

# 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**



August 2023, Hawaii National Guard Association: Honolulu, HI

### SPECIAL OFFER!

*2 Registrations  
for the Price of 1!*

**\$3,155 FOR 2 ATTENDEES**

*\*you must book two  
rooms with the Sheraton  
Princess Hotel before  
Aug. 1, 2024*

## 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!

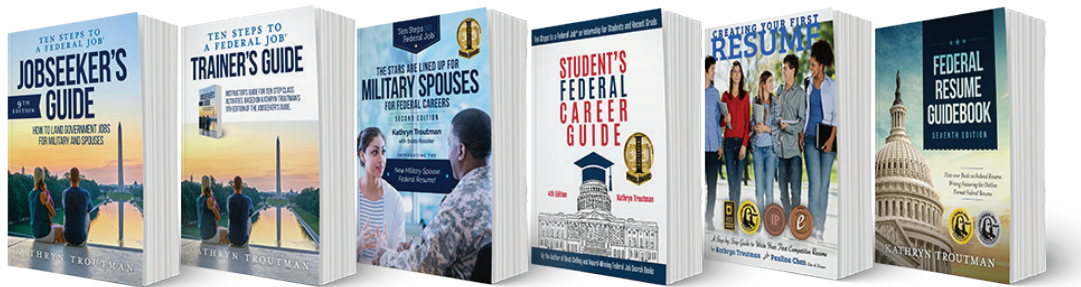
**30**  
CEUs

for the course by  
CCE (2.5 days)

and

**26**  
BOOKS

for your coaching  
and training

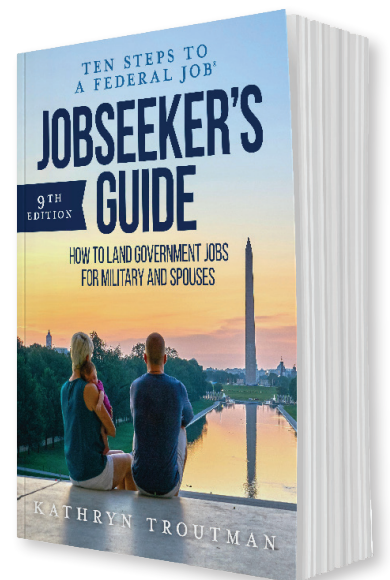


Resume Place, Inc., Award-Winning Federal Career Publications  
Kathryn Troutman, Author and Publisher

# 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

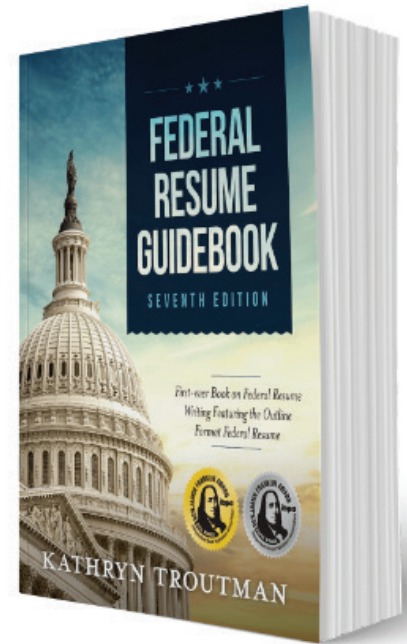
Recommending the Outline Format

## → 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

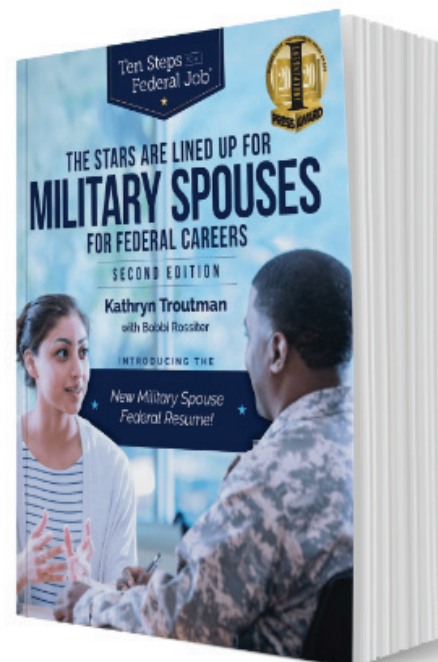
**STAR 6** Make a List of Keywords

**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

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## 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: 2 FOR THE PRICE OF 1! \$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](mailto:nbecker@resume-place.com)

## Ten Steps Certification Program Coordinators:

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### **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

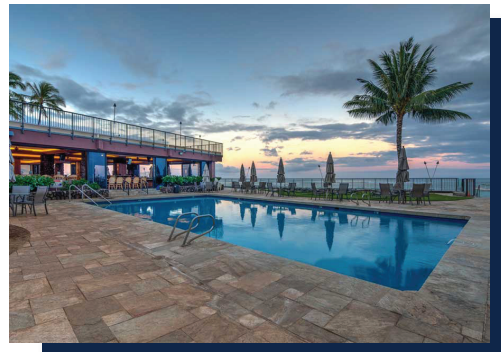


GROUP CODE	GROUP RATE	RESERVE HERE
THE RESUME PLACE TEN STEPS TRAINING GROUP-AUG2024 (M-RZRB46Q)	\$225 TO \$270 PLUS TAXES AND \$33 DAILY FEE	 <i>Scan to make reservations via marriott.com</i>

***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!