

Get Your Staff the Training that Leads to Mission Success at Graduate School USA!

Graduate School USA (GSUSA) delivers the training solutions that only a valued partner with nearly a century of federal government experience can provide. Since 1921, we have been meeting government's training and professional development needs, helping organizations achieve their objectives and providing public sector professionals with the knowledge and skills to do their jobs more effectively.

Our instructors have federal backgrounds in the subjects they teach, bringing real-world government experience and professional expertise to the classroom. Our convenient and accessible training is available in our classrooms nationwide and offered online — or we can bring our courses directly to your location!

The GSUSA Difference

GSUSA delivers real-world training for the real-world challenges that the federal government faces every day. Our courses are mapped to federal core competencies and professional standards, preparing the workforce with occupation-specific tools that they can immediately put to use. Your staff will benefit from solutions designed to help them do their jobs better, meet their training objectives, and advance your agency's mission.



Real-World Training For Real-World Challenges

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Training Designed For Mission Success

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Visit

www.graduateschool.edu
for more information.



Graduate School USA is an approved contract holder to provide training and consulting services under Professional Services Schedule, SIN C874. Visit www.graduateschool.edu/gsa for more information.

Schedules, course content, pricing, instructors, and other terms and conditions of products and services offered by Graduate School USA are subject to change without prior notice.

Prepare Your Team For MISSION SUCCESS



Real-World Training For Real-World Challenges



www.graduateschool.edu

888.744.GRAD

On-site Training

Hundreds of our classroom and online courses, in a wide range of subject areas, are available for contract and on-site training.

Bringing Graduate School USA courses to your location means you will:

- ▶ Eliminate travel costs like employee airfare, transportation, per diem, parking, and rental cars; and
- ▶ Maximize employee training time with no need for travel, overtime, or compensatory pay.

On-site training also means maximum convenience. You can:

- ▶ Choose the best time to learn based on your employees' workloads and schedules.
- ▶ Benefit from courses scheduled to fit your needs.
- ▶ Experience turn-key delivery—pick the training, time, and place, and we handle the rest.

Use our online course catalog to select the course, topic, or subject area that meets specific agency training or program requirements. Need something special? We can tailor off-the-shelf training just for you, incorporating examples and content specific to your organization.

Delivery Formats

Select from a range of delivery formats, including instructor-led classroom sessions and a variety of distance education options.

Specialized Client Services

Graduate School USA offers training decision makers the specialized client services that make it easy: Get assistance with site selection, scheduling, marketing, and more.

If your organization's training needs require a customized approach or are larger in scope, we can provide you with advice on the time required for each topic and the length of the overall training or help you assemble a program.

Contact our Business Development team at onsite@graduateschool.edu or 800.787.9074.

Contact Us Today

For more information, visit us online at www.graduateschool.edu, or call our Customer Relations Center at 888.744.4723 (GRAD).

Graduate School USA holds the GSA Professional Services Schedule C874 (MOBIS) Contract Number GS-10F-0228P for 874.1 Consulting Services and 874.4 Training Services.

At Graduate School USA, supporting you is OUR MISSION!

Curriculum Areas:

Prepare Your Team For MISSION SUCCESS!

Real-World Training For Real-World Challenges

Human Resources Management

Graduate School USA's **Human Resources Management curriculum** provides your organization's HR practitioners, managers, and supervisors the opportunity to develop essential competencies in both general and specialized HR subject matter areas. As a leading provider of federal HR training, we regularly update our courses to reflect changing regulations and requirements.

Many of our courses are designed to help HR practitioners acquire expertise, and others are specifically designed to help your organization's supervisors and managers understand and manage their HR responsibilities.

We offer courses in:

- Classification and Compensation
- Employee Benefits
- Employee and Labor Relations
- Employee Development and Training
- Human Resources Processing
- Recruitment and Placement
- General Human Resources Management
- Personnel Security and Suitability
- Equal Employment Opportunity
- Employee Retirement
- Human Resources for Supervisors and Managers

For employees in need of in-depth training and certification, we offer Certificates of Accomplishment in Human Resources at three progressive levels. Consisting of courses that are practical, job-related, and federal-specific, GSUSA certificate programs focus on the real issues confronting contemporary HR practitioners.

Please visit us online to view a listing of our Human Resources Management Courses by OPM Technical Competencies and Proficiency Levels.

www.graduateschool.edu/hr

Financial Management

Graduate School USA's **Financial Management curriculum** provides comprehensive training solutions that help federal professionals develop the broad range of knowledge and skills they need to make sound decisions.

Our Courses

Your organization is faced with the challenge of balancing diminishing resources while maintaining and expanding existing programs. Our courses respond to that challenge, helping your employees acquire the skills to achieve such a balance through mastery of the tools and techniques of accounting, budgeting, appropriations law, and financial management. Courses in travel regulations for defense agencies are also available.

GSUSA offers training at the Basic, Introductory, Intermediate, and Advanced skill levels. Courses focus on terminology and principles, as well as the laws, regulations, standards, policies, and procedures that underpin federal financial management.

Our Master Certificate in Federal Financial Management (MCFFM) helps individuals develop the competencies that practitioners at all levels of the federal government must demonstrate to excel professionally. Participants who successfully complete the MCFFM are eligible to receive 12 academic credit hours toward the 42 credits required for the Colorado State University Online Professional MBA Degree, with an emphasis in Federal Financial Management.

DoD Financial Management Certification

As a provider of more than 100 courses aligned with the DoD financial management and leadership competencies, we are a primary source of training and development for those who need to attain or maintain DoD Financial Management Certification, at any level.

www.graduateschool.edu/fm

Government Auditing

Auditing courses at Graduate School USA are offered under the auspices of our **Government Audit Training Institute (GATI)**, recognized as the premier provider of training in performance auditing. Since 1978, GATI has provided classes to meet the continuing professional education requirements of the diverse audit community.

GATI emphasizes training for performance auditing in your organization, including operational and internal auditing. Courses examine the traditional issues of economy, efficiency, performance measurement, effectiveness, internal control, and fraud. They also address all aspects of performance auditing, from overviews of the process to specific audits and methodologies, such as sampling, audit skills, and report writing.

All GSUSA courses labeled as AUDT, within the Government Audit Training Institute, qualify for the GAGAS-defined 24-hour Government Auditing CPE requirement (as well as the remaining 56 CPE of the 80 total required in a two-year period).

Many of our courses listed with ACCT, FINC, BUDG, ACQI, PGM, COMM, and WRIT codes also qualify for GAGAS-eligible CPE.

Courses are based on the Government Auditing Standards issued by the Government Accountability Office, and all GATI courses have been updated to reflect the *GAGAS 2018 Yellow Book*.

www.graduateschool.edu/gati

Project Management

Our **Project Management curriculum** encompasses the management and analytical skills that are recognized as core competencies for federal advancement. We are committed to helping your employees do their jobs better and to improving organizational performance.

The demand for leaders and professionals with a range of effective project management skills and knowledge continues to grow, and Graduate School USA's project management curriculum meets the need. Our Certificate in Project Management includes a course of study based on the internationally recognized PMBOK® Guide — making it appropriate both for individuals pursuing a certification from the Project Management Institute, and for those employees who are new to managing projects.

Project Management Fast Track Scheduling

As part of our ongoing commitment to efficiency in government, we have strategically scheduled our Project Management courses throughout the year, making it possible — and convenient — for individuals in your organization to complete their certificates in as little as two weeks.

www.graduateschool.edu/pm



Communication and Professional Skills

Every organization can benefit from employees with well-developed communication and professional skills. With Graduate School USA, your team gets a curriculum designed to help individuals at all levels of government develop and expand on their abilities.

Business and Administrative courses focus on skills like leadership, running effective meetings, office and time management, and customer service.

Communication courses focus on various oral and nonverbal communication skills, covering topics such as assertiveness, conflict resolution, public speaking, listening and memory development, effective communication with customers, and more.

English and Writing courses focus on written language skills, including editing and proofreading, grammar and usage, writing reports and government correspondence, and more.

www.graduateschool.edu/communication



Grants Management

Has finding quality training for your grants workforce been a challenge? Graduate School USA is changing that. Our **Grants Management curriculum** focuses on both the technical and professional competencies identified by OPM to help employees involved in grants management. Our courses are designed to help your team:

- Understand the grants process life cycle from pre-award to audit and close-out to audit;
- Develop and implement strategies to effectively monitor federal grant recipients; and
- Learn and relate federal cost principles to effectively develop and oversee federal grants.

www.graduateschool.edu/grants

Acquisition and Contracting

Our curriculum helps individuals develop the skills necessary to minimize risks, maximize competition, maintain integrity, and assure delivery of products and services according to contract terms and conditions. Courses are designed to strengthen the acquisition competencies of managers, supervisors, administrative personnel, and others who are responsible for acquisition or contract management. We offer all the **courses needed to meet training requirements for Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR)** Levels 1, 2, and 3. The curriculum also includes several Defense Acquisition University (DAU) equivalent courses. We offer many courses to help those holding Federal Acquisition Certification in Contracting (FAC-C) and Federal Acquisition Certification for Program and Project Management (FAC-P/PM) to meet their continuous learning requirements.

www.graduateschool.edu/acquisition

Leadership and Management

We offer training for federal employees in the four functional areas that reflect leadership roles in your organization: Individual Performers, Supervisors, Managers, and Executives.

By providing practices, knowledge, principles, and skills that integrate a range of approaches, GSUSA's courses and programs help both individuals and organizations achieve a higher level of performance. Among our curriculum offerings are leadership seminars, competency-based learning applications, and a wide variety of programs that assist a spectrum of learners, from new government employees who wish to enhance their career development to managers preparing for the SES.

Our **Certificates of Accomplishment in Leadership, Supervision, and Management** provide the education and foundation to develop individuals who are critical to the successful operation of the public sector.

The Leadership and Management curriculum also includes special programs offered through our **Center for Leadership and Management (CLM)**. These programs include longer-term courses for leaders at specific grade levels that utilize a combination of experiential learning, assessment, and individual development to achieve results.

Learners in CLM's programs come away better prepared to meet the current demands of today's workforce, and to lead others into the future.

www.graduateschool.edu/lm

Visit www.graduateschool.edu for more information.

Training for the Department of Defense

As a longtime training partner, Graduate School USA understands the unique challenges the Department of Defense faces every day. We provide your staff the specialized support they need to help them excel, while they help you achieve your organizational goals. From Leadership to Communication Skills, from Financial Management to Project Management, and from Auditing to Human Resources Management, our courses cover critical DoD developmental areas.

Our practical, application-specific workforce solutions are designed to help your employees:

- Do their jobs better;
- Meet their training objectives; and
- Advance your agency's mission.

For employees seeking DoD Financial Management certification, GSUSA offers more than 100 courses mapped to DoD competencies, each of which is available for individual registration or on-site delivery. Those who are already certified, at any level, can take GSUSA classes to help them maintain their certification.

www.graduateschool.edu/defense

