

## **Career Skills**

### **Presentation Skills**

- Presentation Skills Workshop
- Instructor Training (all levels)
- Train-the-Trainer

### **Communication Skills**

- Communication Insights for a Diverse Workplace
- Writing for Results!
- Communication Skills for Teams
- Technical & Scientific Writing
- Proofreading & Editing
- Myers-Briggs Assessments / DiSC Assessments
- Interpersonal Communication Skills
- Making Effective Presentations
- Briefing Skills
- Presenting Statistics Using Charts, Graphs and Tables

### **Financial Management**

- Cost Analysis
- Federal Appropriations Law
- Introduction to Financial Management
- Federal Accounting Standards
- Budget Formulation
- Budget Analysis
- Budget Execution
- Federal Budget Process

### **Writing**

- Technical Writing
- Statistical Writing
- Legal Writing and Research
- Proof Reading and Editing
- Clear Writing

## **Contracting and Procurement**

- FAC-COR Levels I-III
- Basic & Advanced Contract Administration
- Simplified Acquisition
- Effective Contract Negotiations
- Ethics in Procurement
- Evaluating Technical Proposals
- How to Write Effective Statements of Work
- Independent Government Cost Estimating
- CON 100

## **Career & Vocational**

- Pre-Retirement Retirement Seminars
- Mid-Career Retirement Seminars
- Self-Directed Search
- Career Planning/Assessment
- Career Transition Workshop