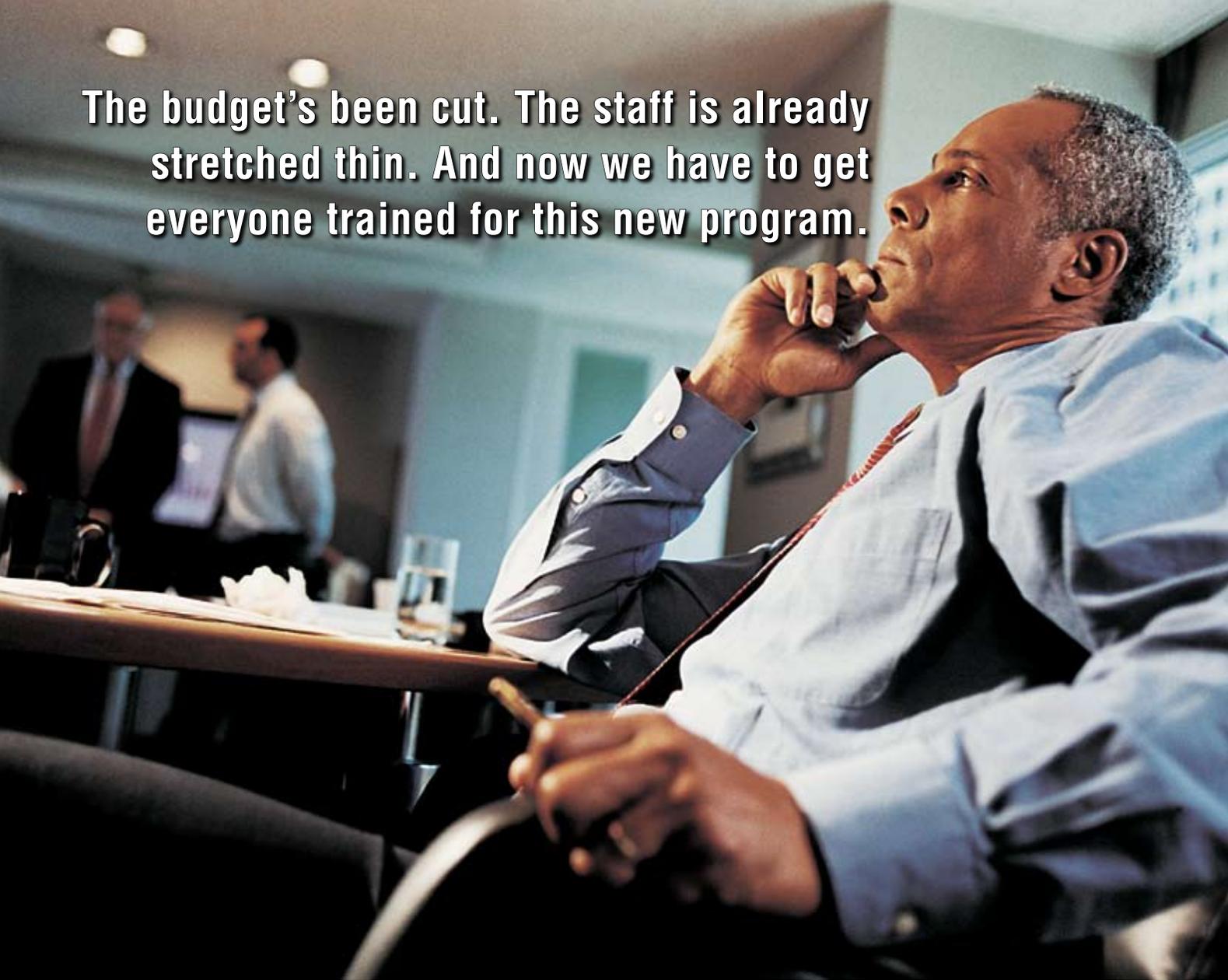


The budget's been cut. The staff is already stretched thin. And now we have to get everyone trained for this new program.



THE CHALLENGE:

Finding solutions to your needs in the changing government environment.

Have you talked to us lately?

Our prices are now more competitive than ever.

Any of our regularly scheduled classes can be tailored to meet the unique needs of your organization. Training is available in a traditional classroom setting, through a variety of distance education methods and on-site at your location. We offer a wide range of customized products and services, from case studies and needs assessments to entirely new programs and learning management systems.

**Budgets are tight — let us help you do more with less.
Great products. Great quality. Better prices.**



For more information on our courses, services and new pricing, call (888) 744-GRAD or visit us on the Web at www.grad.usda.gov.



GSA Contract Holder
Schedule 69 (Training) GS-02F-0107N
Schedule 874 (MOBIS) GS-10F-0228P



Government managers today face several key challenges:

- a focus on accountability for results and meeting customers' expectations
- scarce human capital that must be carefully cultivated and managed
- changes in organizational structure, function and processes that require new competencies
- capturing the knowledge of an aging workforce headed to retirement
- facilitating organizational learning

As a solutions provider with 85 years of experience, the Graduate School, USDA is equipped to accommodate all your career development and transitional needs. We can partner with you to provide affordable, customized solutions to these challenges through our portfolio of organization development services.

A sample of our services:

- Assessments
- Career counseling
- Executive coaching
- Facilitation of strategic and operational planning
- Facilitation of retreats and meetings
- Leadership development
- Management of change initiatives
- Process improvement and re-engineering
- Process consultation
- Team development
- Transition management



THE CHALLENGE:

**Your employees are different;
your agency has specific needs.**

Customized Solutions

The Graduate School offers customized training and development programs using a variety of instructional media. Our programs are designed to meet the needs of federal agencies, state and local governments, and non-governmental organizations. We can help you with organizational development, career center operations, and programs and curriculum development. The School offers the Leadership Effectiveness Inventory (LEI)[™], in addition to other assessment tools, and we can custom design a leadership development program to address succession planning issues.

To ensure a successful project, a program manager is assigned to the client agency's point of contact. Each manager is experienced and skilled in project management and program development. Throughout the project, the manager works closely with the client to ensure the project is completed on time and within budget. In addition to class-based and distance education training, the Graduate School designs and develops performance improvement initiatives and organizational development programs, and manages career counseling and education centers within organizations.

THE CHALLENGE:

Preparing employees for the challenges of a changing government.

Employee Career Transition and Development

The Graduate School, USDA has created courses that fit all the needs of a transitioning workforce. These courses are for those exploring new options and growth opportunities in their careers. They help individuals grow and become aware of their maximum potential, and help diversify their work skills.

Call us about the multiple courses and solutions that we can provide.

- Briefing Techniques
- Clear Writing through Critical Thinking
- Creative Problem Solving
- Developing Your Resume: A Workshop
- Developing Performance Standards
- Leadership Skills for Non-Supervisors
- Personal Success Under Pay Banding
- Preparing to Lead in the 21st Century
- Transition Planning Workshop
- Writing for Results

Training Center Management

The Graduate School, USDA has extensive experience in successfully managing agency on-site training centers. Our on-site training center and administrative support services offer agencies knowledgeable, flexible and dependable solutions to their employee development staffing requirements.



THE CHALLENGE:

Learning in a variety of ways.

Classroom training



Want to see your instructor live and in person? We can bring the classroom to you. Our training can be customized to meet the needs of your organization and delivered to you anywhere in the world.

At your own pace



Learn at your own pace, on your own time, in your own home or office. We offer a variety of distance education delivery formats. Options for self-paced learning include CD-ROM and Web-based courses. Whether you go online or use a CD, you'll find the same high-quality material we use in our classroom courses.

Over the Internet



If you're taking an online course with the Graduate School, you can choose between self-paced and instructor-led training in a wide range of topics and curriculum areas. Our new live, online courses with Adobe Acrobat Breeze allow for live instructor interaction while learning in the convenience of your home or office.



THE CHALLENGE:

How do you prepare those with leadership potential?

Leadership Training for the 21st Century.

We have developed courses that help managers and supervisors focus on helping their staff and themselves to facilitate and lead change. We can help you realize and meet your organization's full potential and manage the necessary transitions as well as help you and your staff through career and development changes in an evolving work environment.

The Graduate School also offers the Leadership Effectiveness Inventory™. The LEI™ is a 360-degree assessment instrument, administered online, for assessing job strengths and development needs for both individuals and groups. We can provide individual or group interpretation sessions on-site at your convenience.

Leadership Essentials
Leading People
Leading Teams and Groups
Leading Change

Managing a Changing Organization
Managing and Measuring Performance
Interviewing Techniques for Selection and Assessment