

MANAGEMENT ANALYSIS CARRIE RICHARDSON, COORDINATOR 757-4123
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UPDATED: 05 MAY 2000

ADVANCED MANAGEMENT ANALYSIS

COST BENEFIT ANALYSIS

DATA ANALYSIS WITH MICROSOFT EXCEL

DATA COLLECTION TECHNIQUES

INTERMEDIATE MANAGEMENT ANALYSIS

INTRODUCTION TO MANAGEMENT ANALYSIS

PRESENTING STATISTICS USING CHARTS, GRAPHS AND TABLES

COURSE TITLE:	ADVANCED MANAGEMENT ANALYSIS	
VENDOR:	USDA Graduate School Philadelphia PA	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
476831	12-15 June 00	15 May 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course will allow experienced analysts to refine and sharpen their analytical skills to keep growing in their profession. The latest techniques and applications will be presented.	
OBJECTIVE:	At the completion of this course, you will know how to: <ul style="list-style-type: none"> * Plan a study, including dealing with staffing. * Spot and analyze the problem systematically. * Analyze organizational direction. * Find out how workers feel. * Judge efficiency, economy, effectiveness and productivity. 	
AUDIENCE:	Those experienced in program and management analysis, auditing, and programming and project management.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
LENGTH:	4 Days	
COST:	\$300	

COURSE TITLE:	COST BENEFIT ANALYSIS	
VENDOR:	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
476834	05-07 September 00	07 August 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	The purpose of the cost benefit analysis is to improve the efficient and effective resource allocation through well-informed decision making analysis. This course provides the participant with the techniques necessary to develop a cost-benefit analysis of a project.	
OBJECTIVE:	At the end of the course, participants will be able to: * Prepare a cost benefit analysis. * Complete the following tasks: -Define project objectives. -Document the current work process. -Estimate future requirements. -Identify what data to collect on costs. -Identify alternatives. -Evaluate alternatives. -Perform a sensitivity analysis.	
PREREQUISITE:	None	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
LENGTH:	3 Days	
COST:	\$350	

COURSE TITLE:	DATA ANALYSIS WITH MICROSOFT EXCEL	
VENDOR:	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
485777	26-29 June 00	26 May 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to introduce problems involving real-world data as a basis of statistical exploration. Participants are guided by step-by-step instructions that give them hands-on experience using Excel. The exercises give the participant an opportunity to plot detective in analyzing the data, to form a conclusion, and to defend the conclusion in written reports.	
OBJECTIVE:	At the completion of the course participants will: *Explore the basic statistics for a single variable *Discuss the charting capabilities of Excel *Discuss basic statistical theory, introducing the concept of samples, populations, and random variables *Use linear regression and correlation and multiple regression *Interpret analysis of variance tables and how to check for interactions *Analyze quality control data	
AUDIENCE:	Senior management and program analysts and personnel with analytical backgrounds.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
LENGTH:	4 Days	
COST:	\$390	

COURSE TITLE:	DATA COLLECTION TECHNIQUES	
VENDOR:	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
476836	17-20 July 00	16 June 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides a scientific and statistical rationale for developing study methodology, determining sampling procedures, and sample size. The four data collection techniques (measurement, survey, interview, observation) are demonstrated through "hands-on" techniques. Types of error in sampling are discussed and demonstrated in class activities and projects.	
OBJECTIVE:	<p>The participants will be able to:</p> <ul style="list-style-type: none"> * Develop a data collection plan. * Conduct secondary research. * Design a data collection instrument. * Determine sample size, statistical error rate, and other sampling error. * Conduct data collection. * Analyze the data collected. * Prepare a written and oral briefing of the data collection process. 	
PREREQUISITE:	None	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
LENGTH:	4 Days	
COST:	\$250	

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

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

COURSE TITLE:	PRESENTING STATISTICS USING CHARTS, GRAPHS AND TABLES	
VENDOR:	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
476924	22-23 June 00	22 May 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides participants the opportunity to turn raw data into charts, graphs, and tables that sell programs and communicate results that win. Participants will demonstrate data presentation using the following techniques: flow charts, cause and effect diagrams, Pareto charts, scatter diagrams, run charts, histograms, and control charts. Computer applications will be presented for demonstration purposes.	
OBJECTIVE:	The participant will be able to: * Translate raw data into briefing charts and graphs. * Identify the "best" use of charts, graphs, and tables. * List the steps for construction of the various charts, graphs, and tables. * Present data gathered using techniques demonstrated in class.	
PREREQUISITE:	None	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
LENGTH:	2 Days	
COST:	\$200	

