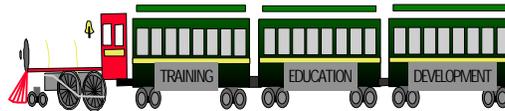


HRO COURSE CATALOG

*GET ON THE
RIGHT TRACK.....*



*EMPLOYEE
DEVELOPMENT
IN
PARTNERSHIP
WITH YOU*

* Required by all Employees

** Required by all new Supervisors within 6 months of appointment. It is recommended for experienced supervisors who are new to the command.

All employees are required to have 1 hour of safety training. Those employees in the shops and in certain positions (such as supervisors) should contact the Safety Office at X2525 to maintain a list of their safety requirements.

NOTE: Any course listed in this catalog can be bought on board if there is a minimum of 10 participants interested.

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ACQUISITION

DAWIA course descriptions please contact DAU at their web site <http://www.acq.osd.mil/dau>

Course Title: STATEMENT OF WORK/SPECIFICATION PREPARATION

Duty Hours: 24

Vendor: MANAGEMENT CONCEPTS INC

703-790-9595

\$200-350.00

Cost:

Those personnel who are tasked by reviewing specifications and statements of work for government contracts.

Major topics discussed include: . Overview of Specifications and Work Statements . Developing the Work Statement . Work Statement format . The language of Work Statements . Purchase descriptions/Specifications for supplies . Construction and A-E Specific

Course Title: NAVSUP COMMERCIAL PRUCHASE CARD

Duty Hours: 8

Vendor: NAVSUP

\$100.00

Cost:

Non-procurement Government personnel who use purchase cards.

This course is designed to teach the concepts, methods and procedure authorized when making acquisitions using the Government purchase card.

Course Title: NAVSUP SIMPLIFIED ACQUISITION

Duty Hours: 32

Vendor: PMR DETACHMENT (On-site)

PMR DETACHMENT PHILADELPHIP, NAVSUP 700 ROBBINS AVE, BLDG 2B PHILADELPHIA, PA 1911-5083

Cost: \$200.00

Non 1105 series personnel who purchase less than 50 percent of the time, such as ordering officers, supply clerks, supply officers.

This course is designed to teach concepts, methods and procedures for acquisitions with dollar value less than or equal to \$50,000.

BUDGET/FINANCE

Course Title: HOW TO DEVELOP & ADMINISTER A BUDGET

Duty Hours: 8
Vendor: PRYOR
\$195.00

Cost:

Administrative officers, budget analyst, management assistants and those who are responsible to work with developing budgets.

Participants will learn: . Proven budget concepts for realistic short and long term planning . Proven outlines and guidelines for the major types of budgets . Administrative budgets that maximize efficiency without spiraling costs . Helps to meet and exceed financial expectations and goals.

Course Title: BUDGET ESTIMATING TECHNIQUES

Duty Hours: 40
USDA

Vendor:
Cost: \$475.00

All supervisors/managers and personnel who are faced with dealing with budgets are eligible.

This course provides basic instruction in the development of an operating budget. Lectures and group instruction emphasize the techniques commonly used to estimate costs for personnel compensation, fringe benefits, travel, supplies, space and other elements.

Course Title: BUDGET EXECUTION

Duty Hours: 32
Vendor: USDA
\$485.00

Cost:

Budget analysts, budget clerks, administrative officers and others who require a detailed knowledge of funding control.

Classes consist of lectures, discussions, exercises and workshops. Specific topics include: . Budget concepts and terminology . OMB Circular A-34 & Budget Execution Cycle. Student will learn key events in the federal budgetary cycle, from appropriations and allotments to expenditures and outlays. Work with object and subobject classes. Understand commitments and obligations. Meet legal and regulatory requirements for fund control. Important reprogramming controls and responsibilities.

Course Title: FINANCE & ACCOUNTING FOR NONFINANCIAL MANAGERS & SUPERVISORS

Duty Hours: 8
Vendor: PRYOR
\$195.00

Cost:

All personnel who are interested in learning about finances, budgeting and planning of finances.

This seminar teaches participants the essentials of finance from the perspective of the non-financial specialist. Topics include: the Ground Rules of Vocabulary of Financial Management, the Nature of Accounting Conventions and Practices, how to Get the Most from your budget.

Course Title: GOVERNMENTAL BOOKKEEPING & ACCOUNTING

Duty Hours: 40
Vendor: USDA/Self Study

Cost: \$200.00

Accounting clerks or technicians and others with limited knowledge of bookkeeping or accounting.

This course is for those with a limited knowledge of bookkeeping or accounting. It will introduce you to the basic concepts and principles of Federal accounting. Students will learn to analyze financial transactions; prepare journal vouchers; post to the general ledger; and prepare financial statements.

COMPUTER

Course Title: INTRODUCTION TO PCs

Duty Hours: 8

Vendor: NAWC/ITTT (On-site)

Cost: \$0

Anyone who does not know how to use a PC and who has an immediate need to know Dbase III, Lotus 1-2-3-, etc.

This course introduces participants to DOS and the operation of the PC. It is designed for participants who plan to follow it with introductory training in other programs such as Windows 95, Intro to Word, Powerpoint, Excel, etc.

Course Title: PC LITERACY

Duty Hours: 24

Vendor: USDA/Self Study

\$150.00

Cost:

Clerks, secretaries, administrative and related personnel where a general knowledge of computers would be helpful.

Student will explore hands on word processors, spreadsheets, database and practice simple DOS commands using a workbook and computer program. Identify types of software and their uses, explain techniques for protecting hardware, software, data and people.

Course Title: INTRODUCTION TO DOS

Duty Hours: 8

Vendor: CHUBB

\$425.00

Cost:

Individuals who has a need for this type of computer training.

This explores the basic DOS commands, such as DIR, Copy, DEL, CD, MD and format, Directories, the use of disks and fundamental file management skills. Utilize internal MS-DOS commands. Understand the advantage of directories and utilize them.

Course Title: ADVANCED FEATURES OF MS/DOS

Duty Hours: 16

Vendor: NAWC/ITTT(On-site)

Cost: \$0

Anyone who is adept in using basic DOS housekeeping functions and who requires an in-depth working knowledge of DOS.

This course will assist microcomputer users in making more effective use of DOS. Upon completion participants should be able to: use DOS control and function keys; use the line editor; create batch files; use the Autoexec, sort, find, tree and backup commands.

Course Title: LOCAL AREA NETWORK

Duty Hours: 16

Vendor: NAWC/USDA

Cost: \$350.00

Individuals considering, implementing of using a Local Area Network.

This course is designed for those who need a solid foundation of knowledge for using LAN. Topics covered are: how to identify and select hardware and software components; selecting a LAN vendor; connecting PCs, relationships between topologies; access methods; capabilities of major LAN operating systems; Issues in vendor selection and installation; and integral elements of a LAN, including security, ease of use and configuration.

Course Title: TRANSITION TO WINDOWS 95

Duty Hours: 8

Vendor: ITT(On-site)

Cost: \$0

Transition to Windows 95 is intended for the *experienced* Windows user moving to the Windows 95 platform. The student will explore Win 95's enhanced desktop features; improved file management system (s) ; shortcuts, multi-tasking and file sharing capabilities.

Prerequisite: Windows 3.1 or Windows 95

Target Student: The student who has knowledge of Windows 3.1

Course Title: WINDOWS 95

Duty Hours: 8

Vendor: ITT(Onsite)

Cost: \$0

This course is designed for the student that desires a slower pace than the Transition to Windows. The fundamentals of 95 will be discussed in greater detail. Additional training exercises are provided for this full day course.

Prerequisite: Windows 95

Target Student: Students who have knowledge of Windows 3.1

Course Title: TRANSITION TO OFFICE 95

Duty Hours: 4
Vendor: ITT(Onsite)
Cost: \$0

Transition to Office 95 is a workshop designed to familiarize participants with the new features in Word, PowerPoint, and Excel. See how Office 95's Binder can organize your work and learn about the new user-friendly Help system.

Prerequisite: Windows 95

Target Student: The student who has exceptional knowledge of Win 95

Course Title: OFFICE 95

Duty Hours: 8
Vendor: ITT(Onsite)
Cost: \$0

Office 95 full day is designed for the students that would like a slower pace. This class will provide participants with the new features in Word, PowerPoint, and Excel. See how Binder can organize your work and learn the friendly help system.

Prerequisite: Win 95 or Office 95

Target Students: The students that have access to Win 95 or Office 95

Course Title: MICROSOFT WORD FOR WINDOWS LEVEL I

Duty Hours: 8
Vendors: ITT(Onsite)
Cost: \$0

Supervisors, managers and administrative personnel, as well as others who will be using this software package. This is an introductory course which will teach the basics. Attendees must have a working knowledge of Windows.

Level I : Start at the basics of creating, saving, and retrieving documents and moves students to the more advanced functions of setting tabs, formatting documents, and sharing information between multiple documents.

Prerequisite: Knowledge of word processing or Windows 3.1

Participants will work with icons, install and use Windows, configure Windows for specific hardware setups, save and print files, work with fonts and practice various applications.

Course Title: MICROSOFT WORD FOR WINDOWS LEVEL II

Duty Hours: 8

Vendor: ITT
Cost: \$0

Supervisors, managers and administrative personnel, as well as others who will be using this software package. THIS IS AN INTERMEDIATE COURSE, PREREQUISITE OF HAVING COMPLETED LEVEL I OR EXPERIENCE OF LEVEL I.

Level II : This course is designed for those seeking a more in-depth knowledge by exploring the tools needed to turn out professional documentation and reports. Topics include styles, table creation, forms generation and linking text & graphics.

Prerequisite: Word Level I

Course Title: MICROSOFT WORD - INTRODUCTION

Duty Hours: 16
Compuvision

Vendor:
Cost: \$70-90.00

This course goes into an in depth look at the Basics, such as Toolbar, Ribbon, Ruler, on-line help, User preferences. Creating documents, inserting, deleting text, page layout and other screen views, page breaks, spell check and thesaurus. Data management and editing document, character, paragraph and document formatting.

Prerequisite: Suggested that ITT's Level I & II course be taken first.

Course Title: MICROSOFT WORD - INTERMEDIATE

Duty Hours: 16
Compuvision

Vendor:
Cost: \$70-90.00

In this course students will learn to create, edit and move tables. Mail merging and setting up mailing labels and envelopes. Students will learn to create and format columns. Learn header and footers, page number and paragraph formatting. Planning, recording and executing macros.

Course Title: MICROSOFT WORD - ADVANCED

Duty Hours: 16
\$70-90.00
Vendor: CompuVision/COMPUTER INSIGHT

Cost:

All Government employees. PREREQUISITE: EXPERIENCE OR HAVE TAKEN MS Word - Intermediate

Students will learn how to create impressive professional documents by incorporating graphics, Microsoft Draw & WordArt objects, as well as include lines and boxes into documents. Students will also learn short cuts by defining styles, automatic generation of table of contents and indices, using bookmarkers and templates, as well as mastering glossaries.

Course Title: WORDPERFECT FOR WINDOWS

Duty Hours: 8
Vendor: USDA
\$145.00

Cost:

Supervisors, managers and administrative personnel who will be using WordPerfect for windows.

Participants will learn to use WordPerfect for Windows to create documents. Students will learn to edit, print documents, control the appearance of printed document. Use the spellchecker and thesaurus.

Course Title: GROUPWISE 4.2

Duty Hours: 8
Vendor: ITTT
Cost: \$0

Introduction to GroupWise 4.2 and provides the users the principles of using the e-mail software. How to send and receive mail, create folders, and some advanced features of the system.

Course Title: GROUPWISE 5.2

Duty Hours: 8
Vendor: ITTT
Cost: \$0

Transition to GroupWise 5.2 is designed for the experienced GroupWise 4.2 users that have been upgraded to the new e-mail system. New features are discussed and demonstrated along with some of the advanced features.

Course Title: INTERMEDIATE LOTUS 1-2-3 for Windows

Duty Hours: 8
Vendor: CHUBB
\$295.00

Cost:

Individuals who require a more than general knowledge of this training. Prerequisite: Working knowledge of Lotus 1-2-3.

This course covers the elements of successful spreadsheet development including how to protect data, assign passwords, hide column, windows working, global defaults, headers and footers etc.

Course Title: ADVANCED LOTUS 1-2-3 FOR WINDOWS

Duty Hours: 8
Vendor: CHUBB (1DAY)
Cost: \$295.00

Any user who is actively involved with designing Lotus applications. Prerequisite: Lotus 1-2-3 experience.

This program emphasizes the development of macros and other advanced functions of the Lotus 1-2-3 program. Upon completion, participants should be able to: execute a variety of global worksheet and range commands; combine and extract files.

Course Title: SPREADSHEETS: LOTUS 1-2-3 4.0 FOR WINDOWS

Duty Hours: 8

Vendor: COMPUTER INSIGHT

Cost: \$100.00

All Government employees. Prerequisites: Windows 3.1 or equivalent

This is an introduction course which covers getting started, basic worksheet mechanics, analysis, basic development, advanced mechanics and printing techniques, enhancement techniques and intro to three- dimensional worksheets and appendices.

Course Title: INTRODUCTION TO EXCEL FOR WINDOWS

Duty Hours: 8

Vendor: ITT

\$0

Cost:

Individuals who have a need for this type of computer training. Prerequisite: Windows experience. THIS IS AN INTRODUCTORY COURSE.

Microsoft Excel is software that can handle data analysis, list keeping, calculations, graphing, & reporting. Taught in two levels, Excel is for the *experienced* Windows user.

Level I: Introduces students to creation of workbooks/worksheets & explores the concepts of data entry, formulas, and basic charting.

Course Title: MICROSOFT EXCEL, LEVEL II

Duty Hours: 8

Vendor: ITT

Cost \$0

Provides advanced instruction in functions & formulas; absolute & relative references; pivot tables; & linking to other documents/software.

Prerequisite: Level I

Course Title: MICROSOFT EXCEL - INTRODUCTION

Duty Hours: 16

Vendor: CompuVision/Career Technical Institute

Cost: \$70-90.00

Students will learn spreadsheet basics, such as: creating, editing, formatting, saving, printing, as well as calculating, and =Function formulas.

Course Title: MICROSOFT EXCEL -INTERMEDIATE

Duty Hours: 16

Vendor: CompuVision/Career Technical Institute

Cost: \$70-90.00

Students will learn to save time by using named ranges, large worksheet options, working with multiple worksheets, incorporating macros, and producing various types of graphs.

Course Title: MICROSOFT EXCEL - ADVANCED

Duty Hours: 16

Vendor: CompuVision

Cost: \$70-90.00

Students will learn how to use the database functions of Excel, creating conditional Function formulas, linking worksheets, combining files, protecting documents, as well as mastering & customizing the toolbar.

Course Title: HARVARD GRAPHICS FOR WINDOWS LEVEL I

Duty Hours: 8

Vendor: USDA

\$145.00

Cost:

Individuals who need a knowledge of computer graphics techniques.

Students will learn how to create and use various types of charts including text, line, bar and organizational charts. Work with the outliner and use the slide sorter. Take full advantage of the spell check features. Print slides and handout and create graphs.

Course Title: HARVARD GRAPHICS FOR WINDOWS LEVEL II

Duty Hours: 16

Vendor: USDA

\$290.00

Cost:

Individuals who require an advanced course in this subject matter. Prerequisite: Knowledge of Intro to Harvard Graphics.

This course covers accessing and exiting draw, creating and editing objects, editing tools, the scratchpad, using symbols, combining charts, using the background and canvas, special effects, displaying a screen show and import/export and templates. Create more sophisticated presentations.

Course Title: INTRODUCTION TO MS POWER POINT

Duty Hours: 8
Vendor: ITT

Cost: \$0

All Government employees.

This one day class is designed to help attendees effectively use Microsoft's Power Point for Windows. Power Point is an easy to use presentation package designed to allow the user to create professional presentations with minimum effort.

Prepares students to use this powerful software for planning and creating graphic presentations that will WOW the audience.

Course Title: MICROSOFT POWERPOINT - INTRODUCTION

Duty Hours: 16
Vendor: CompuVision/Career Technical Institute
Cost: \$70-90.00

Students will learn the fundamentals of designing a presentation. Each student will create, save and print presentations using AutoContent Wizard and Pick a Look Wizard, understand the uses of the different views and master the editing tools to include special visual effects. Students will also learn how to select from an array of templates, and create different graphs and charts to include in the presentation.

Recommend ITT course or equivalent experience using PowerPoint.

Course Title: MICROSOFT POWERPOINT - INTERMEDIATE

Duty Hours: 16
Vendor: CompuVision/Career Technical Institute
Cost: \$70-90.00

All Government employees. PREREQUISITE; EXPERIENCE/OR HAS TAKEN LEVEL I

Students will learn how to create an organizational chart, master drawing tools, change the slide handout, note pages and outline defaults using masters, benefit from manipulating multiple presentations, use clip art, and utilize PowerPoint templates for the presentation.

Course Title: MICROSOFT POWERPOINT - ADVANCED

Duty Hours: 16
CompuVision

Vendor:
Cost: \$70-90.00

Students will focus on perfecting the graph and learning more advanced options, create a total presentation and incorporate transition and build effects. Students will work with colors, explore animation capabilities and how to embed objects.

Course Title: QUATTRO PRO, LEVEL I

Duty Hours: 24
Vendor: Ventura
500.00

Cost: \$300-

Management personnel, program analysts and budget analysts who have a need to use Quattro.

This course introduces the new Quattro Pro user to the benefits and additional capabilities of this exciting new spreadsheet software. Keyboard and mouse-driven menu commands to be covered include: file retrieve, file open, edit erase, edit copy, edit move. Spreadsheet fundamentals and financial management will also be discussed.

Course Title: QUATTRO PRO, LEVEL II

Duty Hours: 24
Vendor: Ventura
\$300-500

Cost:

Management personnel, program and budget personnel and professional staff who have a need to use Quattro.

This course requires a prerequisite of having satisfactorily completed the Quattro Pro Level I. This course will build on the skills that was learned in the Level I Quattro Pro. Menu commands to be covered include: edit, insert, style options, font selection, print alternatives. Additional function such as @SUM, @AVG, @MIN, @MAX, and @COUNT will also be introduced.

Course Title: QUATTRO PRO, LEVEL III

Duty Hours: 24
Vendor: Ventura
\$300-500.00

Cost:

Management personnel, program and budget personnel and professional staff who have a need to use Quattro. Participants must have satisfactorily completed both the Level I and Level II course in Quattro.

This course presents advanced function, database, and macro uses. Data sorting, finding, and extracting along with automation macros allow controlled access to information. Creation of custom macro menus will be introduced to aid users to create fully-functional models that minimize data loss and increase the ease of use for complex worksheets. A must for a well-rounded understanding of Quattro Pro.

Course Title: INTRODUCTION TO THE INTERNET

Duty Hours: 8
Vendor: ITTT
Cost: \$0

Introduction to the Internet teaches Windows users the basics of the Internet as it relates to the Government work environment. Topics include: Web Browsers; NewsGroups; e-mail; basics of FTP, Telnet & Gopher; security; and using InfoLink to access the Internet.

Course Title: MICROSOFT ACCESS, LEVEL I

Duty Hours: 8
Vendor: ITTT
\$0

Cost:

All Government employees who have a need to this type of file database management need. Attendees must have a working knowledge of Windows.

Intro to Microsoft Access is available for *experienced* Windows users. An understanding of introduction to relational database software is provided through exercises in database creation, basic form design & report generation.

Course Title: MICROSOFT ACCESS, LEVEL II

Duty Hours: 8
Vendor: ITT
\$0

Cost:

All Government employees who wish to learn more on this Microsoft product. PREREQUISITE: INTRODUCTION TO MICROSOFT ACCESS.

Students will be able to design enhanced queries, forms and reports with graphics and objects. This course will build upon knowledge gain in Access I.

Course Title: MICROSOFT ACCESS - INTRODUCTION

Duty Hours: 16
Vendor: CompuVision/ICM
Cost: \$90-100.00

Students will learn database terminology and methodology, how to use and manipulate a database, as well as create and design a usable database.

Course Title: MICROSOFT ACCESS - INTERMEDIATE

Duty Hours: 16
Vendor: CompuVision/ICM
Cost: \$90-100.00

Students will learn various manipulation techniques, how to query the database, design custom forms and designing a relational database by linking multiple tables.

Course Title: MICROSOFT ACCESS - ADVANCED

Duty Hours: 16
Vendor: CompuVision
Cost: \$90-100.00

Students will learn various data location techniques, how to use macros to record repetitive actions, complex criteria in queries, action queries that change tables, and reports that do calculations and grouping.

Course Title: MS PROJECT

Duty Hours: 16
\$200.00

Cost:

Vendor: Computer Insight Learning Center

Project managers and personnel who have a need for Project Scheduler 5 software.

Participants will be provided with hands-on experience using MS Project software to develop, manage and report on project accomplishments.

Course Title: INTRODUCTION TO ORACLE FOR DEVELOP

Duty Hours: 40

Vendor: Learning Tree International
\$2,495.00

Cost: \$1,995.00-

Personnel who deal have to deal with Oracle in their daily work.

Personnel will learn how to develop SQL queries that retrieve precisely the data you want. Create tables and indexes. Write reports using SQL queries to manipulate data and enhance performance of your applications using stored procedures and enforce data integrity and establish computer security.

Prerequisites include familiarity with data processing concepts and techniques, and participant must already have access to the Oracle program on mainframe, minicomputer, or microcomputer.

Course Title: ORACLE APPLICATION DEVELOPMENT WORKSHOP

Duty Hours: 40

Vendor: Learning Tree International
2,495.00

Cost: \$1,995-

Design and implement efficient database applications: Load external data; ensure data integrity.

All personnel who work with Oracle and meet the prerequisites.

Prerequisites include Relational Database Design, Introduction to Oracle for Developers, Advanced Oracle for Developers, and Oracle Application Performance Tuning, and at least eight months of intensive Oracle applications program development.

Course Title: ORACLE APPLICATION PERFORMANCE TUNING

Duty Hours: 16

Learning Tree International

Vendor:

Cost: \$1,035-1,295.00

Perform debugging and implement error handling; enhance performance with parallel operations; tune applications for optimal performance.

Prerequisites include Relational Database Design and Introduction to Oracle for Developers, and at least four months intensive Oracle applications program development experience. AUDIENCE: All personnel who work with Oracle and meet the prerequisites.

Course Title: ORACLE DATABASE ADMINISTRATION

Duty Hours: 16

Vendor: TelTech
\$1,035-1,295.00

Cost:

This course is designed to provide the system administrator with the necessary skills to assure a stable, functional and predictable Oracle database environment. Topics such as: creation of database; disk space management; system auditing and recovery are discussed.

All personnel who work with Oracle and meet the prerequisites.

Prerequisites include familiarity with data processing concepts and techniques, and participant must already have access to the Oracle program on mainframe, minicomputer, or microcomputer.

Course Title: RELATIONAL DATABASE DESIGN

Duty Hours: 24

Vendor: Oracle/Learning Tree International
1,745.00

Cost: \$1,395-

All personnel who work with Oracle and meet the prerequisites.

Prerequisites include familiarity with data processing concepts and techniques, and participant must already have access to the Oracle program on mainframe, minicomputer, or microcomputer.

Student will learn to work confidently in a relational database environment. Develop a data model to describe an application's data. Design a relational database using data modeling and normalization. Access data in a relational database using SQL. Be able to work with a relational database in client/server environment.

Course Title: HANDS ON SQL: A RELATIONAL DATABASE WORKSHOP

Duty Hours: 32

Vendor: LEARNING TREE

\$1,755-2,195.00

Cost:

Database and system administrators, programmers and users who develop applications and procedures that access database.

SQL (Structured Query Language) is powerful language which is fast being adopted as the standard interface for relational databases. Participants will learn: develop SQL queries to retrieve the exact data desired ; add, update and delete data in the data; create tables and change table characteristics; use base security mechanisms from tables controlling access to data by users; control the display of data to the screen.

Course Title: INTRODUCTION TO MICROSOFT SQL SERVER

Duty Hours: 40

Vendor: CHUBB

\$2,325.00

Cost:

Experience using the Microsoft Windows NT Server operating system, knowledge of relational databases, experience with SQL Server.

This course is intended for systems engineers and developers who are responsible for implementing Microsoft SQL Server and writing Transact SQL code. Students will learn how to implement a database solution with SQL Server, based on a case-study design with hands-on lab exercises.

Course Title: DATAMANAGEMENT: FOX PRO 2.5

Duty Hours: 8

Vendor: COMPUTER LEARNING/CHUBB

295.00

Cost: \$200-

All Government employees. Prerequisite: Windows 3.1 beginning or equivalent.

Attendees will learn an overview of this course, creating and modifying a database, finding, editing and deleting records, sequencing and selecting records ad fields, enhancing query features, designing and printing reports and other topics.

Course Title: AUTOCAD LEVEL I

Duty Hours: 24

Vendor: CAD TRAINING CENTER

CAD TRAINING UNION, NJ 07083 ATTN: S. KNEISEL 908-810-0620

1,500.00

Cost: \$1,000-

Engineers and technician who have a background in design and/or drafting. This course requires a half day set-up, charge only to the cost of the course, not to labor hours

This course is intended for those who need a solid introduction to Computer Aided Design and Drafting applications. This course covers all the feature enhancements and changes in the newest release of AutoCAD software; AutoSnap™ and Object Snap, Layer and Linetype dialog box, Object Property access, raster image management and clipping external references. Internet tools, and much more.

Course Title: AUTOCAD LEVEL II

Duty Hours: 24

Vendor: CAD TRAINING CTR

CAD TRAINING CENTER 233 MORRIS AVE, SUITE A2 UNION, NJ 07083 908-810-0620

1,500.00

Cost: \$1,000-

Engineers & technicians

This course is designed as a follow-up to AutoCAD I and is intended for those who need additional information. In this intermediate course students will focus on advanced AutoCAD command and features, including tools for 3D drafting and design, design visualization, and program customization. Topics covered include object and layer filtering, blocks and attributes, external reference, raster images, Internet tools, model space and paper space, customized menus, system variables, and much more.

Course Title: COMPUTER-AIDED DESIGN METHODS

Duty Hours: 40

Vendor: MIT ACADEMIC QUESTIONS: 906-487-3373 ADMINISTRATIVE QUESTIONS: 906-487-2585

Cost: \$1,000-1,500.00

Engineers and technicians.

Develop an understanding of modern integrated design techniques. Teaches use of computer as a tool for design. Computer-aided drawing, solids modeling and other graphic techniques valuable to designers.

Course Title: PRO/ENGINEER TRAINING

Duty Hours: 24
\$1,200-1,500.00
Vendor: CIMQUEST
CIMQUEST INC. 501 HOES LANES, SUITE 101 PISCTAWAY, NJ 08854 908-699-0400

Cost:

Engineer/engineering technician or those who have a need for this program.

This is an introductory course to the fundamentals of Pro/engineer. Pro/Engineer is a program that is used to create three dimensional computer models. The 3-D parts created on Pro/Engineer use a technique known as solid modeling. It is a fully parametric CAD program. The course will cover: construction fundamentals; feature fundamentals ; sketcher fundamentals ; advance features manipulation; assembly construction; drawing creation .

Course Title: CADKEY FUNDAMENTALS

Duty Hours: 24
Vendor: CIMQUEST
CIMQUEST INC. 501 HOES LANE PISCATAWAY, NJ 908-699-0400
1,500.00

Cost: \$1,000-

Engineer and engineering technicians

This course will provide you with the fundamental knowledge that is necessary to effectively use CADKEY. Topics include Introduction to CAD, CAM, CIM, configuring CADKEY, 2D and 3D construction, editing, detailed drawings and advanced entity construction .

Course Title: ADVANCED CADKEY

Duty Hours: 24
Vendor: CIMQUEST INC
501 HOES LANE PISCATAWAY, NJ 08854 908-699-0400
1,500.00

Cost: \$1,000-

Government personnel who have a need beyond that of the fundamentals of Cadkey. Participants are to have either experience in Cadkey or have taken a fundamental course in Cadkey.

This course will benefit the advanced 2D user and novice 3D user allowing them to complete all their work in 3D with ease. For example: creation of 3D geometry; creation of auxiliary views; integration of the macro and calculation functions .

Course Title: BUSINESS OBJECTS THEORY

Duty Hours: 3
Vendor: ITTT
\$0

Cost:

All government employees who have a "need" to work with this program.

Attendees will learn to work with this reporting tools in their daily workload. How business objects works . Planning concepts. Planning hierarchy . Planning business roles . Financial concepts . Funding concepts .

Course Title: REQUISITION AUTOMATED PROCESSING SYSTEMS(RAPS)

Duty Hours: 3
Vendor: NAWC AD PROCUREMENT
\$0

Cost:

All Government employees

This course is the latest in the development of a database system in procurement for the purpose of using purchase requests.

Course Title: SLIC-2B

Duty Hours: 40
Vendor: INTEGRATED SUPPORT SYS.
INTEGRATED SUPPORT SYSTEMS INC. P.O. BOX 1842 CLEMSON, SC 29633
1,500.00

Cost: \$1,000-

All Government employees. Knowledge of MIL-STD 1388-2B is recommended.

Provides the attendee the knowledge to operate SLIC-2B with confidence and efficiency. Course covers both user and basic administrator training. Major areas covered: System Navigation - basics & Data Development . ADHOC - data Entry Screens; systems Navigation

Course Title: NETWARE 4.X SYSTEM MANAGEMENT: A HANDS ON WORKSHOP

Duty Hours: 40
Vendor: LEARNING TREE
\$1,995-2,495.00

Cost:

Network staff, PC support personnel programmers, systems and network administrators. Must have a working knowledge of DOS and PCs.

The course provides the skills needed to configure, optimize, administer and maintain a NetWare 3x based network. This is a hands-on workshop which participants will learn: . To use SYSCON to create and configure user accounts; create and configure NetWare 4.x enables an enterprise to build a manage a wide range of networks, from workgroup LAN s to large complex internetworks. It is a powerful platform for Internet/Intranet applications.

Course Title: NETWARE 4.X ADVANCED SYSTEMS MANAGEMENT

Duty Hours: 16
Vendor: LEARNING TREE
\$1,035-1,295.00

Cost:

Anyone involved in configuring, maintaining or supporting Novell NetWare based LANs, including network staff PC support personnel, programmers, system and network administrators. Must have completed or have experienced to NetWare 4x Systems management.

This workshop will provide participants will the advanced skills to configure their network. You will learn: . Configure and tune server resources to enhance performance . Perform advanced print server setup and customization . Use remote network management.

Course Title: HANDS ON NETWARE CONFIGURATION, TROUBLESHOOTING AND SUPPORT

Duty Hours: 32
Vendor: LEARNING TREE 1-800-843-8733
2,195.00

Cost: \$1,755-

Network staff, technical support personnel, systems and network administrators. A working knowledge of NetWare is required.

This course provides technical support personnel with extensive hands on NetWare experience, exposure to tools and practice applying a comprehensive troubleshooting methodology. Participants will learn: . Install and upgrade NetWare file server operating systems,.

Course Title: PC CONFIGURATION AND TROUBLESHOOTING

Duty Hours: 16
Vendor: USDA
\$550.00

Cost:

PC support staff, technicians, engineers and managers involved in the daily operation, maintenance and support of PC hardware and software systems. Experience in PCs and basic DOS required.

In this course you will learn by doing. Among other hands on exercises on the in-class PCs, you'll take apart and reassemble the components and use specific techniques for identifying the source of hardware and software problems. Install and maintain fax modems and CD-ROMs. Recover data and fix hard discs.

Course Title: HANDS ON WINDOWS: CONFIGURING, OPTIMIZING AND TROUBLESHOOTING MICROSOFT WINDOWS 3.1

Duty Hours: 32
Vendor: LEARNING TREE
\$1,755-2,195.00

Cost:

All personnel involved in supporting, configuring or installing windows.

This course provides participants with a comprehensive working knowledge of Windows, reinforced by extensive hands on exercise which provide the experience you'll need to implement Windows on your PC and work with it successfully.

Course Title: LAN TROUBLESHOOTING

Duty Hours: 32
Vendor: LEARNING TREE
\$1,755-2,195.00

Cost:

Telecommunications, data communications, data processing, engineering and support personnel involved in specifying and installing or maintaining LAN. Experienced in DOS in a LAN environment is required.

This unique course provides participants with a hands on working knowledge of the latest tools and techniques needed to identify and cure LAN faults. The course also highlights procedures to prevent faults from occurring in the first place. Test interface cards and use cable testers. Configure multiple protocols. Solve conflicting software problems. Monitor and decode LAN protocols. Solve capacity overload problems. Monitor networks using SNMP and RMON.

Course Title: PC HARDWARE MAINTENANCE

Duty Hours: 8
Vendor: CHUBB
\$590.00

Cost:

Individuals who have an immediate need for this course.

This course is designed to introduce attendees to the basic elements of PC hardware repair. Topic include: . Power Supplies . CPU . Serial and parallel ports . Mouse ports . Hard drives and floppy disk drives . Expansion boards . Bad sectors . Monitors .

Course Title: PC'S AND OPERATING SYSTEMS

Duty Hours: 8
Vendor: COMPUTER INSIGHT

Cost: \$200.00

All Government employees. Prerequisite: PC literacy, keyboard skills and e-mail.

Attendees will address an orientation to personal computer, using windows environments, orientation to word processing , documents, printer and file management, intro to graphics applications, intro to spreadsheet applications and file management techniques.

INDUSTRIAL

Course Title: INTRODUCTION TO NONDESTRUCTIVE TESTING

Duty Hours: 40
Vendor: HELLIER INDUS
\$530-945.00

Cost:

HELLIER TECHNICAL CONSULTING 277 MAIN ST. Niantic, CT 06357-1018 203-739-8950
Quality Assurance specialist, engineers and technicians.

This course presents the basic principles, theory, applications and limitations of the various nondestructive testing methods currently in common use and the interrelationship of each.

Course Title: RADIOGRAPHIC INTERPRETATION

Duty Hours: 40
Vendor: HELLIER INDUS
\$495-795.00

Cost:

HELLIER TECHNICAL CONSULTING 277 MAIN ST. Niantic, CT 06357-1018 203-739-8950
Quality Assurance specialists, engineers and technicians. Completion of Level I certification in Radiography or completion of a basic radiographic instruction is required.

This course will provide the participants with the essential aspects of film interpretation, which will include qualification of the radiograph and the inspection techniques used, followed by interpretations.

Course Title: ULTRASONIC INSPECTION LEVEL I

Duty Hours: 40
Vendor: HELLIER INDUS
\$495-795.00

Cost:

HELLIER TECHNICAL CONSULTING 277 WEST MAIN ST. Niantic, CT 06357-1018 203-739-8950
Quality Assurance specialists, engineers, technicians and equipment specialists. A working knowledge of algebra is required.

An intensive five day course covering all fundamentals of the method. Practical laboratory exercises include thickness gauging and a variety of discontinuity detection, mapping and evaluation techniques.

Course Title: ULTRASONIC INSPECTION LEVEL II

Duty Hours: 40
Vendor: HELLIER INDUS
\$495-795.00

Cost:

HELLIER TECHNICAL CONSULTING 277 MAIN ST. Niantic, CT 06357-1018 203-739-8950
Quality Assurance specialists, engineers, technicians equipment specialists and those seeking Level II certification in Ultrasonics. Completion of Level I is required.

This course will prepare the participant to independently conduct an inspection in accordance with a written procedure and to make decisions regarding the acceptability of the material inspected.

Course Title: ULTRASONIC INSPECTION OF WELDS

Duty Hours: 40
Vendor: HELLIER INDUS
\$495-795.00

Cost:

HELLIER TECHNICAL CONSULTING 277 MAIN ST. Niantic, CT 06357-1018 203-739-8950
Government personnel seeking Level II Ultrasonic certification in the product category of weldments.

This course furnishes instruction in the use of Ultrasonic flaw detection techniques for the particular purposes of determining the soundness of weldments.

Course Title: VIBRATION ANALYSIS AS A PREDICTIVE MAINTENANCE TOOL

Duty Hours: 24
Vendor: ASME
\$1,300-1,500.00

Cost:

Engineers, maintenance foremen, industrial managers and field service technicians.

The course will show you how to set up and run an effective predictive maintenance program. It is essentially non-mathematical in content and focuses primarily on uses involving pumps, motor blowers and other support type equipment.

Course Title: MAINTENANCE MANAGEMENT OPERATIONS

Duty Hours: 32
Vendor: AMA
\$1,645-1,875.00

Cost:

Industrial and manufacturing managers/supervisors.

Participants will benefit from this course by learning to: successfully orchestrate the key component of an effective maintenance program; track down and reduce "lost time"; improve "job in progress" feedback; plan for short and long range goals .

Course Title: MAINTENANCE PLANNING, SCHEDULING PREVENTION TECHNIQUES MAINTENANCE

Duty Hours: 24
Vendor: AMA
\$1,325-1,520.00

Cost:

Industrial and manufacturing managers/supervisors who are responsible for planning, scheduling, control and appraisal of maintenance functions.

This course will provide participants with a top-level training program for maintenance professionals who want to keep costs in line, stick to schedules, maintain control and manage for maximum results.

Course Title: MAGNETIC PARTICLE & LIQUID PENETRANT INSPECTION I

Duty Hours: 40
Vendor: HELLIER INDUS
\$535-1,125.00

Cost:

HELLIER TECHNICAL CONSULTING 277 WEST MAIN ST NANTIC, CT 06357 203-739-8950
Operator trainee, supervisors or QA personnel seeking introductory instruction.

This course will cover the fundamentals of magnetic particles, which include the principles of magnetization, parts preparation, application of the different magnetic particle techniques and interpretations of indications.

Course Title: OPTICAL LANDING SYSTEMS

Duty Hours: 400
Vendor: NATTC LAKEHURST, NJ
\$0

Cost:

Personnel working on Visual Landing Systems.

Participants will learn electronics and mechanical theories on all optical landing systems.

Course Title: MIL STANDARD 461D

Duty Hours: 40
Vendor: INTERFERENCE CONTROL TECHNOLOGIES, ROUTE 3, BOX 2000D, GAINSVILLE, VA 22186
1,500.00

Cost: \$1,300-

Electronic technicians/engineers.

Testing procedures for compliance to Mil Standard 461D for electromagnetic interference susceptibility.

Course Title: INDUSTRIAL MOTORS & CONTROLS

Duty Hours: 24
Vendor: ATMS INC. 849 INTERNATIONAL DRIVE, SUITE 390 LINTHICUM, MD 21090 1-800-787-0132

Cost: \$1,300-1,500.00

Technicians, maintenance and production supervisors and material personnel.

Participants upon completion of this course will master the latest troubleshooting skills and techniques to quickly and accurately solve motor control problems; learn preventive maintenance tips to apply immediately on the job and be interactive in motors and controls.

Course Title: INDUSTRIAL ELECTRONICS

Duty Hours: 24

Vendor: ATMS INC 849 INTERNATIONAL DRIVE, SUITE 390 LINTHICUM, MD 21090 1-800-787-0132

Cost: \$1,300-1,500.00

Technicians, maintenance and production supervisors and material personnel.

Participants upon completion will learn to master troubleshooting techniques and the skills required to make in-plant repairs; learn preventive maintenance techniques to be put to use immediately and be interactive in: . Identifying and testing components

Course Title: VARIABLE FREQUENCY DRIVES: APPLICATIONS, MAINTENANCE AND TROUBLESHOOTING

Duty Hours: 24

Vendor: ATMS INC.
1,500.00

Cost: \$1,300-

Technicians, maintenance and production supervisors and material personnel.

Participants will learn how to apply VFD technology to real world applications; master the latest troubleshooting skills and techniques, learn to interpret, understand and compare manufacture's application, and be interactive in understanding load type.

Course Title: ELECTRICITY FOR NON-ELECTRICIANS

Duty Hours: 24

Vendor: MARSHALL INSTITUE 1800 TILLERY PLACE RAIEIGH, NC 27604 1-800-637-0120

Cost: \$1,300-1,500.00

This course is for non-electricians personnel in the industrial environment.

This is an introductory course in electricity, which will provide the participant with everything you want and need to know about industrial electricity. Participants will learn: Language, acquire the skills, wiring methods, safety, and using test meters.

Course Title: PRODUCT QUALITY CONTROL THROUGH PRODUCTION-LINE SOUND AND VIBRATION

MONITORING

Duty Hours: 16

Vendor: UNIV OF WISCONSIN-MADISON, 432 NORTH LAKE ST. ,MADISON, WI 53706 608-262-2061

Cost: \$1,200-1,500.00

Engineers, industrial technicians, engineering technicians and manufacturing personnel.

Attendees will acquire knowledge that will help you examine and improve product quality, reduce the cost of manufacturing a product and provide specifications that will ensure consistent quality from your vendors. This state-of-the-art course will introduce attendees to the use and benefits of sound and vibration monitoring to improve product quality. Attendees will gain fundamental understanding of the monitoring process while learning approaches.

Course Title: INTRODUCTION TO PRECISION JOINING

Duty Hours: 40

Vendor: AMERICAN WELDING SOCIETY, DEPT P.O. BOX 351040 550 N.W. LEJEUNA BLDVD, MIAMI, FL 800-443-9353

Cost: 1,000-1,500.00

Engineers, technician, industrial and manufacturing personnel.

Hands on training in precision joining techniques and processes in a classroom or onsite. Precision joining applies automated methods to any welding production or fabrication operation. Attendees will learn to improve weld quality.

Course Title: WELDING & CUTTING PROCESSES

Duty Hours: 24

Vendor: AMERICAN WELDING SOCIETY
1,200.00

Cost: \$900-

Personnel who need a general understanding of welding and welding processes.

The intent of this three day seminar is to provide the attendees with a good basis on information about several of the more commonly used welding and cutting processes. Introduction to welding processes . Welding and cutting safety .

Course Title: NON-DESTRUCTIVE TESTING OF WELDS

Duty Hours: 24

Vendor: AMERICAN WELDING SOCIETY
1,200.00

Cost: \$900-

Manages, supervisors, engineers, technicians, inspectors and industrial personnel.

This three day seminar is directed to personnel whose job requires a basic understanding of nondestructive testing capabilities, techniques and equipment, but who do not need necessarily hands-on inspection ability.

Course Title: JOINING METALLURGY

Duty Hours: 40
AMERICAN WELDING SOCIETY

Vendor:
Cost: \$1,200-1,500.00

Engineers, technical, industrial and manufacturing personnel.

This course explains metallurgical factors that affect weld properties, performance and defect information. Structured to present metallurgy conceptually and qualitatively, the course relates basic concepts with welding practice and weld properties.

Course Title: FORMATION, DETECTION AND CONTROL OF JOINING DEFECTS

Duty Hours: 40
Vendor: AMERICAN WELDING SOCIETY
1,500.00

Cost: \$1,200-

Engineers, technicians and industrial personnel.

The foundation of this course teaches the differences between acceptable weld discontinuities and rejected weld defects in relation to code and specification requirements. The major emphasis is on specific joining defects.

Course Title: JOINING PROCEDURE DEVELOPMENT AND QUALITY CONTROLS

Duty Hours: 40
Vendor: AMERICAN WELDING SOCIETY
1,500.00

Cost: \$1,200-

Technicians and quality control personnel.

This course is designed to enable attendees to improve quality and productivity through learning improved processes. The course emphasizes important experimental design methods to assure product consistency through joining development and statistical processes.

Course Title: PRECISION PROCESS CONTROLS AND MEASUREMENT

Duty Hours: 40
Vendor: AMERICAN WELDING SOCIETY
1,500.00

Cost: \$1,200-

Technicians and industrial personnel.

This course presents advanced systems techniques to control and monitor welding and brazing processes. It begins with a basic description of power sources for various joining processes and concludes with a study of the sensory systems for measuring welding.

Course Title: INTRODUCTION TO MANUFACTURING PROCESSES

Duty Hours: 24
Vendor: ASME
\$1,200-1,500.00

Cost:

Engineers, managers, technicians and all those involved in manufacturing and designing.

The objective of this course is to help the student with little or no production experience to relate to traditional and non-traditional processing to product design and process selection. The program will cover all metal removal and treatment processes.

Course Title: PRECISION ENGINEERING & MANUFACTURING

Duty Hours: 16
Vendor: ASME
\$1,200-1,500.00

Cost:

Engineers and managers who need to become acquainted with the latest technology relating to design, manufacturing and of precision parts and the application of precision machine tools and test equipment.

This course offers detail, practical engineering information on applying precision engineering design concepts to achieve improved machine performance. State-of-the-art techniques and developments are emphasized.

Course Title: PREDICTIVE/PREVENTIVE MAINTENANCE: THE PROCESS AND THE SYSTEM

Duty Hours: 16
Vendor: ASME
\$1,200-1,500.00

Cost:

Manufacturing managers, production managers and industrial and plant engineers.

Using preventive/predictive maintenance approaches to reduce maintenance costs is not enough to insure success. Preventive and predictive maintenance accounts for only 12% of the total plant maintenance activity.

Course Title: FUNDAMENTALS OF MANUFACTURING CERTIFICATION REVIEW COURSE

Duty Hours: 16

Vendor: SOCIETY OF MANUFACTURING ENGINEERING ONE SME DRIVE, P.O. BOX 930 DEARBORN, MI 48121 313-271-1500, EXT 1500

Cost: \$500-

1,000.00

This course is designed to prepare manufacturing engineers/technicians to earn CMfgT (Certified Manufacturing Technologist) certification.

This course is designed to prepare the attendee for the first part of SME's certification program. The major areas to be reviewed: Mathematics/applied science . Materials . Design . Manufacturing processes . Manufacturing management . Quality control .

EXECUTIVE

Course Title: EXECUTIVE DEVELOPMENT SEMINAR

Duty Hours: 80

Vendor: USDA/MGT DEVELOPMENT CTR

Cost: \$1,945.00

GS/GM 14's in executive development programs and GS/GM 15's.

This intensive seminar assists upper-level managers in making the transition to executive position. This course of instruction provides a working knowledge of executive roles in government and emphasized *the six Senior Executive Service Competencies.

Course Title: EXECUTIVE SEMINAR

Duty Hours: 48

Vendor: USDA

\$1,900.00

Cost:

All managers in Grade GM-13 and above.

This seminar will provide ideas that can spark improvement in the way you manage and will cover the following topic: acumen insight for managers; mid-life transition; executive health and wellness; values; performance management; executive stress .

Course Title: FEDERAL PROGRAM MANAGEMENT

Duty Hours: 80

Vendor: USDA

GS/GM 14's and above are eligible.

This course examines how public policy is formulated and observes the complexities of the environment and operation of Federal programs which arise from those public policies.

Course Title: THE POLITICS OF NATIONAL SECURITY

Duty Hours: 40

Vendor: NAEI

\$0

Cost:

Managers and executives at the GS/GM 14's and above who are involved in policy development or program implementation.

This course provides a high level overview of the complex problems involved in the administration of national security. The interrelationships among political, military and technological factors affecting national security are considered.

Course Title: SEMINAR IN EXECUTIVE LEADERSHIP

Duty Hours: 40

Vendor: USDA

\$1,900.00

Cost:

All managers, GM-12-15.

Participants will be introduced to recent leadership research about the exercise of authority, power and influence by executives and managers. Participants will also be able to: assess their personal leadership qualities .

Course Title: TOWARD EXCELLENCE

Duty Hours: 24

Vendor: USDA

\$800.00

Cost:

Executives and managers and their immediate management teams.

This course is designed to focus organizational thinking and specific actions on the fundamentals of excellence. One key objective is to begin instilling in executives and managers the practices that will accelerate their organization's movement.

Course Title: SCIENCE, TECHNOLOGY & PUBLIC POLICY

Duty Hours: 80

Vendor: USDA/MGT DEVELOPMENT CTR

Cost: \$1,900.00

Executive managers and SEMDPs.

This seminar examines the role and organization of the Federal Government in science and technology. The seminar provides a current analysis of the policy development process, including the interaction of political, economic and social forces.

Course Title: MANAGEMENT ASSESSMENT PROGRAM

Duty Hours: 80

Vendor: USDA/MGT DEVELOPMENT CTR

Cost: \$1,900.00

GS/GM-13/14 and SEMDP.

This seminar will provide participants with the opportunity to develop a 3 to 5 year Individual Development Plan (IDP) as they move from supervisory, management and mid-level technical assignments to senior management and executive position.

Course Title: ECONOMICS AND PUBLIC POLICY

Duty Hours: 80

Vendor: USDA/MGT DEVELOPMENT CTR

Cost: \$1,900.00

GS/GM-13/14 and SEMDP.

This seminar examines the nation's economic situation with emphasis on the historical growth of government involvement in the economy. Its provides an understanding of the impact of economic theory and U.S. economic performance on public policy.

Course Title: CONTEMPORARY MANAGEMENT ISSUES AND PRACTICES

Duty Hours: 80

Vendor: NAEI

\$0

Cost:

GM13/14 and SEMDP.

This intensive residential program provides an overview of results oriented management practices. Participants and faculty will utilize the case method of instruction to explore both time and recent development in business planning, decision analysis.

Course Title: EXECUTIVE LEADERSHIP & CAREER DEVELOPMENT WORKSHOP

Duty Hours: 40

Vendor: NAEI/SEMDP

Cost: \$0

GM13/14 and SEMDP.

This workshop focuses on the various dimensions of effective executive leadership and the development of individual leadership potential. Special emphasis is given to: situational leadership; managerial style and effectiveness; interpersonal communication.

Course Title: WASHINGTON ARENA

Duty Hours: 40

Vendor: NAEI

\$0

Cost:

GM13/14 and SEMDP.

Designed especially for mid-level managers, this seminar provides a practical introduction to the who's, how's and whys of the Washington scene. Briefing by key official address: current Naval Aviation Systems Team organizational and policy issue.

Course Title: CAPITOL HILL WORKSHOP

Duty Hours: 32

Vendor: NAEI

\$0

Cost:

GM13/14 and SEMDP.

This workshop examines the organization and operations of the U.S. Congress and particular emphasis on defense related authorization and appropriations processes.

Course Title: MILITARY CHALLENGES AND CURRENT ISSUES

Duty Hours: 24

Vendor: NAEI

\$0

Cost:

GM13/14 and SEMDP.

This seminar focuses on the challenges for the U.S. in the coming decade as a result of major world events. Lectures and discussions examine U.S. national interests,

the economy, approaches to national security for the 1990's, alliances, conflicts.

Course Title: CONGRESSIONAL AFFAIRS SEMINAR

Duty Hours: 16
Vendor: NAEI
\$0

Cost:

GS-13 and above, LCDR and GS-12 that are SEMDP participants.

The session focuses on the people, politics and operations of the legislative branch and their impact on naval aviation and the defense budget.

Course Title: ENVIRONMENTAL POLICY ISSUES

Duty Hours: 80
Vendor: USDA/MGT DEVELOPMENT CTR

Cost: \$1,900.00

GS/GM 13-14 and SEMDP.

This seminar examines current environmental issues, policies and programs. Participants will explore the political, scientific and economic origins of national and global environmental degradation and efforts to remedy environmental problems through regulations.

INTERPERSONAL

Course Title: ASSERTIVE SKILLS

Duty Hours: 16
Vendor: USDA
\$330.00

Cost:

Government employees who would benefit from an introduction to assertive behavior.

How to create and foster a harmonious work environment; take steps for effective communication; listening skills to clue you in on other's motivations; cope with passive, aggressive and assertive behavior in others; handle criticism and complaints from others in constructive ways; spot barriers that prevent effective communication.

Course Title: BASIC COMMUNICATION SKILLS

Duty Hours: 40
USDA

Vendor:
Cost: \$525.00

Entry level and all other employees who need to improve basic communications.

Students will learn how to deliver an oral presentation; organize and compose written work clearly and concisely; analyze verbal and nonverbal communication skills; recognize communication barriers and how to minimize them; new approaches that will help to work well with others.

Course Title: CONSTRUCTIVE CONFLICT RESOLUTION

Duty Hours: 24
Vendor: USDA
\$395.00

Cost:

Government employees who want to learn more about handling conflict and who have had interpersonal communications or assertive communications training.

Conflict situations are unavoidable and in some cases, even desirable. The key concept of this course is that there are many ways to deal with conflict and the best way varies from situation to situation. Create conditions that promote cooperation; Move beyond emotions to negotiate win-win solutions; resolve structural based conflict.

Course Title: CREATIVE PROBLEM SOLVING

Duty Hours: 24
Vendor: USDA
\$395.00

Cost:

Students will learn how to link creativity to problem-solving; key simulators and inhibitors of creativity; techniques for stimulating creative on-the-job solutions; synthesize the problem solving process to apply creative solutions.

Course Title: CONFLICT RESOLUTION AND CONFRONTATION SKILLS

Duty Hours: 8
Vendor: CAREER TRACK/FRED PRYOR

Cost: \$99.00

All Government personnel.

Participants will learn a system of psychologically sound techniques that work in a variety of conflict situations. The 2 primary reasons why conflicts occur; why people become enemies; red flags that warn conflict is brewing and how to prevent escalation; emotional first-aid; innovative practices to get control in the crucial first minutes.

Course Title: LISTENING AND MEMORY DEVELOPMENT

Duty Hours: 16
Vendor: USDA
\$330.00

Cost:

Employees who wish to improve their job performance.

Through brief lectures, practical exercises, and discussions, participants will learn to use practical techniques for improving listening skills. Topics include recognizing and overcoming barriers to effective listening and sorting information; tips for remembering people, facts and ideas quickly.

Course Title: STRESS SOLUTIONS WORKSHOP FOR WOMEN

Duty Hours: 8

Vendor: CAREERTRACK/PRYOR

Cost: \$79.00

Recognize the #1 stress for women; uncover hidden sources of stress; responding rather than reacting to stressful situations; the link between procrastination and stress; learn high impact skills to recapture concentration and mental stamina; burnout, stages and symptoms.

Course Title: INTERPERSONAL COMMUNICATIONS

Duty Hours: 16

Vendor: USDA

Cost: \$330.00

Students will learn competencies for resolving conflict; use tact and diplomacy in the workplace; proven techniques for negotiating effectively in difficult situations; separating facts from opinions, so you're clear on what's really going on; how to ask clarifying questions to get all the information you need.

Course Title: STRESS MANAGEMENT

Duty Hours: 16

Vendor: USDA

Cost: \$200.00

All Government employees.

This course will address the following topics: what stress is and isn't; what stress costs the organization and the individual; relationship between stress and illness; sources of organizational stress as personal failure; spotting and defusing signs of stress.

Course Title: HOW TO MANAGE MULTIPLE PROJETS AND MEET DEADLINES

Duty Hours: 8

Vendor: PRYOR

Cost: \$99.00

This seminar teaches participants how to take control of multiple priorities, and handle with ease all the unexpected demands and unplanned situations that destroy the most careful planning. Topics include: Managing Time; Taking Control of Multiple Priorities.

Course Title: UNDERSTANDING AND MANAGING HUMAN BEHAVIOR

Duty Hours: 24

Vendor: USDA

Cost: \$450.00

The seminar is designed for supervisors/managers and employees who are strongly motivated towards gaining an increased understanding of self and others.

Students will learn how values and other factors influence our perception of other people; identify the stages that groups go through in their development; recognize the roles that typically emerge in groups; methods to build support within the organization; values as products of the environment.

Course Title: ASSERTIVENESS TRAINING FOR MANAGERS

Duty Hours: 24

Vendor: AMA
\$1,295-1,485.00

Cost:

Managers/supervisors with at least five years experience.

This training will imply how assertiveness is what managing is all about. Getting people to listen to your ideas, motivating your staff, improving your professional relationships, building a strong team and strengthening your image as a leader.

Course Title: INTERPERSONAL SKILLS FOR EXECUTIVE SECRETARIES AND ADMINISTRATIVE ASSISTANTS

Duty Hours: 24

Vendor: AMA
\$1,045-1,200.00

Cost:

Executive secretaries, administrative assistants and office managers.

This course will provide the participants the ability to build their sense of confidence and competence needed to meet the new challenges of their changing roles. Upon completion, participants will establish successful working relationships.

Course Title: CREDIBILITY, COMPOSURE AND CONFIDENCE

Duty Hours: 8

Vendor: SKILLPATH INC. 6900 SQUIBB RD, P.O. BOX 2768 MISSOIN, KS 66201-2768 800-873-7545

Cost: \$195.00

All Government employees.

This workshop is filled with practical ways you can make a more credible professional impression, keep calm under pressure and most important, build and maintain high levels of self-esteem and self-confidence.

Course Title: DEVELOPING ASSERTIVNESS SKILLS

Duty Hours: 8

Vendor: MANAGEMENT CONCEPTS INC. 8230 LEESBURG PIKE, SUITE 800 VIENNA, VA 22182 703-790-9595

Cost: \$250.00

All Government employees.

Assertive people articulate their needs and expectations in clear, direct and straight forward manner. In this comprehensive course, attendees develop the confidence to take charge, maintain control and get more out of themselves and others.

Course Title: MYERS-BRIGGS TYPE INDICATOR: ADMINISTRATION AND ASSESSMENT

Duty Hours: 8

Vendor: MANAGEMENT CONCEPTS
\$250.00

Cost:

Admin officer, Admin Assistant, managers, supervisors, and team leaders

Understanding personal style and maximizing the different styles in your work teams are critical to managerial success. The Meyer-Briggs Type Indicator can help participants do just that, leading to a more successful management and motivational style.

Course Title: TIME QUEST

Duty Hours: 8

Vendor: FRANKLIN QUEST
\$180-200.00

Cost:

All Government employees, however, specifically geared to supervisors and team leaders.

This course is geared to the corporate environment but includes a total approach to controlling the various pressures that compete for our time. Subjects discussed are: . Why time management really has little to do with the clock- the secret controlling events, not hours; the relationship of event controls to self esteem and productivity and the role of planning in the control process. To develop strategies for dealing with "time-robbers" - procrastination, interruptions, etc. and keeping track of your time and analyze where it can be better spent while creating more productive work space.

Course Title: MASTERMIND READING

Duty Hours: 16

Vendor: NLP AWARENESS INC. 501 MAIN ST. TOMS RIVER, NJ 08753
150.00

Cost: \$100-

All Government employees.

The participants of this course should be able to go through technical information documents, written articles, tools, etc. and sort for core concepts within minutes while maintaining the comprehension level needed.

Course Title: MANAGEMENT OF STRESS AND ANXIETY

Duty Hours: 8

Vendor: KENNETH ROGERS 4004 BURRY PORT WAY MT. LAUREL, NJ 08054
150.00

Cost: \$100-

All Government employees.

Attendees will learn to identify and discuss consequences of anxiety and stress; identify and assess coping mechanisms for responding to stress; discuss ways of alleviating stress; identify personal attributes and skills which can be used in handling anxiety.

Course Title: POWERFUL COMMUNICATIONS FOR WOMEN

Duty Hours: 8

Vendor: NATIONAL BUSINESSWOMEN'S LEADERSHIP ASS./Pryor

Cost: \$79.00

Government employees who wish to improve themselves at home and in the workplace and be able to communicate with composure, confidence and creditability.

Participants will learn to improve their images both at home and in the workplace. Topics covered: . How to start communicating with confidence and skills; techniques to gain co-operation with co-workers/supervisors; negotiation techniques.

Course Title: EFFECTIVE BRIEFING TECHNIQUES

Duty Hours: 24

Vendor: Lausanne Institute
250.00

Cost: \$150-

Executives who must speak in front of a group, make a presentation, sell ideas to others or face cameras and microphones.

This course is designed to increase the participants' ability to make effective oral presentations. It focuses on increasing knowledge of presentation principles and on sharpening skills in the area of planning, researching, organizing, writing, practicing, delivering and evaluating verbal briefs.

LOGISTICS

Course Title: BASIC CONFIGURATION MANAGEMENT

Duty Hours: 40
Vendor: UCCE
\$1,200-1,500.00

Cost:

Configuration management personnel, information systems personnel, program and project managers, engineers and production and test personnel.

This course presents configuration management in an integrated role by implementing one configuration management system that can handle hardware, firmware and software. Framework for technical management.

Course Title: COMPUTER AIDED ACQUISITION & LOGISTICS SUPPORT

Duty Hours: 24
Vendor: NATIONAL TECHNICAL ASSOC 703-920-6720
1,500.00

Cost: \$1,200-

Engineers and ILS personnel.

This course provides a pragmatic understanding of how CALS affects the organizational functions and structures. The course emphasizes how CALS integrates and facilitates functional disciplines that incorporate the latest information and computer techniques.

Course Title: CONFIGURATION MANAGEMENT/DATA MANAGEMENT TECHNIQUE

Duty Hours: 24
Vendor: UCCE
\$1,200-1,500.00

Cost:

Logisticians, engineers, supervisors, managers and those personnel who need to know about software configuration management or who have been given the responsibility for implementing configuration management on a project/program.

This course is design to provide a brief overview of the elements of configuration management in the development, documentation and production of software configuration items throughout the acquisition cycle.

Course Title: DESIGN INTERFACE

Duty Hours:32
Vendor: NATIONAL TECHNICAL ASSOCIATES
\$1,200-1,500.00

Cost:

ILS, engineers, manufacturing and acquisition personnel.

This course focuses on the relationship of logistics related design parameters to readiness and support resource requirements. Design parameters covered include reliability, maintainability and supportability. It also addresses engineering & manufacturing

Course Title: EVALUATING A CONTRACTOR'S PERFORMANCE

Duty Hours: 40
Vendor: MANAGEMENT CONCEPTS
\$500-900.00

Cost:

Program managers, contract specialist and administrators and project engineers.

This course prepares the participants involved in the Federal acquisition process to deal confidently with evaluating a contractor's performance of a Government contract. Course covers the type of contracts, the responsibilities of contract parties.

Course Title: MILITARY STANDARD REQUISITIONING & ISSUE PROCEDURES SYSTEM (MILSTRIP)

Duty Hours: 40
Vendor: MANAGEMENT CONCEPTS
\$900-1,200.00

Cost:

Personnel who need to know MILSTRIP.

Participants are introduced to the MILSTRIP procurement procedures and documents and the MILSTRIP manual. Upon completion, they should be able to: complete requisitions; route supply transactions and determine status using the Defense Automatic Addressing System.

Course Title: PROGRAM PLANNING & CONTROL TECHNIQUES

Duty Hours: 32

Vendor: NATIONAL TECHNICAL ASSOCIATES
\$900-1,200.00

Cost:

Program Planning and Control Techniques includes introduction to planning, networking, PPBS, Program Evaluation and Review Techniques (PERT), Critical Path Methods and computer aided planning.

Course Title: CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

Duty Hours: 24

Vendor: FLEET AND INDUSTRIAL SUPPLY CENTER 700 ROBBINS AVE, BLDG 2B PHILADELPHIA, PA 19111-5083

Cost: \$200.00

New COR's, COR's currently working on a contract and COR's who have proposed solicitations

This course will explain from whom COR gets authority and direction; to whom he/she answers and who answers them; training a COR is required to have who the COR documents his authority. A 80% is required on the 40 questions in order to be certified. A presentation of the legal principles applied to government contracts; this course examines common law, statutes, regulations and court and board decisions affecting procurement. Government's power to contract, legal elements of contract.

Course Title: COST ANALYSIS

Duty Hours: 40

Vendor: MANAGEMENT CONCEPTS
\$500-900.00

Cost:

Government employees who work in procurement and contracts.

This course emphasizes cost and pricing data, allowability of proposed cost data collection for the cost analysis, quantitative techniques for estimating costs, direct and indirect costs, facilities cost of capital, pre-negotiation objectives.

Course Title: SPAWAR TEST AND EVALUATION

Duty Hours: 36

Vendor: QUADDELTA INC.
\$900-1,200.00

Cost:

Engineers, program managers and those personnel in the acquisition process.

This course will familiarize engineers and managers with current policy and procedures for DOD research, development acquisition and test and evaluation process.

Course Title: PRINCIPLES OF INVENTORY CONTROL/FMS WEAPONS SYSTEMS SUPPORT

Duty Hours: 80

Vendor: NATIONAL TECHNOLOGICAL ASSOCIATES
1,200.00

Cost: \$900-

This course provides an overview of the USG/Navy weapon systems acquisition process with an emphasis on supply support planning and an overview of the options available for support of weapon systems acquired through the U.S. Foreign Military Sales (FMS).

Course Title: BASIC CONTRACT ADMINISTRATION

Duty Hours: 40

Vendor: MANAGEMENT CONCEPTS INC.
1,200.00

Cost: \$900-

This course covers the critical duties performed by contracting personnel during the post-award administration phase of acquisition process. Course content is derived from the competency-based curriculum developed by the Federal Acquisition Institute (FAI).

Course Title: CONTRACTING FOR OFF-THE-SHELF PROCUREMENT

Duty Hours: 24

Vendor: TTC SEMINARS, DEPT. COTS P.O. BOX 3608 3420 KASHIWA ST. TORRANCE, CA 90510-3608310-534-3922

Cost: \$500-900.00

Logisticians, contract managers, procurement officers and all acquisition personnel who desire a comprehensive knowledge of the latest techniques to confront and manage the increasing use of commercial products.

This three day seminar provides the attendees with the in-depth analyses of commercial products contracting: the statutes, rules, methods and legislation which govern the

acquisition of commercial products in large and small federal programs.

Course Title: CUSTOMER AND SUPPORT FOCUS

Duty Hours: 40

Vendor: GEORGE WASHINGTON UNIVERSITY
\$500-900.00

Cost:

This course will enable participants to achieve customer satisfaction by understanding and creating an organization to achieve and understand it and measure customers' satisfaction through effective surveys, questionnaires, and data analysis.

MANAGEMENT/SUPERVISORY

Course Title: COACHING & COUNSELING SKILLS WORKSHOP

Duty Hours: 8
Vendor: PRYOR

Managers and supervisors.

This workshop provides managers and supervisors with a set of specific skills to effectively coach others toward superior results. Through the acquisition of these skills, participants will be able to increase the productivity of the office, build teamwork.

Course Title: HOW TO DELEGATE WORK & ENSURE ITS DONE RIGHT

Duty Hours: 8
Vendor: CAREER TRACK
\$99.00

Cost:

Supervisors and managers.

Participants will learn to delegate intelligently from beginning to end, to whom and how to supervise the process without meddling.

Course Title: HOW TO HANDLE PEOPLE WITH TACT AND SKILL

Duty Hours: 8
Vendor: CAREER TRACK OR NATIONAL

Cost: \$99.00

Supervisors and managers.

Participants will learn what motivates difficult people, how they think, what they fear and why they do what they do. You'll learn especially what to do and how to minimize the effect of this behavior.

Course Title: INTRODUCTION TO SUPERVISION **

Duty Hours: 40
Vendor: USDA
\$595.00

Cost:

First time supervisors and managers.

This course provides an introduction to the role of the supervisor. Instruction is provided on how to perform the major supervisory duties and responsibilities, apply the varied leadership techniques appropriate to a Government setting, effective implementation.

Course Title: LEADERSHIP & SUPERVISORY SKILLS FOR WOMEN

Duty Hours: 8
Vendor: NATIONAL BUSINESSWOMEN

Cost: \$99.00

All Government employees.

This seminar focuses on the unique challenges women face in leadership roles. Participants learn: how to increase their respect and credibility as the boss; techniques for giving instructions and not being misunderstood.

Course Title: MANAGEMENT FUNCTIONS & TECHNIQUES

Duty Hours: 24
Vendor: USDA
\$395.00

Cost:

Supervisors and managers (this course is a logical follow-on to Introduction to Supervisors).

Through case studies, group exercises and videos, you will learn to plan the work to be done. This involves clarifying your long and short range objectives and all the parts, phases and steps that will be required.

Course Title: MANAGEMENT PROBLEMS OF THE TECHNICAL PERSON IN A LEADERSHIP ROLE

Duty Hours: 8
Vendor: PRYOR
\$195.00

Cost:

Managers and supervisors.

Participants will learn: how to identify and conquer the 4 critical work levels through which successful managers and supervisors must pass; how to deal with political strategies used by others; how to avoid being stereotyped and considered "too narrow-minded."

Course Title: MANAGING DIFFICULT PEOPLE

Duty Hours: 8
PRYOR/CAREERTRACK/AMA

Vendor:
Cost: \$99-250.00

All supervisors/managers are eligible.

This course teaches supervisor and managers how to analyze and handle difficult people before they tap the organization of its energy and productivity.

Course Title: SEMINAR FOR NEW MANAGER

Duty Hours: 80
Vendor: USDA/MGT DEVELOPMENT CTR

Cost: \$1,900.00

Supervisors/Managers who are in their first two years in a managerial position and are at the GM-13 level or above.

This seminar provides new government managers an opportunity to learn and practice managerial skills needed to perform effectively. The purpose of this seminar is to assist participants in achieving managerial excellence by enhancing their managerial skills.

Course Title: SUPERVISION & GROUP PERFORMANCE

Duty Hours: 24
Vendor: USDA
\$595.00

Cost:

Supervisors and managers.

This course will develop management skills in order to reduce unnecessary expenditure of your resources: prioritizing goals; managing time; using charting techniques for work planning; delegating effectively .

Course Title: MANAGING TECHNICAL PROFESSIONALS

Duty Hours: 24
Vendor: AMA
\$1,295-1,485.00

Cost:

Managers/supervisors who manage technical professionals.

Upon completion you will be able to: assess the difference between the technical and the "people" parts of your job . Recognize and seize opportunities...take risks gain visibility... make transitions and adapt to change .

Course Title: MOTIVATING OTHERS: BRINGING OUT THE BEST IN YOUR PEOPLE

Duty Hours: 24
Vendor: AMA
\$1,295-1,485.00

Cost:

Managers, supervisors, executives and professionals who want to maximize their impact on others.

Upon completion of this course you will learn the ability to: evaluate your own degree of motivation . Set your employee up for success; communicate directly and openly; support, rather than police, your staff; provide feedback that motivates .

Course Title: INFORMATION SYSTEMS PROJECT MANAGEMENT

Duty Hours: 24
Vendor: AMA
\$1,395-1,595.00

Cost:

Analysts, programmers, project leaders and information managers.

Participants taking this course will benefit from this training by: maintaining control of your projects with proven-in-action scheduling techniques; making productivity contagious on your team; delivering quality systems on time .

Course Title: TECHNICAL PROJECT MANAGEMENT BY AMA

Duty Hours: 16
Vendor: AMA
\$1,195-1,375.00

Cost:

Engineering and research managers, industrial engineers and all others engaged in the administration of technical projects.

This course will cover: . Developing realistic input data for technical engineering projects; developing the Work Breakdown Structure; planning and scheduling tools, using GANTT, PERT and CPM methods; technical project control systems - the control cycles.

Course Title: MANAGEMENT DEVELOPMENT SEMINAR

Duty Hours: 80

Vendor: USDA/MGT DEVELOPMENT CTR

Cost: \$1,900.00

Successful experience managers, GS/GM 13 and above are eligible.

This course provides an opportunity for experienced managers to develop new capabilities as well as enhance those which have supported their management excellence in the past. The purpose of this seminar is to assist managers and executives.

Course Title: ADMINISTRATIVE OFFICER SEMINAR

Duty Hours: 24

Vendor: MANAGEMENT CONCEPTS INC
350.00

Cost: \$250-

Administrative officers and management trainees.

This course will assist the participants in understanding of the position of Administration Officer. It will provide the participant with a working knowledge to coordinate the resources and services necessary for the daily operations of government agencies.

Course Title: HOW TO HANDLE CONFLICT AND MANAGER ANGER

Duty Hours: 8

Vendor: NATIONAL SEMINAR

Cost: \$99.00

All Government supervisors/managers.

This insightful one day seminar takes an honest look at the real need we all have to become better conflict managers. You'll find how; when handled constructively; conflict can strengthen relationships; increase productivity and renew enthusiasm.

Course Title: MANAGEMENT SKILLS FOR MAINTENANCE SUPERVISORS AND MANAGERS

Duty Hours: 16

Vendor: MANAGEMENT INSTITUTE

Managers and supervisors of manufacturing and industrial personnel.

This course is designed for people who supervise or manage maintenance personnel. The program focuses on the management and people skill skills that are needed to foster maximum productivity, high quality and good morale.

Course Title: MANAGING MULTIPLE TASKS, PROJECTS AND DEADLINES

Duty Hours: 24

Vendor: AMA
\$1,295.00-1,595.00

Cost:

Managers and supervisors

Knowing how to effectively juggle many priorities at once is a must in today's workplace. This practical seminar offers a no-nonsense approach to successfully taking control of all the tasks, demands and deadlines that come your way.

Course Title: ALTERNATIVE DISPUTE RESOLUTION

Duty Hours: 16

Vendor: USDA
\$393.00

Cost:

Government managers, executives and administrators.

ADR describes a variety of processes used to resolve disputes in lieu of litigation and traditional agency administrative procedures. This introductory seminar familiarizes attendees with the major ADR techniques and current applications.

Course Title: BASIC PROJECT MANAGEMENT

Duty Hours: 32
Vendor: AMA
\$1,450-1,665.00

Cost:

Managers, engineers and other professionals.

Basic project management offers you proven, workable answers to help you identify and solve your most pressing project problems. Participants will learn how to select, motivate and lead project team members and how to get the answers.

Course Title: ADVANCED PROJECT MANAGEMENT

Duty Hours: 32
Vendor: AMA
\$1,495-1,720.00

Cost:

Senior level or experienced project managers, engineers and support staff.

This course will cover the management of conflict, project prioritization and selection. This is an intensive program that examines methods for the identification, description and control of major components that comprises the project's objective.

Course Title: LEADERSHIP SKILL & TEAM DEVELOPMENT FOR TECHNICAL PROFESSIONALS

Duty Hours: 16
Vendor: AMA
\$1,295-1,490.00

Cost:

Technical manager, project leader and general manager/supervisors working with technical professionals.

Attendees will learn from taking this course: difference between leading, managing and being a technician; identify the elements of a leadership model and how they contribute to success; deal with your technical obsolescence .

Course Title: SUPERVISING PROBLEM EMPLOYEES

Duty Hours: 16
Vendor: USDA
\$325.00

Cost:

Government supervisors/managers who want to learn specific strategies for dealing with difficult employees.

This course will help the attendee to deal more effectively with a broad range of problem employees, especially those that effect the productivity, morale and team effectiveness. Strategies to cope with difficult behavior .

Course Title: INTRODUCTION TO PERSONNEL MANAGEMENT **

Duty Hours: 24
Vendor: USDA
\$460.00

Cost:

At the completion of this training, attendees should be equipped to deal with a variety of personnel issues which effect their employees. This course is for employees who need to understand the major elements of the federal personnel management system and how they interrelate. Attendees will learn the content and effect of significant personnel laws, rules and regulations and how they are implemented.

Course Title: Leadership Skills

Duty Hours: 24
NAWC, Code 7372

Vendor:
Cost: \$100.00

Is a seminar/workshop in which students will learn the skills required to become a more efficient and effective leader and then practice those skills through experiential exercises and case studies.

Course Title: What Managers Do

Duty Hours: 24
NAWC, Code 7372

Vendor:
Cost: \$100.00

Is a seminar/workshop in which students will learn to improve performance in the management functions of planning, organizing, staffing, leading and controlling through classroom discussion and participating in experiential exercises and case studies.

PERSONAL DEVELOPMENT

Course Title: AMERICAN SIGN LANGUAGE

Duty Hours: 10
Vendor: NAWC
\$0

Cost:

All Government employees.

Skills used to facilitate effective communications with the hearing impaired.

Course Title: PREVENTION OF SEXUAL HARRASMENT TRAINING *

Duty Hours: 1
Vendor: EEO Office, NAWC

Cost: \$0

THIS IS MANDATORY TRAINING FOR ALL GOVERNMENT PERSONNEL

This training is now mandatory and all employees must be given the opportunity to attend. This course is designed to fulfill the mandatory requirement for all non-supervisory personnel.

Course Title: ETHICS TRAINING *

Duty Hours: 1
Vendor: Legal, NAWC

Cost: \$0

MANDATORY TRAINING FOR ALL GOVERNMENT PERSONNEL

This course will fulfill the mandatory requirement for all government personnel in ethics training.

Course Title: PRE-RETIRMEENT PLANNING FOR CSRS EMPLOYEES

Duty Hours: 16
Vendor: HARMON ASSOCIATES

Cost: \$150.00

CSRS Federal employees who have TEN or LESS YEARS remaining before retirement is the PRE-REQUISITE for this training.

This course is tailored to address the needs of those Federal employees in the Civil Service Retirement System.

Course Title: PRE-RETIREMENT PLANNING FOR FERS

Duty Hours: 16
Vendor: HARMON ASSOCIATES

Cost: \$150.00

Federal Employees Retirement System (FERS) employees who have at least 10 years of Federal services completed.

This course will address FERS employees as to their rights and benefits under FERS.

Course Title: MANDATORY ANTITERRORISM AWARENESS PROGRAM

Duty Hours: 1
Vendor: SECURITY/NAWC
\$0

Cost:

All government employees deployed/traveling overseas.

Attendees will be instructed in the do and don't of deployment or traveling overseas regarding procedures by DON.

Course Title: PRIME TIME

Duty Hours: 16
Vendor: HARMON ASSOCIATES

Cost: \$150.00

Government employees with more than 10 years of services and/or 50 years old and younger and/or with 10 or more years prior to retirement.

This course is designed as a review their present retirement package and understanding of their federal benefits package as well as information on the importance of financial and estate planning and to make needed adjustments while there is time for corrections.

Course Title: EEO REPRESENTATIVE TRAINING FOR RATING/RANKING

Duty Hours: 2

Vendor: EEO Office, NAWC

Cost \$0

All Government employees.

Attendees will learn the responsibilities for EEO representatives, learn about practices that lead to complaints during rating and ranking interviews and the necessary guidelines for pre-employment inquiries.

Course Title: BASIC EEO COUNSELING

Duty Hours: 32

Vendor: USDA
\$575.00

Cost:

Supervisors & Managers

Counseling is the first step in the discrimination complaint process. The emphasis will be on the role, duties and responsibilities of the EEO counselor. Actual complaint situation will be simulated in role playing sessions.

Course Title: EEO FOR ADVISORY COMMITTEE MEMBERS

Duty Hours: 16

Vendor: USDA
\$295.00

Cost:

EEO advisory committees, supervisors and managers.

Emphasis is placed on how you can work with other members of the committee to advance your agency's EEO program. You'll learn to: explain your role and responsibilities as a committee member; discuss with appropriate agency officials ways in which they can implement federal EEO programs.

Course Title: EEO FOR SUPERVISORS & MANAGERS

Duty Hours: 16

USDA

Vendor:
Cost: \$350.00

Supervisor and managers.

This course is designed to teach participants to identify their responsibilities in affirmative action, upward mobility, affirmative employment programs and discrimination complaints.

ADMINISTRATIVE

Course Title: DECISION MAKING FOR SUPPORT STAFF

Duty Hours: 24
Vendor: USDA

Secretaries and clerical assistant, GS-04 and above.

This course will provide participant who are given the opportunity to make decisions increase their stature and value to the boss, the office and the agency. This course is designed to teach students way to delegate more effectively; deal with people individually and in groups; recognize and handle decision making situations; and take a systematic approach to problem solving.

Course Title: OFFICE MANAGEMENT

Duty Hours: 24
Vendor: USDA

Cost: \$395.00

Government employees who are responsible for clerical-managerial functions.

Students will learn to work with and through others; principles of motivation that will help you achieve your goals; set long and short-term goals; apply key time management principles to your office setting; communication models that will work for your unit; leadership skills; practical management tips and strategies to resolve problems.

Course Title: CHANGING ROLE OF THE EXECUTIVE SECRETARY AND ADMINISTRATIVE ASSISTANT

Duty Hours: 24
Vendor: AMA
\$1,295-1,495.00

Cost:

Senior administrative support staff with less than five years work experience.

This course will help participants face the changing and multiple priorities of their job. It will provide you with the needs of the latest technical skills and efficiency techniques and an in-depth knowledge of managerial tools like planning, and organizing. Develop the confidence to deal with changing issues. Deal with conflict and stress.

Course Title: MANAGEMENT SKILLS FOR EXECUTIVE SECRETARIES AND ADMINISTRATIVE ASSISTANTS: AN ADVANCED COURSE

Duty Hours: 24
Vendor: AMA
\$1,295-1,495.00

Cost:

Senior administrative support staff with more than five years experience.

This workshop provides you the skills you need to do your job effectively with professional confidence and to: . use interpersonal communication to enhance the boss-assistant relationship; manage key responsibilities such as planning, organizing and scheduling.

Course Title: RESIDENTIAL WORKSHOP FOR SECRETARIES, CLERICAL AND ADMINISTRATIVE PERSONNEL

Duty Hours: 24
Vendor: USDA
\$300.00

Cost:

Government secretaries, administrative assistants, staff assistants and office managers.

This seminar/workshop brings you and other government personnel together with learning consultants from around the nation to exchange ideas and bring into focus the new challenges and responsibilities of today's administrative workplace.

Course Title: INDISPENDBALE ASSISTANT

Duty Hours: 8
Vendor: SKILLPATH

Cost: \$99.00

Secretarial, Administrative and Management assistants.

This hands-on workshop will teach you: tips for juggling multiple projects and priorities; how to keep things running when the boss is gone; stress management techniques; assertiveness skills that help get the job done

Course Title: SUCCESSFULLY MANAGING PROJECT: A COURSE FOR EXECUTIVE SECY & ADMINISTRATIVE ASST.

Duty Hours: 24
Vendor: AMA
\$1,295-1,495.00

Cost:

Executive secretaries, administrative assistants and administrative support personnel.

This course gives attendee the conceptual and organizational skills they need to manage long-range projects and get on the road to greater responsibility. Subjects covered: your role as a project manager; planning a project .

Course Title: THE EXCEPTIONAL ASSISTANT

Duty Hours: 8
Vendor: Fred Pryor

Cost: \$99.00

Government secretaries and other support people who want to increase their value to their managers and earn greater respect and creditability.

This one day seminar provides you with information about your job versus your career; key communication skills that get results; you as manager; how to build a great team with your boss.

TECHNICAL

Course Title: DESIGN AND CORRIOSION

Duty Hours: 24
Vendor: ASME
\$900-1,200.00

Cost:

Engineers and personnel who have a background in metallurgy or material science.

This course provides a thorough introduction to the fundamentals of electrochemistry, physical metallurgy, organic and inorganic protective materials and mechanical/structural considerations.

Course Title: DESIGN RELIABILITY

Duty Hours: 32
Vendor: RELIABILITY ANALYSIS CTR CENTER P.O. BOX 4700 ROME, NY 13442-4700 1-800-526-4803
1,500.00

Cost: \$1,200-

Systems, circuit design, and quality engineers having little or no experience.

This course deals with both the theoretical and practical applications of the reliability tasks involved in the quest for reliable equipment. It encompasses all of the reliability considerations related to the design process including parts selection.

Course Title: DESIGNING FOR MANUFACTURABILITY

Duty Hours: 24
Vendor: ASME
\$900-1,200.00

Cost:

Engineers.

This course presents the practical problems and limitations that common manufacturing processes impose on the designer. The emphasis is on the design of product features that can be manufactured using the lowest costs processes.

Course Title: FINITE ELEMENT ANALYSIS

Duty Hours: 16
Vendor: ASME
\$900.00

Cost:

Engineers

The intent of this course is to teach finite element method through simple problem solving techniques and to apply these techniques to larger problems which can be run on a variety of computers. This course introduces the fundamentals and principles of the finite element method to engineer as well as the capabilities of the finite element method in solving a wide variety of problems. Emphasis is placed on application and reinforcement of the basics.

Course Title: FINITE ELEMENT METHODS

Duty Hours: 40
Vendor: UCCE
\$1,000-1,200.00

Cost:

Engineers

This course is intended as an introductory course suitable for government or industrial engineers and assumes that participants will have a very limited background in finite element analysis.

This course will provide participants with an introduction to Finite Element methods for solving problems in structural analysis. Others topics discussed will be heat transfer, fluid mechanics and electrical fields.

Course Title: HEAT TRANSFER

Duty Hours: 40
Vendor: FATIGUE CONCEPTS

Cost: \$795-

1,000.00

Engineers.

This course will address the following: Conservation energy conduction, heat diffusion, two dimensioning study state, transient convection, boundary layer, external flow, condensation, radiation, claw, blackbody and radiation exchange.

Course Title: INTERMEDIATE HEAT TRANSFER

Duty Hours: 40

Vendor: UNIV. OF MINNESOTA ACADEMIC QUESTIONS: 612-625-5502 ADMINISTRATIVE QUESTIONS: 612-624-2332

Cost: \$1,200-1500.00

Engineers.

The objective of this course is to provide, at an intermediate level, the knowledge base needed for contemporary thermal engineering application. Fundamentals and application of conduction, convection and radiation heat transfer. Phase change processes including boiling, condensation, freezing and melting.

Course Title: INTRODUCTION TO COMPOSITES

Duty Hours: 40

Vendor: FATIGUE CONCEPTS
1,200.00

Cost: \$900-

Engineers and technicians involved in this area of work. A degree in science, engineering or experience in this area is required.

This course will address the following: Why composite selection and evaluation, various fibers and resins, material properties, lamina eliminate analysis, failure and fatigue analysis, NDI, strength and stiffness equations, damage tolerances, and testing.

Course Title: PRINCIPLES OF FIBER OPTICS

Duty Hours: 16

Vendor: UCCE
\$850-1,000.00

Cost:

Engineers.

This course is designed to examine the benefits of fiber optics, how to fully utilize the benefits and how to analyze costs. In addition, it will provide a thorough introduction to fiber optics communication, show you how to assemble the optimum system.

Course Title: PRINCIPLES OF NONDESTRUCTIVE TESTING

Duty Hours: 40

Vendor: Hellier Indus
950.00

Cost: \$530-

Engineers and technicians.

Participants will be introduced to the types of nondestructive testing that are currently of technological importance, explained the physical and chemical bases of tests, delineate the types of flaws that the test will detect and the limits of resolution .

Course Title: STRESS ANALYSIS

Duty Hours: 40

Vendor: FATIGUE CONCEPTS
950.00

Cost: \$600-

Engineers and technicians. A degree in science, engineering o experience in this area is required.

This course will addressed the following: Stresses and stress temperature effects, factor of safety, statistically determinate structure thin wall cylinders, shear and moment, NDI methods, susceptibility chart materials selection, repair methods and fractures.

Course Title: THE BOLTED JOINT

Duty Hours: 16

Vendor: ASME

Engineers.

This course is intended to introduce engineers to the basics of bolted joints and to inform them of recent developments in such things as assembly practice, bolted joint failure modes and the theoretical analysis of bolted joints.

Course Title: COST ESTIMATING FOR TECHNICAL PERSONNEL

Duty Hours: 24
Vendor: MANAGEMENT CONCEPTS INC.
703-790-9595
\$650-900.00

Cost:

Technical personnel who are responsible for developing the Independent Government Cost Estimate (IGCE).

This course provides participants with a step-by-step procedures for accomplishing of new procurement of supplies, equipment, services or contract modifications. Topics include: IGCE, types of costs and their behavior, and Federal contract cost principles.

Course Title: CATAPULT & ARRESTING GEAR SCHOOL

Duty Hours: 120
Vendor: NATTC, LAKEHURST

Cost: \$0

All Government personnel who are required to have a knowledge or work with Catapult and Arresting Gear equipment/design. Knowledge of operating and maintenance principles for launching and arresting gear. This should allow the engineer/technicians to better design and analyze the equipment.
Operation and maintenance of aircraft carrier and rotary retract engines, CRO valves etc.

Course Title: SOFTWARE PROJECT MANAGEMENT

Duty Hours: 32
Vendor: LEARNING TREE
\$1,295-1,755

Cost:

Managers, software and hardware engineer, system analysts and technical professional currently managing software, systems and embedded development projects.

This course develops and improves the skills required to plan and manage software development efforts successfully. It provides an overview of the development process, presents a proven process-driven approach.

Course Title: OPTICAL FIBER COMMUNICATIONS: COMPONENTS, NETWORKSAND APPLICATIONS

Duty Hours: 40
Vendor: GEORGE WASHINGTON
1,200.00

Cost: \$900-

For maximum benefit, all Federal employees who have an engineering or science degree or equivalent experience.

This course covers the bandwidth and data rate capabilities of optical fibers and the essentially unlimited capabilities for capacity increase of existing fiberlinks. Also covers the properties of single mode and multi mode fibers and their uses.

Course Title: GEOMETRIC DIMENSIONING & TOLERANCING LEVEL II

Duty Hours: 24
Vendor: ASME
\$900-1,200.00

Cost:

Federal employees with an engineer or science degree or the equivalent experiences.

This course probes into greater depth on key topics such as maximum material condition, true position, datums and inch v metric status, Course highlights include: review of geometric dimensioning and tolerances; form tolerances; orientation tolerances .

Course Title: OPTICAL SYSTEMS FUNDAMENTALS

Duty Hours: 16
Vendor: GEORGE WASHINGTON
\$950-1,200.00

Cost:

Engineers, scientists and technicians seeking to procure, operate, analyze or develop optical instrumentation and systems.

This course provides attendees with the basic understanding of optical systems. It is designed for those who are beginning to work with optical systems and for those who need a review and reinforce their current knowledge. Topics covered: . Geometrical optics, wave optics, quantum optics and system design.

Course Title: FIBER OPTICS TRAINING

Duty Hours: 24

Vendor: GEORGE WASHINGTON UNIVERSITY
\$900-1,200.00

Cost:

Government engineers, technicians and equipment specialists.

This course can be tailored to suit competency needs and organizational objectives. A preliminary outline of this course is: .8 hrs of classroom including intro to fiber optics theory, standards, cable types and structures, connectors, mechanical and fusions.

Course Title: ADVANCED CONFIGURATION MANAGEMENT

Duty Hours: 24

Vendor: TECHNOLOGY TRAINING CORPORATION
TECHNOLOGY TRAINING CORP, 3420 KASHIWA ST, SUITE 2000, TORRENCE, CA 90505-4025 310-534-4871

Cost: \$750-1,200

Engineers, logisticians, technicians, managers and supervisors who have a need to develop this knowledge. REQUIREMENT: MUST HAVE TAKEN THE BASIC CONFIGURATION MANGEMENT COURSE.

This tailored made course for Lakehurst employees will cover the following areas or areas to be added: The Product Life Cycle, Allocating Requirements, Establishing Effective Change Management, Metric Collections, System Configuration Management Plan etc.

Course Title: OPTICAL TOOLING THEORY AND APPLICATION

Duty Hours: 32

Vendor: BRUNSON INSTRUMENT CO.
BRUNSON INSTRUMENT CO, 8000 E. 23 RD ST, KANSAS CITY, MO 64129, 816-483-3187

Cost: \$550-900.00

Engineers, technicians, equipment specialist, industrialist, manufacturing (hands on personnel).

Be familiar with principles of light and optics, operating optical tooling instruments, fully understand precision measurement techniques, troubleshoot alignment project, etc.
Principles of light and optics, functions of optical devises, optical tooling instrumentation, basic instrument construction, optical tooling accuracy, precision measurement techniques, instrument calibration, targeting and projects and applications.

Course Title: INNOVATIVE ENGINEERING

Duty Hours: 16

Vendor: ASME
\$900-1,200.00

Cost:

Practicing engineers working in the trenches to solve day to day engineering problems of design and manufacturing.

Engineers and technical professionals will learn how to boost their individual problem solving creativity. Engineering creativity along with problem solving stages, knowledge acquisition, problem formulation and solution generation will be studied.

Course Title: INCREASED EFFECTIVENESS AND PRODUCTIVITY FOR ENGINEERS

Duty Hours: 16

Vendor: SAE
SAE PROFESSIONAL DEVELOPMENT DIVISION, 400 COMMONWEALTH DRIVE, WARRENDALE, PA 15096
700.00

Cost: \$500-

Project, manufacturing and team engineers.

Present a broad variety of personal development and project management topics critical to the engineer's success. Better working knowledge of critical skill areas and how to put it together and make it work for them.
Focus is given to show attendees how to increase their effectiveness and improve their performance, both in their own output and those who they rely on. Attendees will learn to be better planners and learn objective setting and resource allocation.

QUANTITATIVE

Course Title: MANAGEMENT ANALYSIS, INTRODUCTION

Duty Hours: 32
Vendor: USDA
\$475.00

Cost:

Management analysis and others who supervise or deal with management analysis.

This course will teach participant how to organize their analysis. Select the correct fact-gathering techniques. Use simple descriptive statistics to present data. Develop fundamental work measures. Brief management on your study finding.

Course Title: MANAGEMENT ANALYSIS, INTERMEDIATE

Duty Hours: 32
USDA

Vendor:
Cost: \$475.00

Participant will learn effective study preparation techniques. Learn how to use well-founded research design methods. Present finding to management. Plan a management study. Schedule an control a study using charting tools. Prepare a cost-benefit analysis.

Course Title: MANAGEMENT ANALYSIS, ADVANCED

Duty Hours: 32
USDA

Vendor:
Cost: \$475.00

Participants will learn how to select best techniques for organizational analysis. Zero in on organizational problems. Apply quantitative methods effectively. Produce useful studies on efficiency, productivity and economy. Develop a worktable timeline and budget for each study.

Course Title: STATISTICS I (BASIC/PRACTICAL)

Duty Hours: 32
Vendor: USDA-ALSO AVAILABLE AS A SELF STUDY COURSE
575.00

Cost: \$150-

This course is recommended for any employee who needs to understand basic statistical methods or who works with statistics.

Upon completion of the course, participants will understand the role of statistics: use frequency distributions and arrays, calculate means, averages, median and mode; measure variation; present data through graphs and charts.

COMMUNICATION

Course Title: EDITING FOR IMPACT

Duty Hours: 16
Vendor: USDA
\$375.00

Cost:

All professionals who edit their own or other's writing and want to apply objective editing techniques to improve, clarity and readability.

Create opening and closing statements that focus the reader's attention. Smooth transitions from one paragraph to the next. Avoid redundancy. Eliminate jargon. Enhance the organization and effectiveness of a document. Develop a sentence structure and tone that create a seamless flow of ideas.

Course Title: NAVY CORRESPONDENCE FORMATS AND PROCEDURES

Duty Hours: 8
Vendor: Sherman & Holmes Associates

Cost: \$95.00

All government personnel.

This seminar will give employees who prepare correspondence the knowledge and practice they will need to format all types of written communication correctly according to the requirements of the revised Navy Correspondence Manual, SECNAVINST 5216.5C. A brief review of Naval writing standards is also included to help those who occasionally draft informal correspondence for their office.

Course Title: PROOF READING

Duty Hours: 16-24
Vendor: USDA GRADUATE SCHOOL-AVAILABLE AS BOTH CLASSROOM AND SELF STUDY
373.00

Cost: \$150-

All Government employees who wish to learn the techniques for eliminating errors and producing professional documents.

Participants will learn to use simple techniques to spot and correct errors quickly, avoid common spelling and punctuation mistakes and eliminate embarrassing mistakes that distract readers. The course will help participants to learn how to punctuate correctly.

Course Title: REPORT WRITING

Duty Hours: 24
USDA
Cost: \$\$395.00

Vendor:

Government employees who write reports and have a good knowledge of grammar and the fundamentals of writing.

This course will help the participant to get past writer's block. Incorporate research into reports. Choose the right style and tone. Organize the report logically. Pinpoint what reading needs to know. Appropriate punctuation and sentence structure.

Course Title: STRATEGIES FOR DEVELOPING EFFECTIVE PRESENTATION SKILLS

Duty Hours: 24
Vendor: AMA
1,295-1,495.00

Cost:

This course is recommended for presenters with little or no presentation experience.

At this three day program, you will learn to present your ideas with conviction, control and poise - and without fear. You will gain the specific skills and direction you need to become comfortable with your own presentation style.

Course Title: TECHNICAL WRITING

Duty Hours: 16
Vendor: Sheila Lombardi Associates
300.00

Cost: \$200-

Engineers, scientists and technical personnel.

Through lecture, class discussion, and workbook exercises, participants will examine the best way to present complex technical data in today's fast paced society.

Course Title: BUSINESS WRITING THAT WORKS

Duty Hours: 8

Vendor: Fred Pryor

Cost: \$195.00

All Government employees.

This workshop is designed for all levels of personnel whose native language is not English and who want to review the rules for standard English grammar, punctuation, and usage and improve their writing skills.

Course Title: WRITING THAT WORKS

Duty Hours: 8

Vendor: CareerTrack

Cost: \$99.00

Designed for personnel who write and review memos, letters, reports and manuals on a routine basis.

The workshop emphasizes techniques essential to clarity, precision and logical organization in business writing. All sessions include in-class writing exercises and allows time for individual attention.

Course Title: THE GRAMMAR USAGE SEMINAR

Duty Hours: 8

Vendor: FRED PRYOR
\$79.00

Cost:

All Government employees.

The business professional who has the answers to common grammar questions can avoid embarrassing blunders and costly mistakes, plus project confident, polished image. Renew these important skills in this interesting and informative one-day seminar.

Course Title: BUSINESS WRITING FOR RESULTS

Duty Hours: 8

Vendor: FRED PYROR
\$79.00

Cost:

All Government employees.

Participants will acquire the basics of organizing their words and shape their thoughts on paper. This course will teach the secrets of day-to-day writing in business. Topics covered: . Your writing style . Focus on the reader . Organize the information .

SAFETY

Course Title: ASB 1 - ASBESTOS WORKER/EMPLOYEE INFORMATION & TRAINING

CFR REFERENCE: 1910.1001(j)(5)

The training course shall adequately address the following topics: Physical characteristics of asbestos; potential health effects related to asbestos exposure; employee personal protective equipment; state-of-the-art work practices; personal hygiene; additional safety hazards.

Required for: Those employees exposed to airborne concentrations of asbestos at or above the action level.

Course Title: ASB 2 - Asbestos - Inspectors

CFR REFERENCE: 40 CFR 763 Subpart E, Appendix C

The following topics will be covered: Background information on asbestos; potential health effects related to exposure; function/qualifications and role of inspectors; legal liabilities and defenses; understand building systems; public/employee/building occupant relations; pre-inspection planning and review of previous inspection records; inspect of friable and non-friable asbestos-containing material and assessing the condition of friable; bulk sampling/documentation of asbestos in school; inspector respiratory protection and personal protective equipment; recordkeeping and writing inspection reports; regulatory review; field trip; and course review.

Course Title: ASB 3 - ASBESTOS ABATEMENT PROJECT DESIGNERS

CFR REFERENCE: 40 CFR 763 Subpart E, Appendix C

Duty Hours: 24

This course will adequately address the following: background information on asbestos; potential health effects related to asbestos exposure; overview of abatement construction projects; safety system design specifications; field trip; employee personal protective equipment; additional safety hazards; fiber aerodynamics and control; designing abatement solutions; budgeting/cost estimation; writing abatement specifications; preparing abatement drawings; contract preparation and administration; legal/abilities/defenses; replacement; role of other consultants; occupied buildings; relevant Federal, State, and local regulatory requirements.

Course Title: ASB 4 - ASBESTOS - MANAGEMENT PLANNERS

CFR REFERENCE: 40 CFR 763, Subpart E, Appendix C

Duty Hours: 16

This course will address the following: evaluation/interpretation of survey results; hazard assessment; legal implications; evaluation and selection of control options; role of other professionals; developing an operations and maintenance plan; regulatory review; recordkeeping for the management planner; assembling and submitting the management plan; financing abatement actions.

Course Title: BBP 1 - BLOODBORNE PATHOGENS/INFORMATION & TRAINING

CFR REFERENCE: 1910.1030(g)(2)

This course will cover the following topics: copies of the regulatory text; explanation of epidemiology and systems of bloodborne diseases; modes of transmission of bloodborne diseases; employer's exposure control plan; appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials; the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment. Information on types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment. Information on hepatitis B vaccine, including information on its efficacy, safety, method of administration, benefits of being vaccinated; actions to take when person comes in contact with blood or other infectious materials; procedures to follow when exposed; post exposure evaluation.

Course Title: BIP 1 - BACK INJURY PREVENTION

CFR REFERENCE: OPNAVINST 5100.23D:2305(b)

This course will cover; anatomy and physiology to explain how the back works; biomechanics of lifting and lifting techniques; how to avoid back injuries on and off the job; weight control and physical fitness.

Course Title: CDL 1 - FEDERAL MOTOR CARRIER HIGHWAY SAFETY REGULATIONS/DRIVERS

CFR REFERENCE: 49 CFR Part 391

Individual must be qualified to drive a motor vehicle.

Course Title: CHR 01 - BENZEN/INFORMATION & TRAINING

CFR REFERENCE: 1910.1028(j)(3)

The following topics will be covered: explanation of substance safety data sheet, Benzene and substance technical guidelines; describe medical surveillance program.

Course Title: CHR 02 - BENZIDENE/TRAINING AND INDOCTRINATION

CFR REFERENCE: 1910.1010(e)(5)(i) & (ii)

This training program includes the following: the nature of the carcinogenic hazards of Benzidene, local and system toxicity; medical surveillance program; decontamination practices and purposes; significance of emergency practices and procedures; recognition and evaluation of conditions and situation which may result in the release of Benzidene.

Course Title; CHR 3 - CADMIUM/EMPLOYEE INFORMATION & TRAINING

CFR REFERENCE: 1910.1027(m)(4) &(n)(4)

Employees will be informed on the following: health hazards associated with cadmium exposure; quantity, location, manner of use, release, and storage of cadmium in the workplace and the specific nature of operations that could result in exposure; measures employees can take to protect themselves from exposure; purpose, proper selection, fitting, proper use, and limitations of respirators and protective clothing.

Course Title: CHR 04 - ETHYLENE OXIDE/INFORMATION AND TRAINING

CFR REFERENCE: 1910.1047(j)(3)

Employees will be informed of the following: any operations in their work area where EtO is present; location and availability written rules; medical surveillance program. Methods and observations that may be used to detect the presence or release of EtO in the workplace. Physical and health hazards; how employees can protect themselves.

Course Title: FORMALDEHYDE/EMPLOYEE INFORMATION & TRAINING

CFR REFERENCE: 1910.1048(n)

Employees will be able to understand the following: a description of potential health hazards associated with exposure, description of the signs and symptoms of exposure; description of operations in the work areas where such chemical is present and an explanation of the safe work practices; instructions for handling of spills, emergencies and clean-up procedures; review of emergency procedures.

Course Title: CHR 06 - LEAD/TRAINING PROGRAM

CFR REFERENCE: 1910.1025(l)(1)&(2)

Employees will be informed on the following: the specific nature of the operation which could result in exposure to lead above action level; purpose, proper selection, fitting, use, and limitation of respirators; information concerning the adverse health effects associated with excessive exposure to lead; controls and work practices associated with job assignment.

Course Title: CHR 07 - INORGANIC ARSENIC/TRAINING PROGRAM

CFR REFERENCE: 1910.1018(o)(1)&(2)

Employee will learn the following: the quantity, location, manner of use, storage, sources of exposure, and the specific nature of operations, which could result in exposure as well as any necessary protective steps; purpose, proper use, and limitation of respirators; work practices associated with job assignment.

Course Title: CHR 08 - STORAGE & HANDLING OF ANHYDROUS AMMONIA/BASIC RULES

CFR REFERENCE: 1910.11(b)(1)(iv)

This course will cover: regulations pertaining to the storage, transportation, and use of anhydrous ammonia; test bases; test base and results.

Course Title: CHR 09 - STORAGE & HANDLING OF LP GASES

CFR REFERENCE: 1910.110(b)(16)

Employees will be training in the installation, removal, operation, and maintenance of liquefied petroleum gases.

Course Title: CHR 10 - STORAGE & HANDLING OF LP GASES/CONTAINERS

CFR REFERENCE: 1910.110(d)(12)(i)

When standard watch service is provided, it shall be extended to the LP-Gas installation and personnel properly trained.

Course Title: CHR 11 - STORAGE & HANDLING OF LP GASES/SERVICE STATIONS

CFR REFERENCE: 1910.110(h)(11)(vii)

The dispensing of LP-Gas into the fuel container of a vehicle shall be performed by a competent attendant who shall remain at the LP-Gas dispenser during the entire transfer operation.

Course Title: CHR 12 - CLEAN AIR ACT/SERVICING OF AUTO AIR CONDITIONERS

CFR REFERENCE: 40 CFR Par 82.40

Student will learn: standards established for the service and repair of motor vehicle air conditioners, containment of refrigerant, extraction and recycle equipment, and the standard of purity for refrigerant; anticipated future technological developments; environmental consequences of refrigerant release and adverse effects of stratospheric ozone layer depletion.

Course Title: CHR 13 - HYDROGEN/LIQUID HYDROGEN SYSTEMS

CFR REFERENCE: 1910.103 (4)(ii)

A qualified person shall be in attendance at all times while the mobile hydrogen supply unit being unloaded.

Course Title: CON 1 - PERMIT-REQUIRED CONFINED SPACE/AFFECTED EMPLOYEES

CFR REFERENCE: 1910.146(g)

Training will include: an explanation of the general hazards associated with confined spaces; a discussion of specific confined space hazards associated with the facility, location, or operation; reason for proper use, and limitations of personal protective equipment and the other safety equipment required for entry into confined space; how to respond to emergencies; advised of duties and responsibilities as a member of confined space team; understand and how to recognize probable air contaminant over-exposure symptoms to oneself and co-workers, and methods of alerting attendants.

Course Title: CON 2 - PERMIT-REQUIRED CONFINED SPACE/ATTENDANTS

CFR REFERENCE: 1910.146(i)

Attendants will know the hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of exposure; is aware of possible behavioral effects of exposure in authorized entrants; maintain an accurate count of authorized entrants in the permit space; remain outside space during entry operations until relieved by another attendant; communicate with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space; monitor activity inside and outside of space to determine if it is safe; perform non-entry rescues as specified by employer's rescue procedures; performs no duties that might interfere with attendant's primary duty.

Course Title: CON 3 - PERMIT-REQUIRED CONFINED SPACE/AUTHORIZED ENTRANTS

CFR REFERENCE: 1910.146(h)

Authorized entrants will: know the hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of the exposures; communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space; alert attendants when: the entrant recognizes any warning sign or symptom of exposure in dangerous situation; entrant detects a prohibited condition.

Course Title: CON 4 - PERMIT-REQUIRED CONFINED SPACE/ENTRY SUPERVISOR

CFR REFERENCE: 1910.146(j)

Each supervisor will learn the hazards that may be faced during entry, including information on the mode, sign, or symptoms, and consequences of the exposure; verifies, by checking that the appropriate entries have been made on the permit; terminate the entry and cancels the permit; verifies that rescue services are available and that the means for summoning them are operable; removes unauthorized individuals who enter or who attempt to enter permit space during entry operations.

Course Title: CON 5 - PERMIT-REQUIRED CONFINED SPACE/RESCUE & EM. SERVICES

CFR REFERENCE: 1910.146(k)

Students will learn the following: each member will be trained to perform the assigned rescue duties; shall practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, mannequin, or actual persons from the actual permit spaces; shall be trained in basic first-aid and in cardiopulmonary resuscitation.

Course Title: CPR 1 - CPR CERTIFICATION/RE-CERTIFICATION

CFR REFERENCE: OSHA 1910.23D:0602(f)

Those personnel who require it, due to the nature of their work and responsibility.

Course Title: DIT 1 - DRIVER IMPROVEMENT TRAINING

CFR REFERENCE: OPNAVINST 5100.12F(HHPS #4)

Students will learn applicable laws and regulations; safe operating practices under normal and emergency conditions; operator inspection and primary preventive maintenance.

Course Title: ERG 1 - ERGONOMICS

CFR REFERENCE: OPNAVINST 5100.23D:2305

Students will learn ergonomics definition, and concepts; CTD and back injury prevention; the varieties of CTD, causes, early symptoms, means of prevention and treatment; ergonomics of hand tools; equipment design, adjustably and layout; proper maintenance of facilities, equipment and tools as a technique to minimize ergonomic stress; ergonomic hazard identification and analysis; implementation of ergonomics training.

Course Title: EST 1 - ELECTRICAL SAFETY TRAINING

CFR REFERENCE: 1910.332(b)(2)

Employees will train in and familiar with the safety-related work practices required that pertain to their respective job assignments.

Course Title: EST 2 - ELECTRICAL SAFETY TRAINING

CFR REFERENCE: 1910.332(b)

Qualified persons will learn the skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment; those skills and techniques necessary to determine the nominal voltage of exposed live parts; clearance distances and the corresponding voltages to which the qualified person will be exposed.

Course Title: EST 3 - ELECT POWER GENERATION, TRANSMISSION, & DISTRIBUTION

CFR REFERENCE: 1910.269(2)

Qualified persons will also be trained and competent in the skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment; the skills and techniques necessary to determine the nominal voltage of exposed live parts; the minimum approach distances specified in this section corresponding to the voltages to which the qualified employee will be exposed; the proper use of the special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools for working or near exposed energized parts of electric equipment.

Course Title: EST 4 - TELECOM/WORKING IN PROXIMITY TO ELECTRICAL HAZARDS

CFR REFERENCE: 1910.268(q)(2)

During all tree working operations aloft where an electrical hazard of more than 750V exists, there will be a second employee or qualified trainee in line clearance trimming within normal voice communication; when tree work is performed by employees qualified in line-clearance tree trimming and trainees qualified in line-clearance tree trimming.

Course Title: ETT 1 - TOOL CRIB ATTENDANT TRAINING

Course Title: EVD 1 - EMERGENCY VEHICLE DRIVING

CFR REFERENCE: OPNAVINST 5100.12F (HSPS #4)

Individuals assigned as a driver of navy police vehicles, ambulances, fire trucks and crash and rescue vehicles.

Course Title: EXP 1 - EXPLOSION & AGENTS/TRANSPORTATION OF EXPLOSIONS

CFR REFERENCE: 1910.109(d)

Class A or Class B drivers will be trained in procedures for transporting explosives. In depth discussion on procedures to follow in case of accidents. Transferring explosives from a disable vehicle to another.

Course Title: EXP 2 - EXPLOSION & BLASTING AGENTS/BLASTING AGENTS

CFR REFERENCE: 1910.109(g)

Operator will be trained in the safe operation of the vehicle together with its mixing, conveying, and related equipment; familiar with the commodities being delivered and the general procedure for handling emergency situations. Familiarized with the State's vehicle and traffic laws.

Course Title: FAT 1 - EMT/CEU TRAINING

Navy Fire and safety.

Course Title: FAT 2 - MEDICAL SERVICES & FIRST AID

CFR REFERENCE: 1910.151

A person or persons will be adequately trained to render first aid. First aid supplies approved by the consulting physician will be available.

Course Title: FPT 1 - FALL PROTECTION TRAINING

CFR REFERENCE: 29CFR 1926.503

Students will be trained in the following areas: the nature of fall hazards in the work area; the correct procedures for erecting, maintaining, disassembling and inspecting the fall protection systems to be used; the use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones and other protection used; the role of each employee in the safety monitoring system when this system is used; the limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs; the correct procedures for the handling and storage of equipment and materials and the erection of overhead protection; the role of employees in fall protection; and the standards contained in this subpart.

Course Title: FRK 1 - POWERED INDUSTRIAL TRUCKS/CLASSROOM

CFR REFERENCE: 1910.178

Classroom training will include: common powered industrial truck accidents; safety procedures for picking up loads; safety procedures for traveling with loads; safety procedures for stacking and dropping loads; safety precedes for operating smaller lift devices; discussion on lift truck capacity, load center, and center of gravity; powered industrial truck classification; safe loading/unloading procedures; general safe operating procedures.

Course Title: FRK 2 - POWERED INDUSTRIAL TRUCKS/OPERATONAL

CFR REFERENCE: 1910.178

Operational training will include: proficiency demonstrated in safe handling of powered industrial trucks; safe travel habits exercised in operation of powered industrial truck; awareness of mechanical components and their function; how to handle mechanical emergencies while operating equipment; safe loading and unloading procedures; practice general safe operating procedures i.e. travel with load, travel unloaded, stacking loads, dropping loads; inspection of equipment to determine safe operating conditions.

Course Title: FST 1 - EMPL.. FIRE PREVENTION/EMERGENCY ACTION PLAN

CFR REFERENCE: 1910.38(a)

The following elements will be included in this training: emergency escape procedures and emergency escape routes; procedures to follow by employees who remain to operate critical plant operations before they evacuate; procedures to account for all employees after the emergency evacuation has been completed; rescue and medical duties for those employees who are to perform them; the preferred means of reporting fires and other emergencies; names of regular job titles of persons or departments who can be contacted for further information of explanation of duties under the plan.

Course Title: FST 2 - EMPL.FIRE PREVENTION PLANS/FIR PREVENTION PLAN

CFR REFERENCE: 1910.38(b)(4)

Training will include: review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect them in the event of an emergency. Fire prevention plan will include: a list of major workplace fir hazards and their proper handling and storage procedures, potential ignition sources and their control procedures, and the type of fir protection equipment or systems which can control a fire involving these hazards; names or job title of the personnel responsible for maintaining fire protection equipment and systems; names of job title of the personnel responsibility for control of fuel source hazards; housekeeping procedures to control accumulations of flammable and combustible waste materials; maintenance procedures to regularly and properly maintain equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials.

Course Title: FST 3 - PORTABLE FIRE EXTINGUISHERS/TRAINING AND EDUCATION

CFR REFERENCE: 1910.157(g)

Provide familiarization to employees with the general principles of fire extinguishers use and the hazards involved with incipient stage fire fighting.

Course Title: GST 1 - COMPANY WORK/SAFETY RULES/NON-RUGULATORY TRAINING

CFR REFERENCE: OPMNAVINST 5100.23D:0104(e)

OSH Safety truing for all safety and health officials, supervisory and management personnel, and employees.

Course Title: GST 2 - GENERAL SAFETY TRAINING

Course Title: GWS 1 - GRINDING WHEEL/INSPECTION, MAINTENANCE

CFR REFERENCE: 1910.217(e)(3)

Employer has reason to insure the original and continuing competence of personnel caring for, inspecting, and maintaining power presses.

Course Title: HAN 1 - HAND PROTECTION/GENERAL REQUIREMENTS

CFR REFERENCE: 1910.138(a)

Which hand protection to be used when hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

HCT 1- OCC. NOISE EXPOSURE/TRAINING PROGRAM

CFR REFERENCE: 1910.95(k)

Each employee will be informed in: the effects of noise on hearing; the purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instruction on selection, fitting, use, and care; purpose of audiometric testing, and an explanation of the test procedures.

Course Title: HMT 01 - HAZ-MAT TRANSPORTATION ACT/SHIPPERS - GENERAL

CFR REFERENCE: 49 CFR Part 173.1

Each employee handling haz-mat shall be trained in accordance with the requirements prescribed.

Course Title: HMT 02 - HAZ-MAT TRANSPORTATION ACT/CARGO PORTABLE TANKS

CFR REFERENCE: 49 CFR Part 177.816(b)

Specialized training shall include the following: operation of emergency control features of the cargo tank or portable tank; loading and unloading procedures; the properties and hazards of the material transported; retest and inspection requirements for cargo tanks.

Course Title: HMT 03 - HAZ-MAT TRANSPORTATION ACT/CARRIAGE BY AIRCRAFT

CFR REFERENCE: 49 CFR Part 175.20

A carrier may not transport a hazardous material by aircraft unless each of its hazmat employees involved in that transportation is trained as required by subpart H of part 172.

Course Title: HMT 04 - HAZ-MAT TRANSPORTATION ACT/CARRIAGE BY HIGHWAY

CFR REFERENCE: 49 CFR Part 177.800

A carrier may not transport a hazardous material by motor vehicle unless each of its hazmat employees involved in that transportation is trained as required by this part and subpart H of part 172.

Course Title: HMT 05 - HAZ-MAT TRANSPORTATION ACT/CARRIAGE BY RAIL

CFR REFERENCE: 49 CFR Part 174.7

A carrier may not transport a hazardous material by motor vehicle unless each of its hazmat employees involved in that transportation is trained as required by this part and subpart H of part 172.

Course Title: HMT 06 - HAZ-MAT TRANSPORTATION ACT/CARRIAGE BY VESSEL

CFR REFERENCE: 49 CFR Part 176.13

A carrier may not transport a hazardous material by motor vehicle unless each of its hazmat employees involved in that transportation is trained as required by this part and subpart H of part 172.

Course Title: HMT 07 - HAZ-MAT TRANSPORTATION ACT/DRIVER TRAINING

CFR REFERENCE: 49 CFR Part 177.816(a)

Driver training will include the following: pre-trip inspection; use of vehicle controls and equipment, including operation of emergency equipment; operation of vehicle, including turning, backing, braking, parking, handling, and vehicle characteristics; procedures for maneuvering tunnels, bridges, and railroad crossings; requirements pertaining to attendance of vehicles, parking, smoking, routing, and incident reporting; loading and unloading of materials.

Course Title: HMT 08 - HAZ-MAT TRANSPORTATION ACT/TRAINING

CFR REFERENCE: 49 CFR Part 172, Subpart H (.700-.704)

This training provides information concerning the hazards posed by materials in the workplace, under normal conditions or in oily accident scenarios, and includes appropriate personal protection measures; it is intended to address those employees who may have limited responsibilities for emergency response, such as notifying others of the emergency. Driver's must be trained in the safe operation of the motor vehicle which they operate or intend to operate and the applicable requirements of the Federal Motor Carrier Safety Regulations.

Course Title: HWT 01 - HAZWOPER/EMERGENCY RESPONSE PROGRAM - TRAINING

CFR REFERENCE: 1910.120(p)(8)(iii)

Training includes: elements of the emergency response plan; standard operating procedures the employer has established for the job; the personal protective equipment to be worn; the procedures for handling emergency incidents.

Course Title: HWT 02 - HAZWOPER/ERT - FIRST RESPONDER AWARENESS LEVEL

CFR REFERENCE: 1910.120(q)(6)(i)

First responders will receive sufficient training: an understanding of what hazardous substances are, and the risks associated with them in an incident; an understanding of the potential outcomes associated with an emergency created when hazardous substances are present; ability to recognize the presence of hazardous substances in an emergency; ability to identify the hazardous substance.

Course Title: HWT 03 - HAZWOPER/ERT - FIRST RESPONDER OPERATIONS LEVEL

CFR REFERENCE: 1910.120(q)(6)(ii)

Training will include: knowledge of the basic hazard and risk assessment techniques; know how to select and use proper personal protective equipment provided; understand the basic hazardous materials terms; know how to perform basic control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit; know how to implement basic decontamination procedures; have an understanding of the relevant standard operating procedures and termination procedures.

Course Title: HWT 04 - HAZWOPER/ERT - HAZARDOUS MATERIAL SPECIALIST

CFR REFERENCE: 1910.120(q)(6)(iv)

Hazard material specialists are individuals who respond with and provide support hazardous materials technicians. They must know how to implement the local emergency response plan; understand classification, identification, and verification of known and unknown materials by using advanced survey instruments and equipment; know the state emergency response plan; be able to select and use proper specialized chemical personal protective equipment provided to the hazardous materials specialist; understand in-depth hazard and risk techniques; be able to determine and implement decontamination procedures; have the ability to develop a site safety and control plan; understand chemical, radiological, and toxicological terminology and behavior.

Course Title: HWT 05 - HAZWOPER/ERT - HAZARDOUS MATERIALS TECHNICIAN

CFR REFERENCE: 1910.120.(q)(6)(iii)

Know how to implement the employers emergency response plan; know the classification, identification, and verification of known and unknown materials by using field survey instruments and equipment; be able to function within an assigned role in the Incident Command System; understand hazard and risk assessment techniques; understand and implement decontamination procedures; understand termination procedures.

Course Title: HWT 06 - HAZWOPER/GENERAL TRAINING

CFR REFERENCE: 1910.120(e)(1)&(2)

This training will cover the following: names of personnel and alternates responsible for site safety and health; safety, health, and other hazards present on the site; use of personal protective equipment; work practices by which the employee can minimize risks from hazards; safe use of engineering controls and equipment on the site.

Course Title: HWT 07 - HAZWOPER/ERT - ON SCENE INCIDENT COMMANDER

CFR REFERENCE: 1910.120(q)(6)(v)

On Scene Incident Commander will be trained in the following: know and be able to implement the employer's incident command and emergency response plan; know and understand the hazards and risks associated with employees working in chemical protective clothing; know and understand the importance of decontamination procedures.

Course Title: HWT 08 - HAZWOPER/INITIAL TRAINING - GENERAL SITE WORKERS

CFR REFERENCE: 1910.120(e)(3)(i)

The training will cover the following: names of personnel and alternates responsible for site safety and health; safety, health, and other hazards present on the site; use of personal protective equipment; work practices by which the employee can minimize risks from hazards; safe use of engineering controls and equipment on the site.

Course Title: HWT 09 - HAZWOPER/MANAGEMENT & SUPERVISOR TRAINING

CFR REFERENCE: 1910.120(e)(4)

Training will cover the following: names of personnel and alternates responsible for site safety and health; and other hazards present at the site; use of personal protective equipment; work practices by which the employee can minimize risks from hazards; safe use of engineering controls and equipment on the site.

Course Title: HWT 10 - HAZWOPER/SPECIALIST EMPLOYEES

CFR REFERENCE: 1910.120(q)(5)

Trained in the hazards of specific hazardous substance, and who will be called upon to provide technical advice or assistance at a hazardous substance release incident to the individual charge.

Course Title: HWT 11 - RCRA/HAZARDOUS WASTE PERSONNEL TRAINING

CFR REFERENCE: 40 CFR 265.16

Student will learn procedures for using, inspecting, replacing facility emergency and monitoring equipment; key parameters for automatic waste feed cut-off systems; communications or alarm systems; response to fires or explosions; response to ground water contamination incidents; and shutdown incidents.

Course Title: HIS 1 - INDUSTRIAL HYGIENE SAFETY

Course Title: JSA 1 - PROCESS SAFETY MANAGEMENT/INITIAL TRAINING

CFR REFERENCE: 1910.119(g)(1-3), (j)(3), & (l)(3)

Training will include: emphasis on the specific safety and health hazards; emergency operations including shutdown; safe work practices applicable to the employee's job tasks including any changes in the processes.

Course Title: JSA 2 - PROCESS SAFETY MANAGEMENT/SOP's

CFR REFERENCE: 1910.119(h)

Students will be trained on known potential fire, explosion, or toxic release hazards related to their work; emergency action plan; hazards related to their job.

Course Title: LAB 1 - OCC. EXPOSURE TO HAZ CHEMICALS IN LABORATORY

CFR REFERENCE; 1910.1450(f)(1-4)

Students will learn: the contents of this standard and its appendices, which will be made available to employees; location and availability of the employer's Chemical Hygiene Plan; permissible exposure limits for OSHA regulated substances or recommended exposure limits for other hazardous chemicals; signs and symptoms associated with exposure to hazardous chemicals; methods and observations that may be used to detect the presence or release of a hazardous chemical; physical and health hazards of chemicals in work area; measures employees can take to protect themselves.

Course Title: LAS 1 - LASER SAFETY

Course Title: LTS1 - THE CONTROL OF HAZ ENERGY (LOCKOUT/TAGOUT)/ALL EMP

CFR REFERENCE: 1910.147(c)(7)

Students will be trained in: recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, measure necessary for energy isolation and control; procedure and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked or tagged out.

Course Title: MGS 1 - MACHINE GUARDING SAFETY/OPERATION

CFR REFERENCE: 1910.217(f)(2)

Employees will be instructed and trained in the safe method of work before starting work on any operation covered by this section; they will supervised as to correct operating procedures.

Course Title: MLS 1 - POWERED PLATFORMS/OPERATIONS TRAINING

CFR REFERENCE: 1910.66(i)(1)

Employees/Students will be trained in the following: how to recognize and prevent safety hazards associated with their individual work tasks; general recognition and prevention of safety hazards associated with the use of working platforms; emergency action plan procedures; work procedures.

Course Title: MLS 2 - MANLIFTS/PERIODIC INSPECTION

CFR REFERENCE: 1910.68(e)(1)

Course Title: MST 1 - MOTORCYCLE SAFETY

CFR REFERENCE: OPNAVINST 5100.12F (HSPS#3)

Operators of motorcycles shall successfully complete Foundation's Motorcycle Course - Riding and Street Skills.

Course Title: NFPA 01 - AIRCRAFT FIRE FIGHTING (LIVE FIRE TRAINING)

CFR REFERENCE: NFPA 1003:16-1.4

Shall demonstrate the control and extinguishment of simulated aircraft fire using handlines and/or turrets.

Course Title: NFPA 02 - AIRCRAFT FIRE FIGHTING TACTICS AND EVOLUTIONS

CFR REFERENCE: NFPA 1003:16-1.3

Airport firefighters shall identify the fire suppression sequence for the specific types of aircraft fires on all aircraft identified including response, size-up, approach, vehicle position, attack, rescue, extinguishment, salvage, and overhaul.

Course Title: NFPA 03 - COMMUNICATIONS AND REPORTING

CFR REFERENCE: DEPARTMENTAL

Use and operations of emergency radio operations and procedures and use/procedures of departmental reports.

Course Title: NFPA 04 - EXTRICATION

Course Title: NFPA 05 - FIXED EXTINGUISHING SYSTEMS/GENERAL REQUIREMENTS

CFR REFERENCE: 1910.160(b)(10)

Employees designated will be trained in impact, maintain, operate, or repair fixed extinguishing systems.

Course Title: NFPA 06 - SELF CONTAINED BREATHING APPARATUS

CFR REFERENCE: NGPA 1404

Course Title: NFPA 07 - STANDPIPE & HOSE SYSTEMS/MAINTENANCE

CFR REFERENCE: 1910.158(e)(2)(vi)

Water tanks should be kept filled and proper pressure is to be maintained except during repairs.

Course Title: NFPA 08 - STRUCTURAL FIRE FIGHTING (LIVE FIRE TRAINING)

Course Title: NFPA 09 - STRUCTURAL FIRE FIGHTING AND RESCUE EXERCISE

Course Title: NFPA 10 - WILDLAND FIRE FIGHTING

Course Title: NFPA 11 - HEAVY RESCUE

Course Title: NFPA 12 - FIRE DIVISIONS SOP'S

Course Title: NFPA 13 - FIRE SAFETY TRAINING

Course Title: OHT 1 - OCCUPATIONAL HEALTH TRAINING

Course Title: OSA 1 - GENERAL (OFFICE SAFETY)

CFR REFERENCE: OPNAVINST 5100.23D:0601(a)

This is various training necessary for employees to perform their work in an occupationally safe and healthful manner.

Course Title: PAT 1 - HILTI-RAMSET POWER TOOL

Course Title: PDT 1 - FIRE DEPT OSH

Course Title: PDT 2 - FORMAL SCHOOL/TRAINING

Course Title: PDT 3 - OSH INSPECTOR TRAINING

Course Title: PHT 1 - POWER HAND TOOLS

CFR REFERENCE: 1910.217(h)(13)

Training will include: manufacturer's recommended test procedures for checking operation of the presence sensing device; safety device required; operation, function, and performance of presence sensing mode; requirements for hand tools that may be used in this mode.

Course Title: PPE 1 - FOOT PROTECTION/GENERAL REQUIREMENTS

CFR REFERENCE: 1910.136(a)

Students will learn when required, what type, how to properly doff, adjust and wear and the limitations.

Course Title: PPE 2 - HEAD PROTECTION/GENERAL REQUIREMENTS

CFR REFERENCE: 1910.135(a)

Students will learn when required, what type, how to properly doff, adjust and wear and the limitations; the proper care, maintenance, useful life, and disposal of.

Course Title: PPE 3 - PERSONAL PROTECTIVE/GENERAL REQUIREMENTS

CFR REFERENCE: 1910.132(f)

Students will learn when required, what type, how to properly doff, adjust and wear and the limitations; the proper care, maintenance, useful life, and disposal of.

Course Title: PPE 4 - VENTILATION/OPEN SURFACE TANKS - PERSONAL PROTECTION

CFR REFERENCE: 190.94(d)(9)(i) and (iv)

Employees working in and around open-surface tank operations must be instructed as to the hazards of their respective jobs, and in the personal protection and first aid procedures applicable to these hazards.

Course Title: RCS 1 - OVERHEAD CRANES/HOISTS/GENERAL REQUIREMENTS

CFR REFERENCE: 1910.181

Operators will be familiar with the use and care of the fire extinguishers provided.

Course Title: RCS 2 - SLINGS/COMPETENT PERSON TRAINING

CFR REFERENCE: 1910.184(d)

Students will learn sling do's and don'ts.

Course Title: RCS 3 - WEIGHT HANDLING EQUIPMENT/GENERAL REQUIREMENTS

CFR REFERENCE: 1910.180(b)(3)

Operators are to be familiar with the operation and care of fire extinguishers provided.

Course Title: RHT 1 - RESPIRATORY PROTECTION/GENERAL REQUIREMENTS

CFR REFERENCE: 1910.134(a)(3), (b)(3), AND (e)(2), (3), (4)

Users will be instructed and trained in the proper use of respirators and their limitations; correct respirator to be used for which job; procedures for using respirators.

Course Title: RHT 2 - RESPIRATORY PROTECTION/FIT TESTING RETRAINING

Course Title: RHZ 1 - IONIZING RADIATION/INSTRUCITON OF PERSONNEL, POSTING

CFR REFERENCE: 1910.96(i)(2)

Employees will be instructed in the: safety problems associated with exposure to radiation; precautions or devices to minimize exposure.

Course Title: RST 1 - NON-IONIZING RADIATION

CFR REFERENCE: OPNAVINST 5100.23D:2203.10

Training topics included are: general laser hazards; hazards specific to the equipment in use; required eye protection; manufacturer's operating and safety information; medical surveillance requirements; standard operating procedures for each laser operation.

Course Title: RTK 1 - HAZ-COM (RIGHT TO KNOW)/EMPLOYEE OVERVIEW

CFR REFERENCE: 1910.1200(h)

Training information will include: hazard communication law and worker rights; understanding material safety data sheets and understand their uses; procedures to report the need of these sheets; chemical labeling requirements; explanation of the chemical labeling system and symbols; location of the written hazard communication program.

Course Title: RTK 2 - HAZ-COM (RIGHT TO KNOW)/CHEMICAL SPECIFIC

CFR REFERENCE: 1910.1200(h)

Training will include: location of material safety data sheet book; proper storage and dispensing procedures used; identify and explain hazard associated with the chemicals in the department; required personal protective equipment; proper first aid procedures to use in case of contact with chemicals; how to properly label portable containers; usage of eye wash stations; who to contact and what to do in an emergency situation.

Course Title: SCT 1 - EYE & FACE PROTECTION/GENERAL REQUIREMENTS

CFR REFERENCE: 1910.133(a)

Students will learn when required, what type, how to properly doff, adjust and wear and the limitations; the proper care, maintenance, useful life, and disposal of.

Course Title: SRS 1 - SERVICING MULTI-PIECE & SINGLE RIM WHEELS/EMPLOYEE

CFR REFERENCE: 1910.177(c)

Employees will: demount tires; inspect and identify the rim wheel components; mount tires with restraining device; use restraining device; handle rim wheels; inflate tire while wheel is mounted on vehicle; understand necessity of standing outside the trajectory both during inflation and inspect rim wheel after inflation; installation and removal of rim wheels;

Course Title: SRS 2 - SERVICING MULTI-PIECE & SINGLE RIM WHEELS/MULTI-PIECE

CFR REFERENCE: 1910.177(f)

Learn safe operating procedures for servicing multi-piece rim wheels.

Course Title: SRS 3 - SERVICING MULTI-PIECE & SINGLE RIM WHEELS/SINGLE PIECE

CFR REFERENCE: 1910.177(g)

Instruction in procedures for service single piece rim wheels.

Course Title: SSR 1 - SUPV/MGMT SAFETY TRAINING

Course Title: VDT 1 - VIDEO DISPLAY TERMINALS

Course Title: WBS 1 - WELDING, CUTTING, & BRAZING/FIRE PREVENTION

CFR REFERENCE: 1910.252(a)(2)(iii)(B)

Course Title: WBS 2 - ARC WELDING & CUTTING/GENERAL REQUIREMENTS

CFR REFERENCE: 1910.254(d)

Course is designed for those that are designated to operate arc welding equipment.

Course Title: WBS 3- OXYGEN-GAS WELDING & CUTTING/GENERAL REQUIREMENTS

CFR REFERENCE: 1910.253(a)(4)

Rules and instructions covering the operation and maintenance of oxygen or fuel-gas supply equipment.

Course Title: WBS 4 - OXYGEN-GAS WELDING & CUTTING/PROTECTIVE EQUIPMENT

CFR REFERENCE: 1910.253(e)(6)(ii)

Course Title: WBS 5 - RESISTANCE WELDING/GENERAL REQUIREMENTS

CFR REFERENCE: 1910.255(a) &(e)

Course Title: X-13 - PRODUCTION EQUIPMENT/NON-REGULATORY TRAINING

CFR REFERENCE: OSHA 1910 Subpart O; Subpart P, Subpart G

The following will be covered: Identification and handling of hazardous materials; reporting of safety hazards; reporting of injuries; explanation of equipment's parts; demonstration of the equipment in operation; identification of safety devices and guards; operator maintenance and limitations; demonstration of emergency shut-off procedures.

Course Title: X15 - SPECIFICATIONS FOR ACCIDENT PREVENTION SIGNS & TAGS

CFR REFERENCE: 1910.145(c)

Course Title: X16 - TELECOMMUNICATIONS/SAFETY

CFR REFERENCE: 1910.268(c)

Training will include: recognition and avoidance of dangers relating to encounters with harmful substances, and animal, insect, or plant life; procedures to be followed in emergency situations; first aid training, including instruction in artificial respiration.

Course Title: X17 - WOODWORKING MACHINERY REQUIREMENTS/INSP & MAINTENANCE

CFR REFERENCE: 1910.213(s)(5)

Course Title: X18 - FED. MOTOR CARRIER HWY SAFETY REGS/BRAKE INSPECTOR

CFR REFERENCE: 49 CFR Part 396.25

Students must participate in training programs sponsored by a brake or vehicle manufacturer or similar commercial training program; experience perform brake maintenance or inspection.

Course Title: X20 - VENTILATION/OPEN SURFACE TANKS - INSPECTION

CFR REFERENCE: 1910.94(d)(11)(v) AND (vi)

Course Title: X4 - FED MOTOR CARRIER HWY SAFETY REGS/INSPECTOR

CFR REFERENCE: 49 CFR Part 396

Course Title: X5 - FLAM & COMB LIQUIDS/TANK STORAGE - INSPECTIONS

CFR REFERENCE: 1910.106(b)(5)(vi), (v)(2) AND (3)

Course Title: X7 - MANUAL MATERIALS HANDLING/NON-REGULATORY TRAINING

CFR REFERENCE: 1910.176-190 Subpart N

Training session will include: company policy on proper use of equipment; awareness of potential hazards in work area; purpose and limitations of safety equipment; recognize hazardous material handling; training of material handling.

Course Title: X8 - NFPA - FIRE DETECTION SYSTEMS/MAINTENANCE AND TESTING

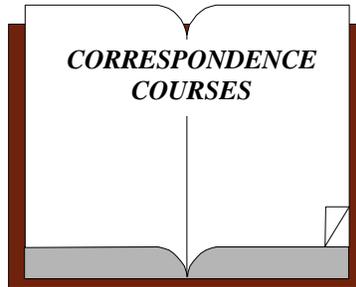
CFR REFERENCE: 1910.164(c)

Course Title: X9 - NFPA - FIRE FIGHTING/TRAINING AND EDUCATION

CFR REFERENCE: 1910.156(c)

Brigade members will be informed in: storage and use of flammable liquids and gases; toxic chemicals; radioactive sources; water reactive substances.

CORRESPONDENCE/DISTANCE LEARNING



CATALOGS ARE AVAILABLE AT THE TRAINING OFFICE

Extension Course Institute Air University (ECI/AFIT)

The Extension Course Institute was established in 1950 as one of Air University's professional specialized schools. The institute provides career broadening courses to people throughout the Department of Defense and to civil service employees in all federal agencies. ECI offers over 400 courses, it delivers education and training at a distance by developing, publishing and distributing career development courses.

Courses offered by ECI range from Combinations--Computer Systems, Civil Engineering, Fire Protection, Public Affairs, Security Police and Visual Information.

ECI courses have no cost and are available for all military and civil service employees.

Army Logistics Management College (ALMC)

Army Logistics Management College correspondence courses are designed to develop management skills in individuals with current or potential assignment positions of responsibility in the Department of Defense logistics systems.

Courses range from Maintenance Management , Associates Logistics Executive Development, Defense Hazardous Material Handling, Logistics Management Development, etc.

These courses have no cost, these courses are available for those individuals who are in a position in the defense logistics system that calls for management ability in matters specifically related to logistics. Must meet all prerequisite shown in the course synopses.

Defense Security Institute (DSI)

Defense Security Institute offers courses in Personnel Security, Industrial Security, Protecting Classified Material, Acquisition Systems Protection Program, etc.

Student must send in request via SF1556 (Provisional Form), training will complete the DA Form 145 and forward for registration.

National Independent Study Center (USDA)

The Graduate School, USDA, is a continuing education school offering career-related courses to all adults regardless of education or place of employment.

Courses range from English and Writing, Human Resources Management, Supervision, Financial Management, through Mathematics and Statistics.

To enroll in course a DD Form 1556 (Provisional) must be submitted. These courses do have a cost.

American Management Association (AMA)

AMA's Self-Study Program are written and design by business and educational experts. You get the latest management information, "how-to" explanations, practical examples, and real solutions to your daily challenges. Easy-to-use checklists, charts, graphs, illustrations, quizzes, and real-world interactive simulations reinforce your learning.

AMA offers a variety of courses in General Management, Communication, Planning, Time Management, Negotiation, Team-Building, Sales, Marketing, Customer Satisfaction, Operation Management, Manufacturing, Quality, Finance & Accounting, and Internet.

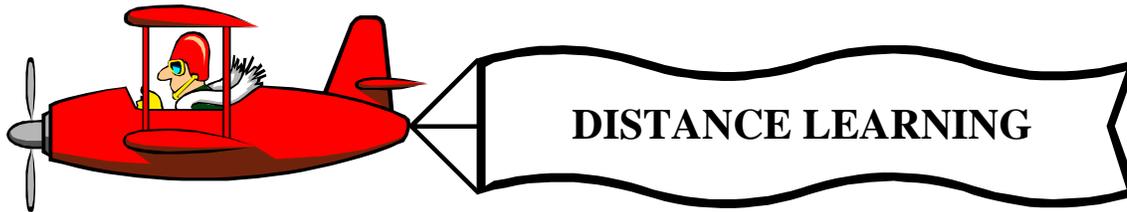
To enroll for these courses, a DD Form 1556 (provisional) must be completed. These courses do have a cost.

NRI School

NRI is one of the few home study schools that maintains its own full-time staff of technical writers, editors, illustrators, development engineers, and publications specialists. These experts work with leading companies in the field to keep up with the latest technologies and training.

Courses offered: Microcomputers and Microprocessors, Telecommunications Technology, Industrial Electronics and Robotics, LAN Servicing, Basic Electronics and Video/Audio Servicing.

To enroll for courses a DD Form 1556 (provisional) must be completed. These courses do have a cost.



Degree-at-a-Distance students, you use state-of-the-art technology to pursue your undergraduate studies. On-line conferencing and voice-mail conferencing connect you to your teacher and classmates. Admission, registration, academic advising, and other student services are also available at a distance to give you the flexibility and support that you require to complete your degree.

Exams are proctored here onsite.

University of Maryland

Offers courses/degrees in Accounting, Behavioral Sciences, Business Management, Communication Studies, Computer and Information Science, Computer Studies, English, Fire Science, Humanities, Management, Management Studies, Paralegal Studies, Technology and Management, Computer Applications, Economics, Information Systems Management and Mathematics.

Thomas Edison State University

Thomas Edison enables adult learners to complete baccalaureate and associate degrees wherever they live and work. At Thomas Edison, students in any state or nation can earn credit for college-level knowledge acquired outside the classroom. There are no residency requirements.

Distance and independent education describes a collection of approaches to learning which take place outside the traditional college classroom. Courses offered in Business Administration, Business Management, etc.

Embry-Riddle University

The Embry-Riddle Center for Distance Learning is an integral part of the Extended Campus with close links to the College of Career Education(CCE). The Center for Distance Learning was developed to extend to these people the opportunity to complete an Embry-Riddle degree at their own locations and their own schedules, but still continue to adhere to all University requirements.

National Technological University

National Technological University is a private nonprofit institution founded to serve the advanced educational needs of today's busy highly mobile engineers, scientists and technical managers. Degrees offered Chemical Engineering, Computer Engineering, Computer Science, Electrical Engineering, Engineering Management, Hazardous Waste Management, Health Physics, Management of Technology, Manufacturing Systems Engineering, Materials Science and Engineering, Software Engineering, Special Majors Program, and Transportation Systems Engineering.

NRI Schools

Offers courses/degrees in Accounting and Business Management.