



CERTIFIED FEDERAL JOB SEARCH TRAINER AGENDA, 2007

A comprehensive Train the Trainer course for Federal Employment Trainers

Ten Steps to a Federal Job™ Curriculum

**Introducing two NEW Noon-hour Curricula
The 50-Minute KSA Writing Course™
& The 50-Minute Federal Resume Writing Course™!**

**Kathryn K. Troutman & Emily K. Troutman, Master Trainers
Ligaya Fernandez, SME, Federal Human Resources
September 25, 26, 27, 2007**

Sponsored by: Federal Career Training Institute and The Resume Place, Inc.

Featuring Federal Resume & KSA Writing for Career Professionals

U.S. Naval Academy, Annapolis, MD



CERTIFIED FEDERAL JOB SEARCH TRAINERS
Kathryn K. Troutman and Course Participants from Fall 2006

CFJST CURRICULUM AGENDA

Day 1 – Ten Steps to a Federal Job and the Federal Resume Writing

Morning Session 9:00am to 12:00pm

Introductions, Agenda Review & Goal Setting

Ten Steps to a Federal Job™ – Kathryn Troutman and Emily K. Troutman

The *Ten Steps to a Federal Job™* PowerPoint Presentation by the Developer of the Program!

Team-taught in the **3 HOUR version** for job search professionals. Presentation uses the ***Jobseeker Guide***, 2nd ed. as the principal handout for the class.

Warm-up Lesson: Accomplishment Freewrite

1. Networking and Job Fair Scripts
2. Review the Federal Job Process – Agencies, Grades and Job Titles
3. Finding Federal Announcements – Including tour of www.usajobs.gov
4. Analyzing your Core Competencies
5. Finding Keywords in Vacancy Announcements
6. Federal Resume Writing
7. KSA Writing
8. Apply for Federal Jobs
9. Track and Follow-up
10. Interview for a Federal Job

Afternoon Session 1pm to 3pm

Break-out Session: Step 6 Federal Resume Writing and the New Outline Format – Kathryn Troutman

- **50-Minute Federal Resume Writing Course™**– The 50-minute Federal Resume Writing Course™ with the new Outline Format utilizes Keywords and Headlines. Popular new curriculum for teaching *How to write an Electronic Federal resume in the Outline Format* by Kathryn Troutman.

Break-out Session: Step 7 KSA and Essay Writing – Emily Troutman

- **50-Minute KSA Writing Course™**– The 50-minute KSA Writing Course™ utilizes the KSA Builder from the Resume Place. Participants will learn how to conduct one-on-one interviews with customers and begin work on their own KSA's.

http://www.resume-place.com/ksa_builder/template

Day 2 – Federal Human Resources Hiring Practices, Tools and Websites

Full Day Session, 9:00 am to 3:00pm (lunch from 12pm to 1pm)

Online Application Resources – Kathryn Troutman and Emily Troutman

How to Apply for a Federal Job – Builders and Tracking

- **Federal Job Websites** – How to find the jobs using USAJOBS, CHART, CPOL

How to Apply for a Federal Job – Where are the questionnaires and how should you assess your skills?

- **Where are the Questions? *How to Apply Quiz.***

Federal Jobs Info and Human Resources Hiring Processes – Ligaya Fernandez

About Federal Jobs and the Federal Hiring Process – Ligaya Fernandez, Senior Personnel Policy Analyst, U.S. Merit Systems Protection Board (www.mspb.gov)

“Where are the Federal Jobs?” PowerPoint

An analysis of future federal jobs, agencies, grades, percentages and hiring plans based on The President’s Budget for 2007.

“The Federal Hiring Process” PowerPoint

Step-by-step overview showing the entire hiring process: from the initial point of hiring a new employee, to writing a position description, to hiring decisions. Includes insight and information on rating and ranking. Learn how applicants get to the List of Certified Candidates.

ITEMS THAT ARE COVERED:

Federal Hiring Authorities for Veterans and Spouses

- Veteran’s Preference and Spouse Preference

Online Federal Human Tools, Hiring Authorities

- www.mspb.gov – Newsletters and Reports
- www.opm.gov – Federal Employment Statistics, Trends, Analysis
- Classification standards and position descriptions
- Vacancy announcements - DEU, Merit Promotion

Day 3 – Ten Steps to a Federal Job Practice

Morning Session, 9:00 am to 12:00 pm

Federal Resume Assessments – Two Case Studies

- Group assessments of a resume and announcement. Participants will learn how to assess a client's federal resume and announcement. Utilizing information and knowledge gained during Day One and Day Two of the CFJST Workshop, participants will advise clients on their qualifications and offer recommendations for resume improvement

Afternoon Session 1pm to 3pm

Practice Teaching the Ten Steps PowerPoint – Trainer Experience

- Team Teaching – Each participant will teach ONE STEP from the *Ten Steps to a Federal Job™* using the PowerPoint. Through teaching the Ten Steps, participants gain invaluable experience and confidence. In addition, participants develop new training skills and/or enhance their technique by watching and learning from others.

Wrap-Up:

- **Goals Review & Implementation Plan, Discussion**
- Certification Requirements Review
- Resource Review
- Course Evaluation

FEDERAL CAREER RESOURCES PROVIDED AT THE CFJST TRAINING

*** Included in the Certification Fee & Valued at Over \$400! ***

Books and CDs:

- *Ten Steps to a Federal Job, Jobseeker Guide, 2ND Ed.* (2007 copyright) & Trainer's Guide
- *Ten Steps to a Federal Job* & CD ROM
- *Student's Federal Career Guide* & CD ROM
- *Military to Federal Career Guide* & CD ROM
- *Creating Your High School Resume*

Trainer's CD will include:

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

Handouts:

- Handout package which includes copies of three PowerPoints, handouts on 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, certificate of completion.

CERTIFICATION REQUIREMENTS

1. Complete 2.5-day (20 hours) CFJST Certification Course; CEUs are available
2. Present documentation that you have taught two Ten Step classes. Include course summary, information regarding class size and type (military, spouse, student, etc.) and participant feedback or submit two case studies for federal job seekers, including target announcement, federal resume and one KSA.
3. Or ... in lieu of two training classes ... you can submit two federal resumes that you coached or advised in the development of. Two case studies to include resume and target announcement.
4. Submit one federal resume for review
5. Provide one KSA for review

LICENSE AND CERTIFICATION CREDENTIALS; CEUs are now available.

Licensed to Teach and Use Graphics and Materials for Ten Step Classes

- Upon course completion, name will be listed on the CFJST Trainer Certification Requirement Webpage
- Once certification requirements are met, licensed to use: CFJST credential and Ten Steps logo for business cards, website, workshop handouts, promotional materials.