

2024



CERTIFIED FEDERAL JOB SEARCH TRAINER / CERTIFIED FEDERAL CAREER COACH – TEN STEPS TO A FEDERAL JOB® CLASSES

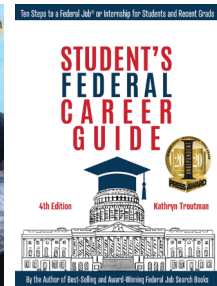
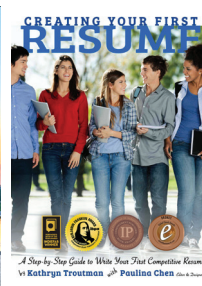
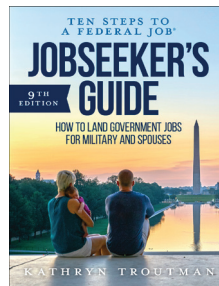
Kathryn Troutman, Program Director, Instructor
Charles Clark, Senior HR Manager/Instructor
Nicole Becker, Ten Steps Program Coordinator

24 CEUs; 3 Year Certification
License to teach Four Curriculum until Sept. 30, 2027
Get Licensed and Certified to Teach Four Federal Career Courses



Books Used in the classes:

- Ten Steps to a Federal Job®
- The Stars are Lined Up For Military Spouses®
- Creating Your First Resume®
- Students Ten Steps to a Federal Job – Students and Recent Graduatess



5-Part Virtual Agenda – 3.5 hours each:

- Class 1: Ten Steps to a Federal Job®; CCAR Accomplishment Writing and Coaching
- Class 2: The Stars are Lined Up for Military Spouses®, Ten Steps for Students / Recent Grads
- Class 3: Federal Resume Coaching - case studies, keyword search, adding accomplishments
- Class 4: Federal Resume Coaching - case studies, more keywords, organization for Recent and Relevant
- Class 5: HR Half Day - Merit Principles; Veterans Preference; Special Hiring Authorities

2.5 Day Live Class Agenda – 8:30 am to 4:00 pm:

- Day 1: Ten Steps to a Federal Job®; Ten Steps for Students; CCAR Accomplishment Writing
- Day 2: Stars are Lined Up for Military Spouses® and Federal Resume Coaching, case studies, keyword search, accomplishments
- Day 3 (half day): HR Day - Merit Principles; Veterans Preference; Special Hiring Authorities



2024 Webinar
Program Curriculum
and Agenda

LIST OF CLASSES AVAILABLE - 2024



Virtual Session 1: March 7 to April 5, 2024 – Five 3.5 hour classes

Session 1A: Thursdays, 8:30 am to 12:00 pm ET – 3/7, 3/14, 3/21, 3/28

HR Half Day – Friday, April 5, 8:30 am to 12:30 pm ET

Session 1B: Thursdays, 1:00 pm to 4:30 pm ET – 3/7, 3/14, 3/21, 3/28

HR Half Day – Friday, April 5, 1:00 pm to 5:00 pm ET

Live Session 2: Linthicum, MD – April 3 - 5, 2024 – 8:30 am to 4:00 pm ET

(location to be determined)

HR Half Day – Friday, April 5, 8:30 am to 1:00 pm ET

Virtual Session 3: April 11 – May 3, 2024 – Five 3.5 hour classes

Session 3A: Thursdays, 8:30 am to 12:00 pm ET – 4/11, 4/18, 4/25, 5/2

HR Half Day – Friday, May 3, 8:30 am to 12:30 pm ET

PACIFIC REGION – Session 3B: Thursdays, 6:30 pm to 10:00 pm ET – 4/11, 4/18, 4/25, 5/2

HR Half Day – Friday, May 3, 1:00 pm – 5:00 pm ET

Virtual Session 4: June 4 – June 25, 2024, Five 3.5-hour classes

Session 4: Tuesdays, 1:00 pm to 4:30 pm ET – 6/4, 6/11, 6/18, 6/25

HR Half Day – Friday, June 28, 1:00 pm to 5:00 pm ET

Live Session 5: San Diego, CA – August 21 - 23, 2024 – 2.5 days, 8:30 to 4:00 pm ET

(location to be determined)

HR Half Day – Friday, Aug 23, 8:30 am to 1:00 pm ET

Live Session 6: Honolulu, HI, August 26 – 28, 2024 – 2.5 days – 8:30 am to 4:00 pm ET

HR Half Day – Wednesday, Aug 28, 8:30 am to 1:00 pm ET

Live Session 7: Linthicum, Maryland, September 18 - 20, 2024 – 2.5 days – 8:30 am to 4:00 pm ET

HR Half Day – Friday, Sept 20, 8:30 am to 1:00 pm ET

Virtual Session 8: Sept 25 – Oct 18, 2024 – Five 3.5-hour classes

Session 8A – Wednesdays, 1:00 pm to 4:30 pm ET - 9/25, 10/2, 10/9, 10/16

HR Half Day – Friday, Oct 18, 1:00 pm to 5:00 pm ET

PACIFIC REGION – Session 8B: Wednesdays, 6:30 pm to 10 pm ET — 9/25, 10/2, 10/9, 10/16

HR Half Day – Friday, Oct 18, 6:30 pm to 10:00 pm ET