

# FY 00 CALENDAR (OCTOBER 1999 - SEPTEMBER 2000)

CARRIE RICHARDSON, COORDINATOR 757-4123

MANAGEMENT ANALYSIS	COST	COURSE DATES AND COURSE CODES											
		OCT 99	NOV 99	DEC 99	JAN 00	FEB 00	MAR 00	APR 00	MAY 00	JUN 00	JUL 00	AUG 00	SEP 00
Advanced Management Analysis	\$300						20-23 476830			12-15 476831			
Cost Benefit Analysis	\$350						29-31 476833						05-07 476834
Data Analysis with Microsoft Excel	\$390							03-06 477415					
Data Collection Techniques	\$250				18-21 476835						17-20 476836		
Intermediate Management Analysis	\$280				24-27 476837				22-25 476838				11-14 477423
Introduction to Management Analysis	\$280		29 Nov-02 Dec 476839			14-17 476840			08-11 476841		31 Jul-03 Aug 476842		
Performance Measurement	\$250						16-17 477414						
Presenting Statistics Using Charts, Graphs and Tables	\$200		22-23 476922		31 Jan-01 Feb 476923					22-23 476924			

<b>COURSE TITLE:</b>	<b>ADVANCED MANAGEMENT ANALYSIS</b>	
<b>VENDOR:</b>	USDA Graduate School Philadelphia PA	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476830 476831	<b>DATE:</b> 20-23 March 00 12-15 June 00	<b>NOMINATION DEADLINE:</b> 21 February 00 15 May 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course will allow experienced analysts to refine and sharpen their analytical skills to keep growing in their profession. The latest techniques and applications will be presented.	
<b>OBJECTIVE:</b>	At the completion of this course, you will know how to: * Plan a study, including dealing with staffing. * Spot and analyze the problem systematically. * Analyze organizational direction. * Find out how workers feel. * Judge efficiency, economy, effectiveness and productivity.	
<b>AUDIENCE:</b>	Those experienced in program and management analysis, auditing, and programming and project management.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>LENGTH:</b>	4 Days	
<b>COST:</b>	\$300	

<b>COURSE TITLE:</b>	<b>COST BENEFIT ANALYSIS</b>	
<b>VENDOR:</b>	Transition Management 10504 Reeds Landing Circle Burke, VA 22015	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476833 476834	<b>DATE:</b> 29-31 March 00 05-07 September 00	<b>NOMINATION DEADLINE:</b> 29 February 00 07 August 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	The purpose of the cost benefit analysis is to improve the efficient and effective resource allocation through well-informed decision making analysis. This course provides the participant with the techniques necessary to develop a cost-benefit analysis of a project.	
<b>OBJECTIVE:</b>	At the end of the course, participants will be able to:  * Prepare a cost benefit analysis. *Complete the following tasks: -Define project objectives. -Document the current work process. -Estimate future requirements. -Identify what data to collect on costs. -Identify alternatives. -Evaluate alternatives. -Perform a sensitivity analysis.	
<b>PREREQUISITE:</b>	None	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$350	

<b>COURSE TITLE:</b>	<b>DATA ANALYSIS WITH MICROSOFT EXCEL</b>	
<b>VENDOR:</b>	Transition Management 10504 Reeds Landing Circle Burke, VA 22015	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477415	03-06 April 00	03 March 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to introduce problems involving real-world data as a basis of statistical exploration. Participants are guided by step-by-step instructions that give them hands-on experience using Excel. The exercises give the participant an opportunity to plot detective in analyzing the data, to form a conclusion, and to defend the conclusion in written reports.	
<b>OBJECTIVE:</b>	At the completion of the course participants will: *Explore the basic statistics for a single variable *Discuss the charting capabilities of Excel *Discuss basic statistical theory, introducing the concept of samples, populations, and random variables *Use linear regression and correlation and multiple regression *Interpret analysis of variance tables and how to check for interactions *Analyze quality control data	
<b>AUDIENCE:</b>	Senior management and program analysts and personnel with analytical backgrounds.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>LENGTH:</b>	4 Days	
<b>COST:</b>	\$390	

<b>COURSE TITLE:</b>	<b>DATA COLLECTION TECHNIQUES</b>	
<b>VENDOR:</b>	Transition Management 10504 Reeds Landing Circle Burke, VA 22015	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476835 476836	<b>DATE:</b> 18-21 January 00 17-20 July 00	<b>NOMINATION DEADLINE:</b> 17 December 99 16 June 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides a scientific and statistical rationale for developing study methodology, determining sampling procedures, and sample size. The four data collection techniques (measurement, survey, interview, observation) are demonstrated through "hands-on" techniques. Types of error in sampling are discussed and demonstrated in class activities and projects.	
<b>OBJECTIVE:</b>	<p>The participants will be able to:</p> <ul style="list-style-type: none"> <li>* Develop a data collection plan.</li> <li>* Conduct secondary research.</li> <li>* Design a data collection instrument.</li> <li>* Determine sample size, statistical error rate, and other sampling error.</li> <li>* Conduct data collection.</li> <li>* Analyze the data collected.</li> <li>* Prepare a written and oral briefing of the data collection process.</li> </ul>	
<b>PREREQUISITE:</b>	None	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>LENGTH:</b>	4 Days	
<b>COST:</b>	\$250	

<b>COURSE TITLE:</b>	<b>INTERMEDIATE MANAGEMENT ANALYSIS</b>	
<b>VENDOR:</b>	Graduate School Philadelphia, PA 19107	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476837 476838 477423	<b>DATE:</b> 24-27 January 00 22-25 May 00 11-14 September 00	<b>NOMINATION DEADLINE:</b> 24 December 99 24 April 00 14 August 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This is the second in a series of courses designed for positions in the Management Analyst series and positions with similar duties and responsibilities. It is designed for analysts who need advanced skills to conduct full scale management analysis studies; it also introduces several useful quantitative techniques.	
<b>OBJECTIVE:</b>	<p>Upon completion of this course you will be able to:</p> <ul style="list-style-type: none"> <li>* Understand the role of an effective Management Analyst.</li> <li>* Carry out the major phases of a management analysis study from problem definition to obtaining management's approval.</li> <li>* Explain the impact of Federal organizational structure, authority and influence on a management study.</li> <li>* Understand the impact of such recent phenomena as GPRA, Re-invention initiatives, and the like on operations.</li> <li>* Analyze and interpret data.</li> <li>* Submit well-supported recommendations, prepare final reports which present findings clearly and recommendations convincingly, present information in an appropriate fashion.</li> <li>* Establish functional monitoring systems.</li> </ul>	
<b>MAJOR TOPICS COVERED:</b>	<ul style="list-style-type: none"> <li>* Analytical techniques.</li> <li>* Modeling.</li> <li>* Preparation of project/study designs.</li> <li>* Preparing management for your conclusions.</li> </ul>	
<b>AUDIENCE:</b>	Management analysts, program analysts, management interns, and supervisors and managers who work with management analysts.	
<b>PREREQUISITE:</b>	New analysts should first complete "Introduction to Management Analysis".	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>LENGTH:</b>	4 Days	
<b>COST:</b>	\$280	

<b>COURSE TITLE:</b>	<b>INTRODUCTION TO MANAGEMENT ANALYSIS</b>	
<b>VENDOR:</b>	Graduate School Philadelphia, PA 19107	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476839 476840 476841 476842	<b>DATE:</b> 29 November-02 December 99 14-17 February 00 08-11 May 00 31 July-03 August 00	<b>NOMINATION DEADLINE:</b> 29 October 99 14 January 00 10 April 00 30 June 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This is the first in a series of courses designed for positions in the management analyst series and positions with similar duties and responsibilities. It teaches the basic techniques and fundamental tools of management analysis, allowing employees with little or no experience to conduct basic studies or to participate as contributing team members in larger scale projects.	
<b>OBJECTIVE:</b>	Upon completion of this course you will be able to: * Understand the objectives of management analysis. * Explain the basic phases of a management analysis study from problem definition through fact gathering to presenting final reports. * Conduct simple studies applying the basic concepts of management analysis, or participate in more comprehensive studies. * Write informative and convincing reports.	
<b>MAJOR TOPICS COVERED:</b>	* Basic organization and management theory. * Data gathering techniques. * Basic descriptive statistics. * Fundamental work measurement methods. * Report writing and basic presentation techniques.	
<b>AUDIENCE:</b>	Employees who anticipate doing elementary management analysis such as management technicians, supervisors, administrative assistants, new management/program analysts, and support staff who work with management analysts.	
<b>PREREQUISITE:</b>	None	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>LENGTH:</b>	4 Days	
<b>COST:</b>	\$280	

<b>COURSE TITLE:</b>	<b>PERFORMANCE MEASUREMENT</b>	
<b>VENDOR:</b>	Transition Management 10504 Reeds Landing Circle Burke, VA 22015	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477414	16-17 March 00	17 February 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to introduce participants to performance measurement, a method of measuring the progress of a program or activity in achieving the results or outcomes that clients or customers expect. The course describes the concepts and techniques of performance measurement, and offers ideas on choosing, implementing and making use of performance measures.	
<b>OBJECTIVE:</b>	At the completion of the course participants will: *Understand the importance of performance measurement *Distinguish among the categories of performance measures *Develop an appreciation for the value of various measures *Design potential or revise current performance objectives and measures for agency programs *Understand how performance measures can be incorporated into existing or an upgraded management process	
<b>AUDIENCE:</b>	Managers, analysts and program personnel responsible for monitoring and reporting their activity's results.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$250	

<b>COURSE TITLE:</b>	<b>PRESENTING STATISTICS USING CHARTS, GRAPHS AND TABLES</b>	
<b>VENDOR:</b>	Transition Management 10504 Reeds Landing Circle Burke, VA 22015	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476922 476923 476924	<b>DATE:</b> 22-23 November 99 31 January-01 February 00 22-23 June 00	<b>NOMINATION DEADLINE:</b> 22 October 99 31 December 99 22 May 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides participants the opportunity to turn raw data into charts, graphs, and tables that sell programs and communicate results that win. Participants will demonstrate data presentation using the following techniques: flow charts, cause and effect diagrams, Pareto charts, scatter diagrams, run charts, histograms, and control charts. Computer applications will be presented for demonstration purposes.	
<b>OBJECTIVE:</b>	The participant will be able to: * Translate raw data into briefing charts and graphs. * Identify the "best" use of charts, graphs, and tables. * List the steps for construction of the various charts, graphs, and tables. * Present data gathered using techniques demonstrated in class.	
<b>PREREQUISITE:</b>	None	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$200	

