

# San Diego, California

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

**AUGUST 14-16, 2024 | 2.5 DAYS 8:30 AM TO 4:00 PM**

### YOU WILL BE CERTIFIED TO TRAIN AND COACH:



- Ten Steps to a Federal Job®, Curriculum for 90 min, 3 hours, 7 hour class
- The Stars are Lined Up for Military Spouses®, Curriculum for 3 hours
- Student Ten Steps to a Federal Job®, Curriculum for 90 min, 3 hours
- Creating Your First Resume®, Curriculum for 90 min

## 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 -  
Friday, August 16  
8:30 am to 1:00 pm ET*

## 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

# Certification

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

Get certified for 3 years until September 30, 2027!

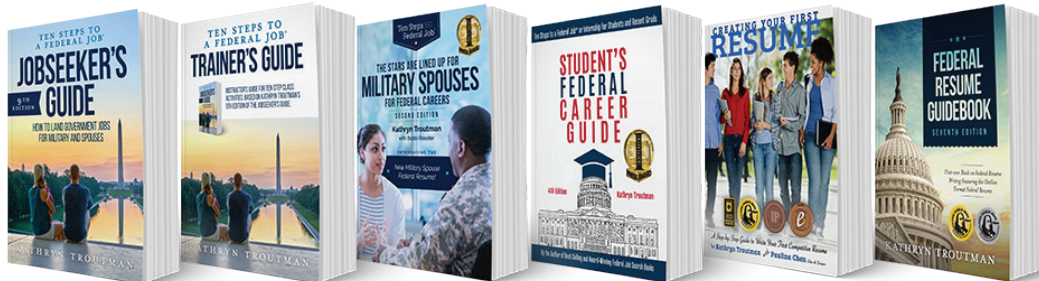
30  
CEUs

for the course by  
CCE (2.5 days)

and

26  
BOOKS

for your coaching  
and training

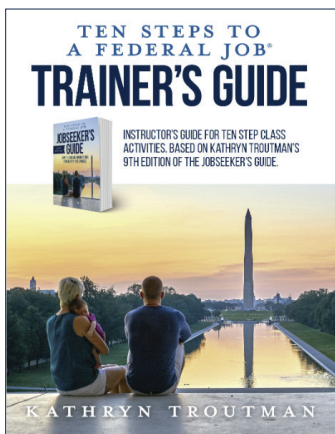


Resume Place, Inc., Award-Winning Federal Career Publications  
Kathryn Troutman, Author and Publisher

New!



## TEN STEPS TO A FEDERAL JOB TRAINER'S GUIDE



Before the class begins, we will send the Ten Steps Trainer's Guide to you. This is a 90-page synopsis of the 180-page Jobseeker Guide 9th Edition and most important lessons for instructors for Ten Steps to a Federal Job®.

The Trainer's Guide was requested by Ten Step Trainers to prepare them MORE for the class instruction and the individual coaching.

We are requesting that you spend 6 hours preparing for the Ten Steps Certification course:

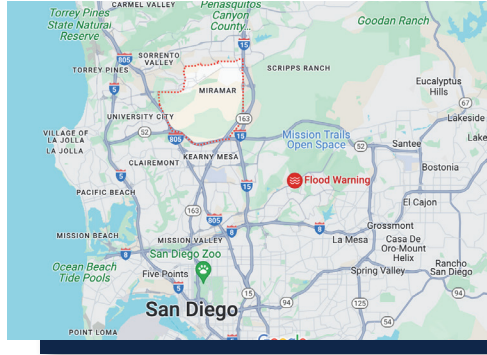
- Reviewing / reading the Trainer's Guide
- Setting up / reviewing your own USAJOBS account
- Reviewing your own resume – because you will be improving your federal resume

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

**Training Facility: The HUB Education Center, Marine Corps Community Services, Marine Corps Air Station Miramar**



Bldg 5305, Miramar Way,  
San Diego, CA 92145



Miramar is about 20 or 30 minutes  
from downtown and Airport.

La Jolla, Mira Mesa,  
Scripps Ranch,  
Kearny Mesa,  
Clairemont Mesa,  
Mission Valley,  
Fashion Valley all  
fairly close  
commute; 20  
minutes or less.

*Accommodations*

**COURTYARD BY MARRIOTT - SAN DIEGO AIRPORT/LIBERTY STATION**

*Near Harbor Island restaurants, Shelter Island, Point Loma, close to downtown San Diego*



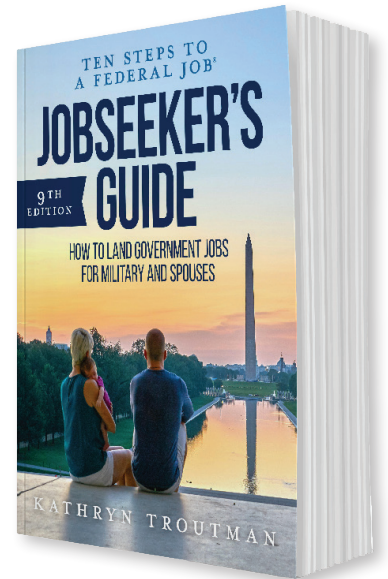
GROUP NAME + CODE	GROUP RATE	RESERVE HERE
NAME: THE RESUME PLACE CODE: THE	\$230 PLUS 12.7 % TAXES AND FEES	 <p>Scan to make reservations via marriott.com</p>



# 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.



  
**Ten Steps to a  
Federal Job®**



2024 Ten Steps Certification  
Program Registration

August 2023, Hawaii National Guard Association: Honolulu, HI

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

## DAY 2 - FEDERAL RESUME WRITING

### → Federal Resume Writing & Coaching Case Studies

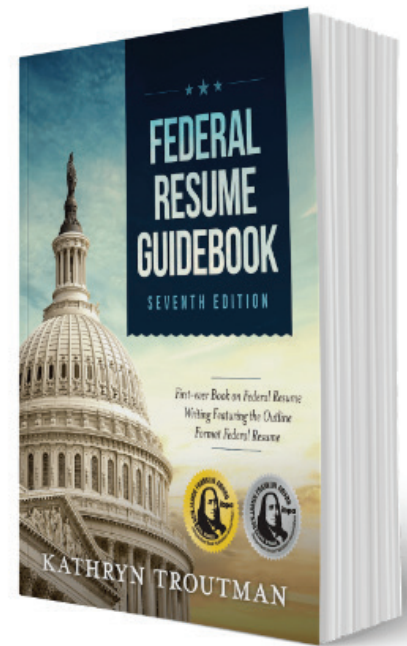
Recommending the Outline Format

### → 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

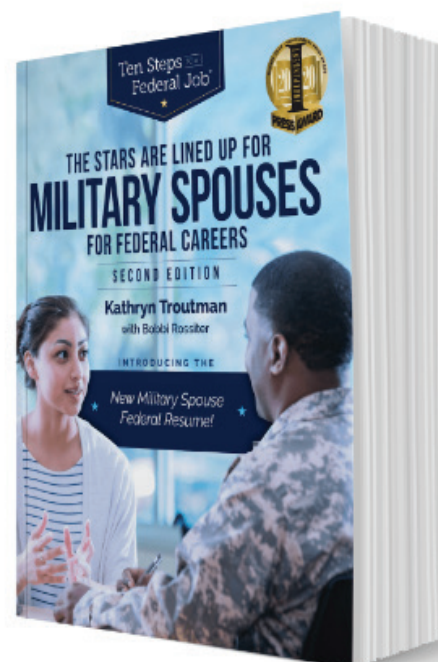
**STAR 6** Make a List of Keywords

**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

## DAY 3: HR DAY – HALF-DAY



**Charles Clark**  
Human Resources and  
Veterans Program Presenter

*Featured Instructor -  
Friday, August 16  
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