

Honolulu, Hawaii

CERTIFIED FEDERAL JOB SEARCH TRAINER® / CERTIFIED FEDERAL CAREER COACH® PROGRAM

AUGUST 19-21, 2024 | 2.5 DAYS 8:30 AM TO 4:00 PM



**Ten Steps to a
Federal Job®**



2024 Ten Steps Certification
Program Registration

August 2023, Hawaii National Guard Association: Honolulu, HI

Featured Instructors & Speakers



Kathryn Troutman
CFJST / CFCC
Ten Steps to a Federal
Job® Curriculum Designer,
Author, Instructor



Charles Clark
HR Day Curriculum Designer
and Senior Human Resources
Specialist

*Featured Instructor -
Wednesday, August 21
8:30 am to 1:00 pm ET*

Certification

CERTIFIED FEDERAL JOB SEARCH TRAINER® / CERTIFIED FEDERAL CAREER COACH®

Get certified for 3 years until September 30, 2027!

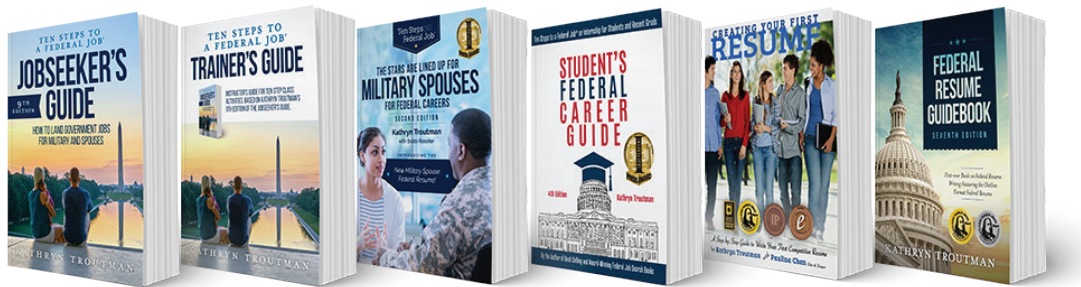
30
CEUs

for the course by
CCE (2.5 days)

and

26
BOOKS

for your coaching
and training

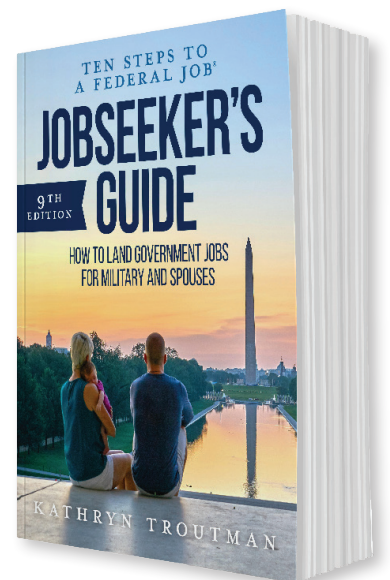


Resume Place, Inc., Award-Winning Federal Career Publications
Kathryn Troutman, Author and Publisher

Class Agenda

DAY 1 - TEN STEPS TO A FEDERAL JOB®

- STEP 1** Review the Federal Job Search
- STEP 2** Network – Who Do You Know?
- STEP 3** Research Vacancy Announcements on USAJOBS
- STEP 4** Analyze Vacancy Announcements for Keywords
- STEP 5** Analyze Your Core Competencies
- STEP 6** Write Your Outline Format and Paper Federal Resume – Biggest Step Of All!
- STEP 7** KSAs, Accomplishments, and Questionnaires
- STEP 8** Apply for Jobs with USAJOBS
- STEP 9** Track and Follow Up on Your Applications
- STEP 10** Interview for a Federal Job and...
- NEW!** Negotiation techniques for federal jobs for first-time federal applicants! Important.



DAY 2 - FEDERAL RESUME WRITING

→ Federal Resume Writing & Coaching Case Studies

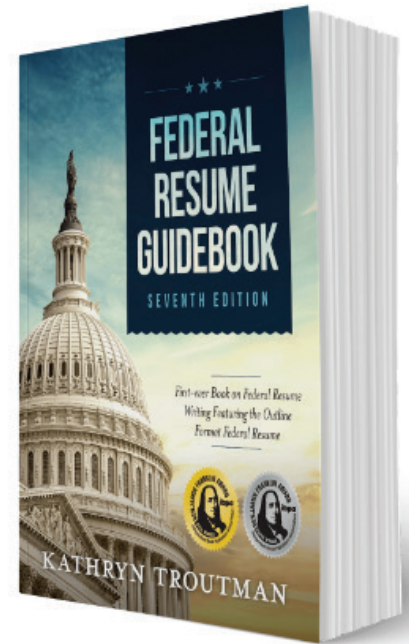
Recommending the Outline Format

→ Role-Playing

Resume Coaching / Mark-ups / Keywords

→ Home Assignments for the Client

Class activity: Review and discuss before-and-after case studies with target announcement research and analysis, keyword development, and “homework” assigned for the client’s development of their federal resume. The objective is to coach the client to write their own resume and teach them how to match the resume to a specific USAJOBS announcement.



STARS ARE LINED UP FOR MILITARY SPOUSES® *(updated!)*

Part 1: Military Spouse Federal Resume Writing to Get Best Qualified

STAR 1 Learn about Military Spouse Hiring Authority and EO 13473

STAR 2 Identify Military Spouse positions in USAJOBS

STAR 3 Find Announcements

STAR 4 Save a Search for Job Matches

STAR 5 Analyze Announcements

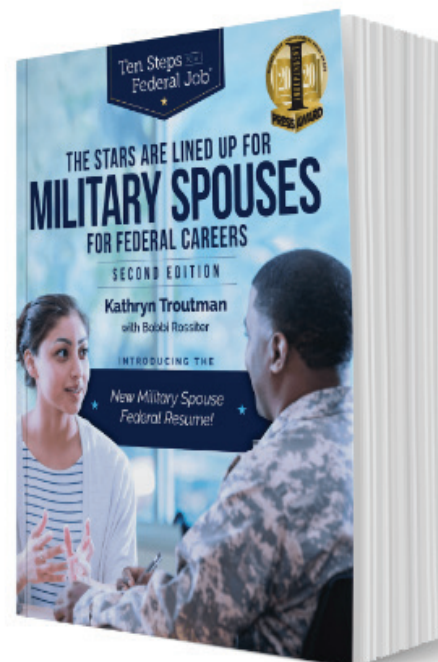
STAR 6 Make a List of Keywords

STAR 7 Write USAJOBS Federal Resume

STAR 8 Apply for Jobs on USAJOBS

STAR 9 Follow Up on USAJOBS

STAR 10 Get Best Qualified AND MORE



Part 2: Military Spouse Hiring Authorities for Federal Jobs (new!)

- 1 EO 13473 enhanced by 13832
- 2 PPP for DOD Military Spouse Preference Applicants
- 3 Direct Hire Authority (DHA) for Active-Duty Spouses of the Uniformed Services at Locations Outside of the United States
- 4 Military Spouse Preference (MSP) for Overseas Employment
- 5 Department of Defense Overseas Family Member Preference
- 6 The Department of State's Family Member Appointment (FMA)
- 7 Derived Preference



TEN STEPS
CERTIFICATION PROGRAM
REGISTRATION

<https://resume-place.com/get-certified/ten-steps-trainer-certification/ten-steps-certification-program-registration/>



Education Center: Ft Huachuca, AZ
September 2023



USDA Agricultural Marketing Service,
Washington, DC, October 2023

<https://resume-place.com/get-certified/ten-steps-trainer-certification/ten-steps-certification-program-registration/>

DAY 3: HR DAY – HALF-DAY



Charles Clark
Human Resources and
Veterans Program Presenter

*Featured Instructor -
Wednesday, August 21
8:30 am to 1:00 pm ET*



Veterans Opportunity to Work Act (VOW) Veterans Preference and Category Rating

- Qualifications/Specialized Experience
- 5 point/10 point/30% vet – Which am I?

Veterans Equal Opportunity Act (VEOA) Intern Programs for Veterans

- Pathways
- Recent Graduates

Non-Competitive Hiring Authorities for Veterans

- Veterans Recruitment Act (VRA)
- 30% Disabled Veterans Authority
- Schedule A – Disabled Individuals Authority
- Veterans Program Managers/Selective Placement Coordinators

Coaching Strategies for Jobseekers: Practical Application – Announcement and Resume Analysis – Who May Apply Activities

- Veterans Preference, Schedule A, Pathways
- Case studies of resumes, special hiring program applicants and announcements
- Who May Apply?
- One Year Specialized Lessons

Wrap Up & Certification

- Examination & Evaluation
- Certification & Logo Agreements
- Presentation of Certificates
- Summary & Closing Notes



2024 Ten Steps Certification
Program Registration

Program Fees

2024 CERTIFICATION FEES

***Send your entire office staff! Save money on group training!
(Includes all classes, 1:1 coaching, books and training materials)***

New Certification:

- Individual registration: \$3,155
- 2+ first time attendees from the same office: 15% discount: \$2,682

Recertification:

- Individual recertification registration: 25% discount: \$2,366
- 2+ recertifications from the same office: \$2,130

Hosted Virtual Live Webinars: Military, University, Agencies:

- Contact us for custom pricing and curricula for 7 or more attendees at your location. Email nbecker@resume-place.com

Ten Steps Certification Program Coordinators:



Nicole Becker

Ten Steps to a Federal Job® Program Manager

A highly skilled administrator, entrepreneur, and recently retired US Army military spouse. Nicole Becker has been brought onboard to support the mission of the Ten Steps to a Federal Job® and The Stars Are Lined Up For Military Spouses® programs by continuing to provide top-notch support and training resources to new and certified trainers, professional organizations, and jobseekers. Nicole's resume has been featured in the newly released copy of *The Stars Are Lined Up For Military Spouses*, alongside a set of cookies she created solely for the launch of this publication.



Rebecca S. Biggio, PhD

Ten Steps to a Federal Job® Editor and Credentialing Manager

Rebecca Biggio is a professional writer, editor, and educator joining the Ten Steps to a Federal Job® Training Certification Program as Editor and Credentialing Manager. Rebecca brings more than 15 years of experience in classroom instruction, curriculum design, and community education as well as her developmental and copyediting skills to Kathryn's project of re-envisioning her Ten Steps to a Federal Job® Trainer's Guides.

Accommodations

SHERATON PRINCESS KAIULANI

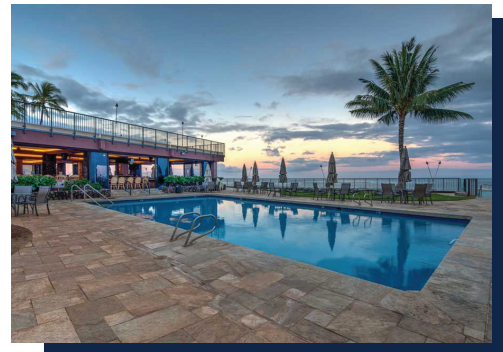


GROUP CODE	GROUP RATE	RESERVE HERE
THE RESUME PLACE TEN STEPS TRAINING GROUP-AUG2024 (M-RZRB46Q)	\$225 TO \$270 PLUS TAXES AND \$33 DAILY FEE	 <i>Scan to make reservations via marriott.com</i>

Training Facility: Honolulu Elks Lodge 616 | Benevolent and Protective Order of Elks



2933 Kalakaua Ave., Honolulu, HI 96815
(808) 923-5722



The Training Room is 25-minute walk from Hotel to Elks Lodge along the ocean. Beautiful!