

**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The INTERNET address for *GSA Advantage!* is: GSAAdvantage.gov.

FSC Group: 874

Commodity: Instructor-Led Training

FSC Class/Product Code: U099

SIN: 874-4 Instructor Led Training

NAICS: 611310



**HUMAN RESOURCES
INSTITUTE**
Since 1985

**6172 Oxon Hill Rd.
Oxon Hill, MD 20745-3107
Telephone: (301) 749-5600
Fax: (301) 839-6616
www.federaltraining.com**

Business size: small, woman-owned

**Contract Number: GS-02F-0141R
Effective: May 19, 2005 through May 18, 2020
Pricelist current through Modification #PO-0021, dated May 14, 2015**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Customer Information

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).**

SIN 874-4 Instructor Led Training – See descriptions and pricing at www.federaltraing.com under the “On-Site Training” tab.

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**

- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.**

Not Applicable

- 2. Maximum order.**
\$1,000,000.00

- 3. Minimum order.**
\$100.00

- 4. Geographic coverage (delivery area).**

The scope of the contract is all 50 states, including all U.S. territories, Puerto Rico, and Washington DC.

- 5. Point(s) of production (city, county, and State or foreign country).**

Not applicable.

- 6. Discount from list prices or statement of net price.**

All prices herein are net government prices.

7. Quantity discounts.

| Discounts | Government (GSA) (IFF included) |
|--|--|
| <p>874-4 Public Courses (Open Enrollment)</p> <ul style="list-style-type: none"> • Basic • Quantity (units) • Volume (\$) | <ul style="list-style-type: none"> • 20.31% to 23.64% - Discount for 8 to 19 participants • 24.41% to 27.11% - Discount for 20-39 participants • 26.10% to 28.84% - Discount for 40 or more participants • Additional 1% discount for orders over \$50,000 |
| <p>874-4 Onsite/In-House 1 and 2 Day Courses (Private Courses)</p> <ul style="list-style-type: none"> • Basic • Quantity (units) • Volume (\$) | <ul style="list-style-type: none"> • 16.99% to 19.68% - Discount for 1 to 12 participants • 26.41% to 27.75% - Discount for 13 to 20 participants • 12.19% to 22.7% - Discount for 21 to 25 participants • 12.06% to 13.91% - Discount for 26-35 participants • Additional 1% discount for orders over \$50,000 |
| <p>874-4 Onsite/In-House 3 and 5 Day Courses (Private Courses)</p> <ul style="list-style-type: none"> • Basic • Quantity (units) • Volume (\$) | <ul style="list-style-type: none"> • 13.45% to 17.2% - Discount for 1 to 15 participants • 14.84% to 20.8% - Discount for 16 to 20 participants • 16.01% to 18.96% - Discount for 21 to 25 participants • 16.15% to 18.79% - Discount for 26-35 participants • Additional 1% discount for orders over \$50,000 |
| <p>Delivery Time:</p> | <p>Public classes are published on the company website. Private classes' timetables are negotiated outside of contract.</p> |
| <p>Concessions:</p> | <p>None</p> |
| <p>Prompt Payment:</p> | <p>.5% Net 10 Days</p> |
| <p>Warranty:</p> | <p>None</p> |
| <p>Return Goods Policy:</p> | <p>None</p> |

8. Prompt payment terms.

0.5%/ Net 10 days.

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin).

Not applicable.

11a. Time of delivery.

Set class schedule as published on the web site of Human Resources Institute, Inc.

Public/Open Enrollment Courses: Current class schedule may be found at www.federaltraining.com. All times are indicated within the course descriptions.

Onsite/In-House Private Training: As agreed between the Ordering Agency and Human Resources Institute, Inc.

11b. Expedited Delivery.

Not applicable.

11c. Overnight and 2-day delivery.

See 11a and 11b.

11d. Urgent Requirements.

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery timeframe shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract. Contact David Lesz at 301-749-5600 for any urgent requirements.

12. F.O.B. Shipping Terms.

Destination. Travel and other ODC are negotiated outside of contract at the task order level.

13a. Ordering address(es).

Human Resources Institute, Inc.
6172 Oxon Hill Rd.
Oxon Hill, MD 20745-3107
Phone: (301)749-5600
Fax: (301) 839-6616

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address.

Human Resources Institute, Inc.
6172 Oxon Hill Rd.
Oxon Hill, MD 20745-3107
Phone: (301) 749-5600
Fax: (301) 839-6616

15. Warranty provision.

Not applicable.

16. Export packing charges, if applicable.

Not Applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).

The Government purchase card is accepted above the micro-purchase threshold.

18. Terms and conditions of rental, maintenance, and repair (if applicable).

Not Applicable.

19. Terms and conditions of installation (if applicable).

Not Applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

Not Applicable.

20a. Terms and conditions for any other services (if applicable)

Not applicable.

21. List of distribution points (if applicable).

Human Resources Institute, Inc. 6172 Oxon Hill Rd., Oxon Hill, MD 20745.

- 22. List of participating dealers (if applicable).**
Not Applicable.
- 23. Preventive maintenance (if applicable).**
Not Applicable.
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**
Not Applicable.
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at www.Section508.gov/.**
Not Applicable.
- 25. Data Universal Number System (DUNS) number.**
80-470-3973.
- 26. Notification regarding registration in Central Contractor Registration (CCR) database.**

Human Resources Institute, Inc. has registered with the Central Contractor Registration database. The CAGE code is 1KCU1

| Microsoft Office/Computer Courses | On-Site Course Pricing | | | | | Open Enrollment-GSA Group Discount Pricing | | | |
|---|-------------------------|-------------------|-------------------|-------------------|-------------------|--|---|--|---|
| Course Name | Course Length (in days) | Up to 12 Students | 13 to 20 Students | 21 to 25 Students | 26 to 35 Students | Individual Student Price | Price per student if buyer enrolls 8 to 19 students | Price per student if buyer enrolls 20 to 39 students | Price per student if buyer enrolls over 39 students |
| Microsoft Access: An Introduction | 1 | \$2,995 | \$3,250 | \$3,950 | N/A | \$395 | \$330 | \$313 | \$306 |
| Microsoft Excel: Level One | 2 | \$5,950 | \$6,500 | \$7,250 | N/A | \$775 | \$617 | \$589 | \$575 |
| Microsoft Excel: Level Two | 2 | \$5,950 | \$6,500 | \$7,250 | N/A | \$775 | \$617 | \$589 | \$575 |
| Microsoft PowerPoint: An Introduction | 2 | \$5,950 | \$6,500 | \$7,250 | N/A | \$775 | \$617 | \$589 | \$575 |
| Microsoft Word: An Overview | 1 | \$2,995 | \$3,250 | \$3,950 | N/A | \$395 | \$330 | \$313 | \$306 |
| Microsoft Outlook | 1 | \$2,995 | \$3,250 | \$3,950 | N/A | \$395 | \$330 | \$313 | \$306 |
| Office Computer Skills: Fundamental PC Skills and Much More | 2 | \$5,950 | \$6,500 | \$7,250 | N/A | \$775 | \$617 | \$589 | \$575 |

| Leadership Development | On-Site Course Pricing | | | | | Open Enrollment-GSA Group Discount Pricing | | | |
|---|-------------------------|-------------------|-------------------|-------------------|-------------------|--|---|--|---|
| Course Name | Course Length (in days) | Up to 12 Students | 13 to 20 Students | 21 to 25 Students | 26 to 35 Students | Individual Student Price | Price per student if buyer enrolls 8 to 19 students | Price per student if buyer enrolls 20 to 39 students | Price per student if buyer enrolls over 39 students |
| Coaching for Success: An Introduction | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Conflict Management and Resolution | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Decision Making and Problem Solving for Non-Supervisors | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Leadership Skills for Federal Employees | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Leadership Training for Non-Supervisors | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Leading People Through Change: An Introduction | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Teambuilding for Federal Employees | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Teamwork Skills for Non-Supervisors | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Introduction to Supervision | 5 | \$10,900 | \$11,350 | \$12,500 | \$13,500 | \$1,495 | \$1,244 | \$1,180 | \$1,148 |

| Administrative | On-Site Course Pricing | | | | | Open Enrollment-GSA Group Discount Pricing | | | |
|---|-------------------------|-------------------|-------------------|-------------------|-------------------|--|---|--|---|
| Course Name | Course Length (in days) | Up to 12 Students | 13 to 20 Students | 21 to 25 Students | 26 to 35 Students | Individual Student Price | Price per student if buyer enrolls 8 to 19 students | Price per student if buyer enrolls 20 to 39 students | Price per student if buyer enrolls over 39 students |
| Ability to Arrange Meetings and Events | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Administrative Professionals' Day Seminar | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Administrative Support Staff Seminar | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Office Administration | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Office Management | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| The Outstanding Federal Assistant | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Time Management for Administrative Professionals | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |

| Career Development | | On-Site Course Pricing | | | | Open Enrollment-GSA Group Discount Pricing | | | |
|--|-------------------------|------------------------|-------------------|-------------------|-------------------|--|---|--|---|
| Course Name | Course Length (in days) | Up to 12 Students | 13 to 20 Students | 21 to 25 Students | 26 to 35 Students | Individual Student Price | Price per student if buyer enrolls 8 to 19 students | Price per student if buyer enrolls 20 to 39 students | Price per student if buyer enrolls over 39 students |
| Career Development for Federal Employees | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Federal Resumé Writing and Interviewing Skills | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Upward Mobility for Federal Employees | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Writing Knowledge, Skills, and Abilities for Promotion | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |

| Equal Opportunity | | On-Site Course Pricing | | | | Open Enrollment-GSA Group Discount Pricing | | | |
|---------------------------------------|-------------------------|------------------------|-------------------|-------------------|-------------------|--|--|---|--|
| Course Name | Course Length (in days) | Up to 12 Students | 13 to 20 Students | 21 to 25 Students | 26 to 35 Students | Individual Student Price | Price per student if buyer enrolls 8 to 19 students in same course | Price per student if buyer enrolls 20 to 39 students in same course | Price per student if buyer enrolls over 39 students in same course |
| Black Women's Seminar | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Federal Women's Seminar | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |

| Retirement | | On-Site Course Pricing | | | | Open Enrollment-GSA Group Discount Pricing | | | |
|--|-------------------------|------------------------|-------------------|-------------------|-------------------|--|---|--|---|
| Course Name | Course Length (in days) | Up to 12 Students | 13 to 20 Students | 21 to 25 Students | 26 to 35 Students | Individual Student Price | Price per student if buyer enrolls 8 to 19 students | Price per student if buyer enrolls 20 to 39 students | Price per student if buyer enrolls over 39 students |
| Pre-Retirement and Benefits Planning | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |

| Oral Communication | | On-Site Course Pricing | | | | Open Enrollment-GSA Group Discount Pricing | | | |
|--|----------------|------------------------|-------------------|-------------------|-------------------|--|---|--|---|
| Course Name | Number of Days | Up to 12 Students | 13 to 20 Students | 21 to 25 Students | 26 to 35 Students | Individual Student Price | Price per student if buyer enrolls 8 to 19 students | Price per student if buyer enrolls 20 to 39 students | Price per student if buyer enrolls over 39 students |
| Ability to Communicate Orally | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Interpersonal Communication Skills | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Oral Presentation and Briefing Skills: Communicate with Confidence | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |

| Written Communication | On-Site Course Pricing | | | | | Open Enrollment-GSA Group Discount Pricing | | | |
|--|-------------------------|-------------------|-------------------|-------------------|-------------------|--|---|--|---|
| Course Name | Course Length (in days) | Up to 12 Students | 13 to 20 Students | 21 to 25 Students | 26 to 35 Students | Individual Student Price | Price per student if buyer enrolls 8 to 19 students | Price per student if buyer enrolls 20 to 39 students | Price per student if buyer enrolls over 39 students |
| Correspondence and Memo Writing Workshop | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Critical Thinking for Clear Writing: An Introduction | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Effective Writing Workshop | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Effective Writing Workshop:Level Two | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Federal Writing Boot Camp | 4 | \$8,995 | \$9,495 | \$9,995 | \$10,995 | \$1,295 | \$1,092 | \$1,036 | \$1,013 |
| Introduction to Technical Writing | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Plain Language Writing for Federal Employees | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Report Writing | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |

| English, Grammar and Usage | On-Site Course Pricing | | | | | Open Enrollment-GSA Group Discount Pricing | | | |
|--|-------------------------|-------------------|-------------------|-------------------|-------------------|--|---|--|---|
| Course Name | Course Length (in days) | Up to 12 Students | 13 to 20 Students | 21 to 25 Students | 26 to 35 Students | Individual Student Price | Price per student if buyer enrolls 8 to 19 students | Price per student if buyer enrolls 20 to 39 students | Price per student if buyer enrolls over 39 students |
| Proofreading Skills for Federal Employees | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Punctuation Workshop | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| English Essentials: A Grammar Refresher | 3 | \$7,500 | \$7,900 | \$8,900 | \$9,900 | \$925 | \$815 | \$773 | \$752 |
| Grammar Skills Workshop | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Grammar Boot Camp | 4 | \$8,995 | \$9,495 | \$9,995 | \$10,995 | \$1,295 | \$1,092 | \$1,036 | \$1,013 |
| English Essentials: Expand Your Vocabulary | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |

| Contracting and Acquisition | On-Site Course Pricing | | | | | Open Enrollment-GSA Group Discount Pricing | | | |
|---|-------------------------|-------------------|-------------------|-------------------|-------------------|--|---|--|---|
| Course Name | Course Length (in days) | Up to 12 Students | 13 to 20 Students | 21 to 25 Students | 26 to 35 Students | Individual Student Price | Price per student if buyer enrolls 8 to 19 students | Price per student if buyer enrolls 20 to 39 students | Price per student if buyer enrolls over 39 students |
| COR Workshop | 5 | \$10,900 | \$11,350 | \$12,500 | \$13,500 | \$1,395 | \$1,244 | \$1,180 | \$1,148 |
| Introduction to Federal Contracting and Procurement | 3 | \$7,500 | \$7,900 | \$8,900 | \$9,900 | \$995 | \$815 | \$773 | \$752 |

| Federal Human Resources | On-Site Course Pricing | | | | | Open Enrollment-GSA Group Discount Pricing | | | |
|---|-------------------------|-------------------|-------------------|-------------------|-------------------|--|---|--|---|
| Course Name | Course Length (in days) | Up to 12 Students | 13 to 20 Students | 21 to 25 Students | 26 to 35 Students | Individual Student Price | Price per student if buyer enrolls 8 to 19 students | Price per student if buyer enrolls 20 to 39 students | Price per student if buyer enrolls over 39 students |
| Federal Human Resources: An Introduction | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Federal Human Resources: A Comprehensive Overview | 3 | \$7,500 | \$7,900 | \$8,900 | \$9,900 | \$925 | \$815 | \$773 | \$752 |
| Federal Staffing and Placement | 4 | \$8,995 | \$9,495 | \$9,995 | \$10,995 | \$1,295 | \$1,092 | \$1,036 | \$1,013 |
| Processing Personnel Actions | 4 | \$8,995 | \$9,495 | \$9,995 | \$10,995 | \$1,295 | \$1,092 | \$1,036 | \$1,013 |

| Federal Budget and Financial Management | | On-Site Course Pricing | | | | Open Enrollment-GSA Group Discount Pricing | | | |
|---|-------------------------|------------------------|-------------------|-------------------|-------------------|--|---|--|---|
| Course Name | Course Length (in days) | Up to 12 Students | 13 to 20 Students | 21 to 25 Students | 26 to 35 Students | Individual Student Price | Price per student if buyer enrolls 8 to 19 students | Price per student if buyer enrolls 20 to 39 students | Price per student if buyer enrolls over 39 students |
| The Federal Budget Process: An Introduction | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Federal Appropriations Law: An Introduction | 3 | \$7,500 | \$7,900 | \$8,900 | \$9,900 | \$925 | \$815 | \$773 | \$752 |
| Federal Financial Process: An Overview | 3 | \$7,500 | \$7,900 | \$8,900 | \$9,900 | \$925 | \$815 | \$773 | \$752 |
| Budget Execution | 3 | \$7,500 | \$7,900 | \$8,900 | \$9,900 | \$925 | \$815 | \$773 | \$752 |

| Analytical Skills | | On-Site Course Pricing | | | | Open Enrollment-GSA Group Discount Pricing | | | |
|---|-------------------------|------------------------|-------------------|-------------------|-------------------|--|---|--|---|
| Course Name | Course Length (in days) | 1 to 12 Students | 13 to 20 Students | 21 to 25 Students | 26 to 35 Students | Individual Student Price | Price per student if buyer enrolls 8 to 19 students | Price per student if buyer enrolls 20 to 39 students | Price per student if buyer enrolls over 39 students |
| Management Program Analysis: An Introduction | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Management and Program Analysis: Beyond the Basics | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Management and Program Analysis: Data Collection and Analysis | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Management and Program Analysis: Practical Planning Skills | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Ability to Research, Analyze, and Solve Problems | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Critical and Analytical Thinking Skills for Office Personnel | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Basic Statistics | 3 | \$7,500 | \$7,900 | \$8,900 | \$9,900 | \$895 | \$815 | \$773 | \$752 |

| Professional Development | | On-Site Course Pricing | | | | Open Enrollment-GSA Group Discount Pricing | | | |
|---|-------------------------|------------------------|-------------------|-------------------|-------------------|--|---|--|---|
| Course Name | Course Length (in days) | 1 to 12 Students | 13 to 20 Students | 21 to 25 Students | 26 to 35 Students | Individual Student Price | Price per student if buyer enrolls 8 to 19 students | Price per student if buyer enrolls 20 to 39 students | Price per student if buyer enrolls over 39 students |
| Administrative Management Seminar | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Customer Service Skills for Federal Employees | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| The Administrative Officer | 3 | \$7,500 | \$7,900 | \$8,900 | \$9,900 | \$995 | \$815 | \$773 | \$752 |
| Ability to Plan and Organize | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Dealing with Difficult People | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Enhance Your Professional Image | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Introduction to Project Management | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Listening and Memory Skills Development | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |
| Managing Your Priorities and Workload | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Stress Management for Federal Employees | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Time Management | 1 | \$2,995 | \$3,250 | \$3,950 | \$4,250 | \$395 | \$330 | \$313 | \$306 |
| Conflict Management and Resolution | 2 | \$5,220 | \$5,950 | \$6,250 | \$7,110 | \$745 | \$598 | \$567 | \$551 |