

**TAP INTO THE WORLD'S LARGEST EMPLOYER AND BRING MORE JOBS TO YOUR STUDENTS**

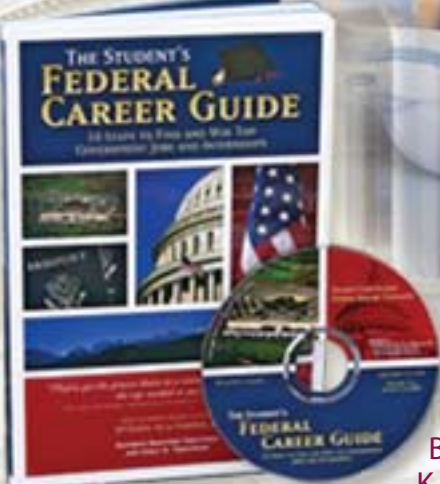
The Resume Place, Inc. and the Federal Career Training Institute  
Kathryn K. Troutman, President  
are pleased to announce the

# **CERTIFIED FEDERAL CAREER COUNSELOR PROGRAM**

for University, College, and Education  
Career Counselors & Professionals

**January 12 - 14, 2009  
July 20 - 22, 2009**

Presented at  
the Center for Graduate Studies  
Loyola College, Columbia, MD



Based on the award-winning book by  
Kathryn Troutman and Emily Troutman

 **CERTIFIED**  
**Federal Career  
Counselor™**

 **The  
Resume Place**

# COURSE INFORMATION

## Registration Fee

2½ day, 20-hour Certification Program  
\$1,395.00

## Training Location

The Loyola College Graduate Center  
Columbia Campus, 8890 McGaw Road,  
Columbia, MD 21045

## Dates

January 12 - 14, 2009 or  
July 20 - 22, 2009

## CEUs, Certification, and Licensure

Our program is pre-approved to fulfill 20 continuing education hours for the Center for Credentialing and Education's Global Career Development Facilitator (GCDF) certification. For more information about the Center for Continuing Education (CCE) and specifically GCDF, visit <http://www.cce-global.org/credentials-offered/gcdfmain>.

Course participants are licensed by The Resume Place, Inc. and the Federal Career Training Institute to teach the Ten Steps to a Federal Job™ curriculum and PowerPoint presentations for two years. At the conclusion of the class, you will receive a personalized, full-color certificate suitable for framing.

In addition, once certification requirements are met, you will be licensed to use the CFCC credential and Ten Steps™ logo for business cards, website, workshop handouts, and promotional materials.



## Travel and Lodging Information

Baltimore/Washington International Thurgood Marshall Airport and Amtrak Rail Station is located 20 minutes from the training site. Transportation is not provided from the airport/rail station to the hotel or training site.

The Sheraton Columbia provides complimentary shuttle to the training site and full hot breakfast buffet for program participants. For more information about the hotel, visit [www.sheratoncolumbia.com](http://www.sheratoncolumbia.com). Upon registering for the class, you will receive a link for online reservations.

Free parking is available at the training site.

In our first year of the program, we had participants from the following schools:

Indiana University  
University of Georgia  
Frederick County Workforce Services  
University of Maryland  
University of Delaware  
Rochester Institute of Technology  
University of Washington  
Capitol College  
University of Alabama  
University of Texas  
New York University

# INTRODUCTION

**If you are a college, university, vocational program, or military transition program career counselor or director**, you will not want to miss the Certified Federal Career Counselor (CFCC) program. This comprehensive course is offered for you to gain inside knowledge on how to help your graduates successfully find and apply for federal government jobs. You will learn how to determine what federal jobs best suit students' major course of study. In addition, you will gain hands-on experience in writing outstanding federal resumes and KSAs (Knowledge, Skills, and Abilities essays) highlighting graduates' relevant education, training, and professional qualifications.

Government application processes are complex. Federal agencies require specific applications according to their hiring practices. It is up to the job applicant to decipher the job announcement and apply. This training program will help you to better understand the federal job search and hiring process, and uniquely qualify you to assist your clients in their federal government career decisions.

Completion of this in-depth course entitles you to the designation of **Certified Federal Career Counselor**, an important distinction. You will be supported by the brightest and best in the ever-changing federal job search industry. You will have access to extensive continuing education opportunities and time-tested resources that will truly enhance your career counseling center.

This course was developed by **Kathryn Troutman**, President of The Resume Place, Inc. in Baltimore, MD, and creator of the Federal Career Training Institute. An engaging speaker, Kathryn is an internationally-recognized expert in federal job search strategies with over 30 years experience in advising job seekers, trainers, counselors, and re-employment specialists. She has been contracted as a trainer for more than 200 federal agencies. She designed the federal resume format currently being used by HR managers throughout the federal government. She has authored nine leading books in federal job search and federal resume writing, including the award-winning books *Ten Steps to a Federal Job™* and *The Student's Federal Career Guide™*.

#### **In this certification course, you will learn about:**

- The federal hiring process geared to students
- Automated hiring systems
- Trends in federal hiring, which are essential in developing job search strategies
- Resources and tools for a successful job search
- The types of jobs federal agencies will be hiring in the next two years.

#### **You will also gain the following valuable skills:**

- Leading or facilitating interactive and engaging workshops or seminars on federal job search
- Providing efficient, time-effective advisory services to students
- Using automated hiring tools such as the CD-ROMs from federal resume books, templates, and builders to improve federal application writing
- Navigating USAJOBS and agencies' websites to search for job announcements that fit students' qualifications and interests
- Writing a federal resume and supplemental statements (KSAs), which are essential in landing a federal job
- Using USAJOBS and agencies' resume builders to apply for jobs

"No employer offers more opportunities to make a positive difference in the lives of others than our federal government. In fact, as the nation's largest employer, our federal government offers the most jobs, period. By September 2009, 193,000 positions deemed "mission critical" will need to be filled. Unfortunately many students are missing out on openings that might be a perfect match for their skills and interests due to a lack of awareness about government jobs and how best to navigate the federal application process."

Partnership for Public Service  
*Call to Serve Toolkit*, 2008



# WHAT TO EXPECT

## Benefits to Participants

- Receive 20 continuing education units (20 CEUs).
- Become licensed for two years to teach the highly-successful Ten Steps to a Federal Job™ curriculum.
- Earn a two-year certification as a federal career coach/counselor. Included in the certification is the right to use the designation “Certified Federal Career Coach (CFCC) for professional use.
- Gain expertise in the Ten Steps™ method of finding and landing your federal jobs for your students and graduates. Outstanding advisory services for students.
- Receive a CD-rom containing numerous teaching tools and helpful handout packages, including the Ten Steps to a Federal Job™ PowerPoint presentation. You will also receive relevant books and important resources for your counseling center.
- Become highly competent in provide advice and assistance to students and alumni one-on-one or by facilitating/leading workshops.

## Training Format

20-hours of classroom and hands-on training facilitated by experts in the federal employment process. Classroom training is interactive with a set agenda but flexible enough to cover, in detail, topics that are of interest to participants.

Resume and KSA writing exercises in the format that is acceptable to federal agencies’ automated systems.

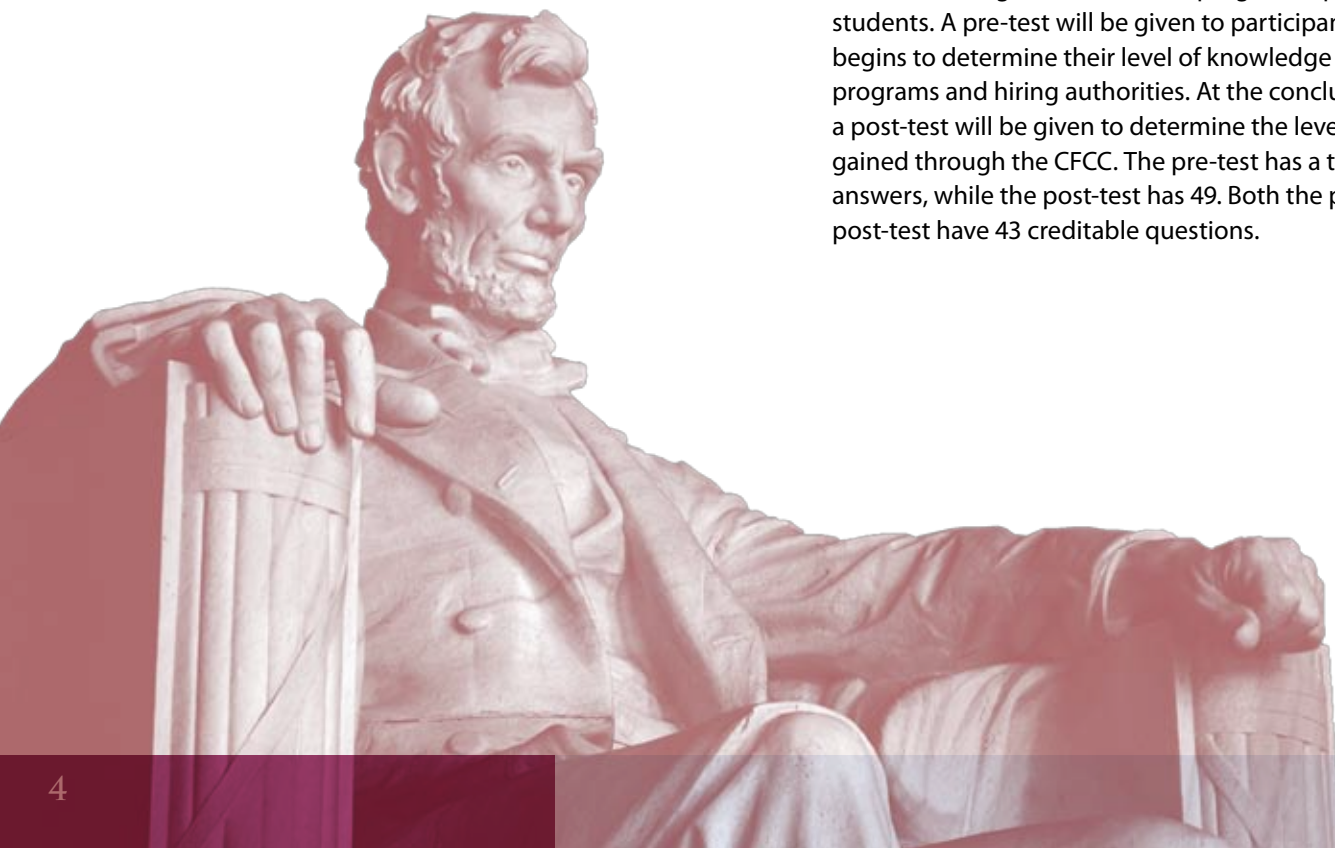
Role playing exercises to strengthen skill in oral presentation and customer service.

Presentation from certified university counselors on how to develop a successful federal career services program and best practices that can easily be adopted.

Presentation from a federal HR specialist highlighting the various programs and hiring authorities that agencies use to hire new employees at entry levels.

Presentation from the staff of the Partnership for Public Service, a nonprofit organization that promotes public service, highlighting types of positions federal agencies will be hiring in the next 2 years and the agencies that are rated the best places to work.

Testing to measure your level of knowledge in federal human resource management rules and programs applicable to students. A pre-test will be given to participants before class begins to determine their level of knowledge of federal student programs and hiring authorities. At the conclusion of the class, a post-test will be given to determine the level of knowledge gained through the CFCC. The pre-test has a total of 72 possible answers, while the post-test has 49. Both the pre-test and the post-test have 43 creditable questions.



# SPEAKER BIOS



## **Kathryn K. Troutman**

*President, The Resume Place, Inc. and Federal Career Training Institute*

For more than 30 years, Kathryn Troutman has assisted job seekers with landing jobs in the U.S. government. Troutman pioneered the outline resume format now preferred by government agencies. Every year, she trains thousands of employees and human resource professionals at more than 200 federal agencies. She has authored award-winning books and is a frequent guest on radio stations across the country.



## **Jimmy Richardson**

*Associate Director, Government & Nonprofit Relations, University of Georgia Career Center*

Jimmy Richardson has worked at the UGA Career Center for eight years, and, in his current role as Associate Director, he promotes the university to prospective public service employers, acts as liaison to public service agencies, and serves as the Career Counselor for undergraduate and graduate students. Richardson maintains contacts with over 800 federal recruiters in an effort to increase government recruiting at UGA, and he successfully created a comprehensive Federal campaign at UGA. This campaign includes an effective year-round student programming, a Government & Nonprofit Career Fair with over 100 participants, and UGA's very own Federal Career Guide.

## **Paul Binkley**

*Director of Career Development Services, George Washington University (GWU), Washington, DC*

Paul Binkley directs a career development program for about 300 doctoral students and 3000 graduate alumni at GWU. Binkley has also served as GWU's Associate Director of Graduate Admissions, Associate Director of Graduate Student Career Development, and the Director of Communications at the National Council for International Visitors, the private sector partner of the U.S. Department of State's International Visitor Program.

## **Tamara N.S. Brooks**

*Chief, Student Programs Branch, Human Resources, U.S. Department of State*

Tamara Brooks directs the State Department's recruitment program for student personnel. Her federal experience includes specialist work at the Department of Defense and

Department of Justice. Her background includes staffing, recruitment, classification, compensation, and employee relations.

## **Thomas G. Allison**

*Assistant Director of Career Services, University of Nebraska-Lincoln*

Thomas Allison has thirteen years of professional experience in planning and implementing programs that provide students and alumni opportunities to explore career options. He has also served at the College of Saint Mary, the International Study Center of Peshawar in Pakistan, and the Metropolitan Community College.

## **Jennifer Carignan**

*Education and Outreach Team, Partnership for Public Service*

Jennifer Carignan works to inspire a new generation into federal service by managing the Partnership's *Call to Serve* network of more than 600 colleges and universities. In addition to training college students and career advisors about federal opportunities, she has been involved in the development of the Partnership's *Making the Difference Federal Internship Program* and serves as a consultant to the State University of New York at Albany, a *Call to Serve* grant school.

## **Jonathan Kappler**

*Research Team, Partnership for Public Service*

Jonathan Kappler has been involved in the development and creation of several major reports, studies, and projects focused on the federal workforce including: *Where the Jobs Are: Mission Critical Opportunities for America*, *A Golden Opportunity: Recruiting Baby Boomers Into Government*, *Best Places to Work in the Federal Government*, *Getting On Board: A Model for integrating and Engaging New Employees*, and an in-depth survey of the Chief Human Capital Officers.



# AGENDA

## Day I

### Ten Steps to a Federal Job and University Federal Career Services Best Practices

Join us each morning for coffee and light breakfast items -  
8:00 to 8:30 am

Morning Session - 8:30 to 12:00

#### **Introductions, Agenda Review & Goal Setting 8:30 to 9:00**

#### **Ten Steps to a Federal Job for Students™ 9:00 to 12:00**

*Kathryn Troutman & Jimmy Richardson*

Ten Steps to a Federal Job for Students™ PowerPoint presentation by the developer of the program! Team-taught in a 3-hour version for job search professionals, the presentation uses the Student's Federal Career Guide as the principal handout for the class.

Warm-up Lesson: Accomplishment Free-writing

1. Networking and Job Fair Scripts
2. Review the Federal Job Process – Agencies, grades, and job titles
3. Finding Federal Announcements – Including a tour of [www.usajobs.gov](http://www.usajobs.gov)
4. Analyzing Core Competencies
5. Finding Keywords in Vacancy Announcements
6. Federal Resume Writing
7. KSA Writing
8. Applying for Federal Jobs
9. Tracking and Follow-up
10. Interviewing for a Federal Job

Lunch is provided on-site - 12:00 to 1:00 pm

Afternoon Session - 1:00 pm to 4:30 pm

#### **Federal Resume Writing and the New Outline Format - 1:00 to 2:20**

*Kathryn Troutman*

50-Minute Federal Resume Writing Course™– Popular new curriculum created by Kathryn Troutman includes how to write an electronic federal resume in the outline format utilizing keywords and headlines.

#### **KSA and Essay Writing - 2:30 to 3:20**

*Kathryn Troutman*

50-Minute KSA Writing Course™– Utilizes the successful online KSA Builder created by The Resume Place. Participants will learn how to conduct one-on-one interviews with customers and how to begin work on their own KSAs.  
[http://www.resume-place.com/ksa\\_builder/template](http://www.resume-place.com/ksa_builder/template)

#### **USAJOBS Tour – 3:30 to 4:30**

*Jimmy Richardson*

Understanding Federal Job Vacancy Announcement Search and Analysis for Keywords; My Resume Builder; Qualifications, Specialized Experience, Self-Assessment Questionnaires, Duties, and “How to Apply” Instructions.

## Day 2

### Federal Human Resources Student Hiring Practices and University Federal Career Services Strategies

Coffee and light breakfast items - 8:00 to 8:30 am

Morning Session - 8:30 to 12:30

#### **The Federal Hiring Process – 8:30 to 10:00**

*Tamara Brooks*

A PowerPoint presentation showing the entire hiring process step-by-step which includes: insight and information on how job announcements are written, rating and ranking job candidates, how applicants get on the List of Certified Eligibles, and hiring decisions.

#### **Federal Resume Assessments – Three Student Advisement Case Studies – 10:15 to 12:00**

*Kathryn Troutman & Jimmy Richardson*

Participants will learn how to assess a student's resume and vacancy announcement through three case studies. Using information and knowledge gained during Day One, a group discussion will follow on how to advise students on their qualifications, and offer recommendations for resume improvement.

Afternoon Session - 1:00 pm to 4:00 pm

#### **Presidential Management Fellows**

*Paul Binkley & Jimmy Richardson*

Strategies and information for planning, marketing to students, and program coordination for PMF.

#### **Federal Career Services Program Strategies**

*Jimmy Richardson - Campus Federal Internship Workshops Development*

*Thomas Allison - Join the West Wing*

Strategies for how to develop networks with federal agency HR specialists, and a discussion of student hiring programs and how to take advantage of them: STEP, SCEP, FCIP, Work-Study, and Job Fairs.

## Day 3

### Ten Steps to a Federal Job Practice

Coffee and light breakfast items -8:00 to 8:30 am

Morning Session - 8:30 to 12:30

#### **Where are the Federal Jobs? - 8:30 to 10:00**

*Jen Carignan and Jonathan Kappler, Partnership for Public Service*

An analysis of future federal jobs, agencies, grades, percentages, and hiring plans based on The President's Budget for 2009.

#### **Practice Teaching the Ten Steps PowerPoint: Trainer Experience - 10:00 to 11:00**

Each participant will present one step from the Ten Steps to a Federal Job™ using the PowerPoint curriculum. Participants will gain valuable experience and confidence through this hands-on learning technique, and develop new training skills and/or enhance their own technique by watching and learning from others.

#### **Review, Post-course Exam and Wrap-up 11:00 to 12:30**



# REGISTRATION

Register online at <http://www.resume-place.com/workshops/certification.html> (preferred) or fill out the registration form and fax or mail to The Resume Place at the address below.

Registration Form				
First name		Last Name		
Title				
Office				
School				
Street Address				
City		State		Zip Code
Email				
Daytime Phone		Work Fax		
Please check your registration option for the 2½ day, 20-hour Certification Program				
_____ January 12 - 14, 2009				
_____ July 20 - 22, 2009				

## Confirmation

Confirmation, course logistics, course participants, instructions, and any updates will be e-mailed to each person prior to the training date

## Payments

Form of accepted payments include: government or personal credit cards, checks, and 1556 training forms. We can also invoice your office. If submitting an online registration form, please call us with your payment information. A sales receipt will be forwarded via e-mail. We also accept payment at the time of the training.

## Cancellation Policy

Registered participants must cancel in writing at least 48 hours prior to the training date to avoid a no-show fee equal to the total tuition. A substitution may be made at any time, but requires a completed training registration form.

## Questions?

Bonny Day  
bday@resume-place.com  
Training/Publications Coordinator

# FEDERAL CAREER RESOURCES

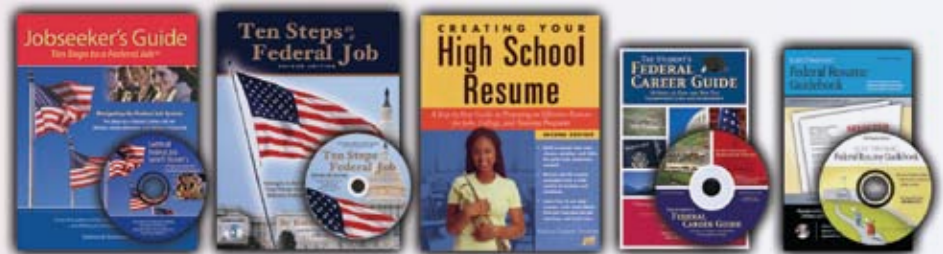
Excellent resources for your professional library – all included in the course fee.

## Handouts

Handout package includes copies of three PowerPoint presentations, copies of Excepted Service Agencies, Excepted Service Positions, Veteran's Preference, Spouse Employment Programs, NSPS (Pay for Performance), Outstanding Scholar Majors, and more on Federal Employment Programs, copies of table tent, and certificate of completion.

## Trainer's PowerPoint Resources

Ten Steps to a Federal Job™, 2nd Edition  
Where are the Federal Jobs?  
The Federal Hiring Process  
NSPS and Your Federal Career – **New!**  
Federal Resume Writing in the Outline Format – **New!**



## Books

Ten Steps to a Federal Job™, 2nd Ed  
Ten Steps to a Federal Job™, Jobseeker Guide, 2nd Ed.  
Ten Steps to a Federal Job™, Trainer's Guide, 2nd Ed.  
Student's Federal Career Guide (includes CD-ROM with samples)  
Military to Federal Career Guide (includes CD-ROM with samples)  
Creating Your High School Resume



The  
Resume Place