	Fundamentals of Communications and Networking	4 day(s)	16	20	\$12,743.58
611430	91	Fundamentals of Communications and Networking	4 day(s)	21	25	\$14,149.12
611430	92	Grammar Essentials	1 day(s)	1	15	\$4,450.88
611430	92	Grammar Essentials	1 day(s)	16	20	\$5,153.65

SIN	Course #	Course Title	Course Length	Minimum Participants	Maximum Participants	Per Course
611430	92	Grammar Essentials	1 day(s)	21	25	\$5,809.57
611430	94	High Impact Communication	2 day(s)	1	15	\$4,872.54
611430	94	High Impact Communication	2 day(s)	16	20	\$6,184.38
611430	94	High Impact Communication	2 day(s)	21	25	\$7,308.82
611430	95	Internet Research	1 day(s)	1	15	\$3,748.11
611430	95	Internet Research	1 day(s)	16	20	\$4,216.62
611430	95	Internet Research	1 day(s)	21	25	\$4,778.84
611430	96	Introduction to Project Management	1 day(s)	1	15	\$3,748.11
611430	96	Introduction to Project Management	1 day(s)	16	20	\$4,216.62
611430	96	Introduction to Project Management	1 day(s)	21	25	\$4,778.84
611430	97	ITIL Leader Digital and IT Strategy	3 day(s)	1	15	\$15,460.96
611430	97	ITIL Leader Digital and IT Strategy	3 day(s)	16	20	\$17,428.72
611430	97	ITIL Leader Digital and IT Strategy	3 day(s)	21	25	\$19,396.47
611430	98	ITIL Specialist Create, Deliver and Support	3 day(s)	1	15	\$15,460.96
611430	98	ITIL Specialist Create, Deliver and Support	3 day(s)	16	20	\$17,428.72
611430	98	ITIL Specialist Create, Deliver and Support	3 day(s)	21	25	\$19,396.47
611430	102	Job Analysis and Assessment Development	3 day(s)	1	15	\$9,276.57
611430	102	Job Analysis and Assessment Development	3 day(s)	16	20	\$10,588.41
611430	102	Job Analysis and Assessment Development	3 day(s)	21	25	\$11,900.25
611430	104	Leading Project Teams	3 day(s)	1	15	\$7,964.74
611430	104	Leading Project Teams	3 day(s)	16	20	\$9,276.57
611430	104	Leading Project Teams	3 day(s)	21	25	\$10,588.41
611430	105	Management by Objective	1 day(s)	1	15	\$3,748.11
611430	105	Management by Objective	1 day(s)	16	20	\$4,216.62
611430	105	Management by Objective	1 day(s)	21	25	\$4,778.84
611430	106	Managing a Virtual Environment	1 day(s)	1	15	\$3,748.11
611430	106	Managing a Virtual Environment	1 day(s)	16	20	\$4,216.62
611430	106	Managing a Virtual Environment	1 day(s)	21	25	\$4,778.84
611430	107	Managing Difficult Conversations	1 day(s)	1	15	\$3,748.11
611430	107	Managing Difficult Conversations	1 day(s)	16	20	\$4,216.62
611430	107	Managing Difficult Conversations	1 day(s)	21	25	\$4,778.84
611430	108	Managing Stakeholder Expectations and Relationships	2 day(s)	1	15	\$4,872.54
611430	108	Managing Stakeholder Expectations and Relationships	2 day(s)	16	20	\$6,184.38
611430	108	Managing Stakeholder Expectations and Relationships	2 day(s)	21	25	\$7,308.82
611430	109	Managing Stress in the Workplace	1 day(s)	1	15	\$3,748.11
611430	109	Managing Stress in the Workplace	1 day(s)	16	20	\$4,216.62
611430	109	Managing Stress in the Workplace	1 day(s)	21	25	\$4,778.84
611430	111	Mentoring and Coaching	1 day(s)	1	15	\$3,748.11

SIN	Course #	Course Title	Course Length	Minimum Participants	Maximum Participants	Per Course
611430	111	Mentoring and Coaching	1 day(s)	16	20	\$4,216.62
611430	111	Mentoring and Coaching	1 day(s)	21	25	\$4,778.84
611430	112	Multigenerational Workforce	1 day(s)	1	15	\$3,748.11
611430	112	Multigenerational Workforce	1 day(s)	16	20	\$4,216.62
611430	112	Multigenerational Workforce	1 day(s)	21	25	\$4,778.84
611430	113	Problem Decomposition	3 day(s)	1	15	\$7,964.74
611430	113	Problem Decomposition	3 day(s)	16	20	\$9,276.57
611430	113	Problem Decomposition	3 day(s)	21	25	\$10,588.41
611430	114	Professional Empathy	1 day(s)	1	15	\$3,748.11
611430	114	Professional Empathy	1 day(s)	16	20	\$4,216.62
611430	114	Professional Empathy	1 day(s)	21	25	\$4,778.84
611430	116	Project Management Basics	1 day(s)	1	15	\$3,748.11
611430	116	Project Management Basics	1 day(s)	16	20	\$4,216.62
611430	116	Project Management Basics	1 day(s)	21	25	\$4,778.84
611430	118	Project Management Essentials for Non-Project Managers	2 day(s)	1	15	\$4,872.54
611430	118	Project Management Essentials for Non-Project Managers	2 day(s)	16	20	\$6,184.38
611430	118	Project Management Essentials for Non-Project Managers	2 day(s)	21	25	\$7,308.82
611430	120	Project Management for the IT Professional	4 day(s)	1	15	\$11,431.74
611430	120	Project Management for the IT Professional	4 day(s)	16	20	\$12,743.58
611430	120	Project Management for the IT Professional	4 day(s)	21	25	\$14,149.12
611430	121	Project Management Principles	3 day(s)	1	15	\$7,964.74
611430	121	Project Management Principles	3 day(s)	16	20	\$9,276.57
611430	121	Project Management Principles	3 day(s)	21	25	\$10,588.41
611430	122	Project Managers For Non-Project Managers	2 day(s)	1	15	\$4,872.54
611430	122	Project Managers For Non-Project Managers	2 day(s)	16	20	\$6,184.38
611430	122	Project Managers For Non-Project Managers	2 day(s)	21	25	\$7,308.82
611430	124	Requirements Management for Project Managers	3 day(s)	1	15	\$7,964.74
611430	124	Requirements Management for Project Managers	3 day(s)	16	20	\$9,276.57
611430	124	Requirements Management for Project Managers	3 day(s)	21	25	\$10,588.41
611430	125	Resilience	1 day(s)	1	15	\$3,748.11
611430	125	Resilience	1 day(s)	16	20	\$4,216.62
611430	125	Resilience	1 day(s)	21	25	\$4,778.84
611430	128	Team Building	2 day(s)	1	15	\$4,872.54
611430	128	Team Building	2 day(s)	16	20	\$6,184.38
611430	128	Team Building	2 day(s)	21	25	\$7,308.82
611430	129	Teamwork for Non-Supervisors	1 day(s)	1	15	\$3,748.11
611430	129	Teamwork for Non-Supervisors	1 day(s)	16	20	\$4,216.62
611430	129	Teamwork for Non-Supervisors	1 day(s)	21	25	\$4,778.84



SIN	Course #	Course Title	Course Length	Minimum Participants	Maximum Participants	Per Course
611430	130	Teamwork	1 day(s)	1	15	\$2,244.18
611430	130	Teamwork	1 day(s)	16	20	\$4,216.62
611430	130	Teamwork	1 day(s)	21	25	\$4,778.84
611430	131	Telecommunications Overview	1 day(s)	1	15	\$3,748.11
611430	131	Telecommunications Overview	1 day(s)	16	20	\$4,216.62
611430	131	Telecommunications Overview	1 day(s)	21	25	\$4,778.84
611430	133	Transitioning Back to the Office	1 day(s)	1	15	\$3,748.11
611430	133	Transitioning Back to the Office	1 day(s)	16	20	\$4,216.62
611430	133	Transitioning Back to the Office	1 day(s)	21	25	\$4,778.84
611430	134	Understanding Federal Budget Formulation	3 day(s)	1	15	\$7,964.74
611430	134	Understanding Federal Budget Formulation	3 day(s)	16	20	\$9,276.57
611430	134	Understanding Federal Budget Formulation	3 day(s)	21	25	\$10,588.41
611430	136	Work Ethic and Productivity	2 day(s)	1	15	\$4,872.54
611430	136	Work Ethic and Productivity	2 day(s)	16	20	\$6,184.38
611430	136	Work Ethic and Productivity	2 day(s)	21	25	\$7,308.82
611430	137	Writing Federal Position Descriptions	2 day(s)	1	15	\$5,847.05
611430	137	Writing Federal Position Descriptions	2 day(s)	16	20	\$7,016.46
611430	137	Writing Federal Position Descriptions	2 day(s)	21	25	\$8,419.19
611430	138	Writing for Government & Business/ Critical Thinking	2 day(s)	1	15	\$4,872.54
611430	138	Writing for Government & Business/ Critical Thinking	2 day(s)	16	20	\$6,184.38
611430	138	Writing for Government & Business/ Critical Thinking	2 day(s)	21	25	\$7,308.82

All rates below are list price based on classroom at client site or Phoenix TS site and are per student. All training is hands on instructor led.

SIN	Course #	Course Title	Course Length	GSA Price Per Student w/IFF
611430	139	Professional Etiquette	1 day(s)	\$640.81
611430	140	Disciplined Agile Scrum Master (DASM)	2 day(s)	\$1,205.04
611430	141	ITIL Specialist Drive Stakeholder Value	3 day(s)	\$2,028.93
611430	142	ITIL Specialist High-velocity IT	3 day(s)	\$2,028.93
611430	143	ITIL Strategist Direct, Plan and Improve	3 day(s)	\$1,759.26