

Master the SES Application in Two Intensive Days!



Opening Speaker:
Paul R. Thompson,
former SES Policy Program Manager and Project Leader, Resume-Based Application for SES, Office of Personnel Management.

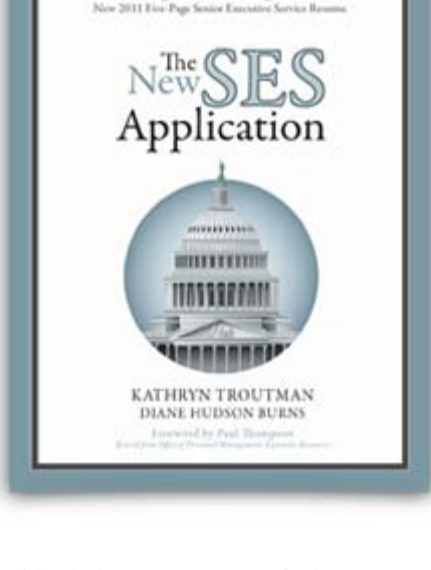
Participants will [learn how to package their extensive executive leadership and senior](#)

[management experience](#) into a concise and focused new 5-page SES ECQ Federal Resume with clear leadership accomplishments. Participants will also gain insight and effective tools for preparing Technical Qualifications and [SES application](#) Cover Letter.

Hot off the presses, the course text: [The New SES Application by K. Troutman and D. Hudson Burns!](#)

Behavior-based interview practice with camera! Due to the changes in the SES resume and [ECQ requirements](#), the SES Structured / Behavior-Based Interview is more important than ever. Four hours will be devoted to practice and preparation of the ECQ Structured / Behavior-Based Interview with camera, panel interviews, practice, and feedback.

REGISTER TODAY!



[Click here to read the first chapter.](#)

WORKSHOP DATES

September 8-9, 2011

WORKSHOP LOCATION

Federal Career Training Institute
79 Mellor Avenue
Catonsville, MD 21228
888-480-8265

1 hour from DC

Take the Marc Train to BWI Station - free shuttle to training location.

Local to the Washington, DC Metro Area

[View Map](#)

COURSE FEES

\$1,995.00

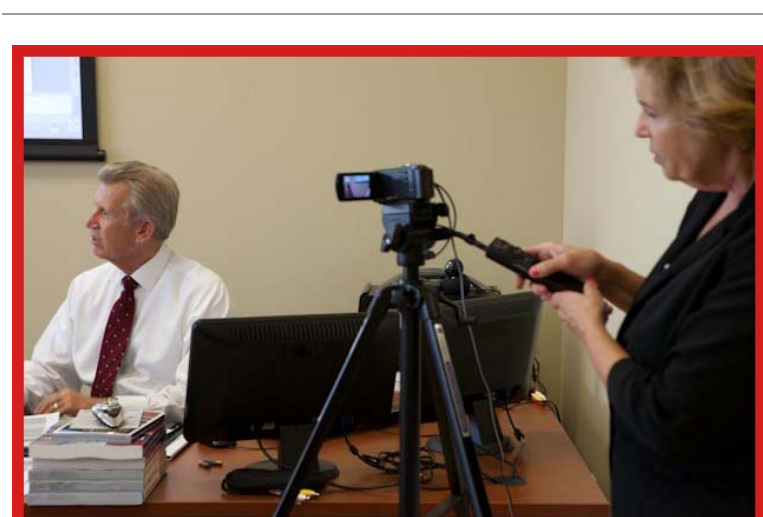
We Accept 1556 Training Form, Government Credit Cards, GSA Schedule Holder.

REGISTER TODAY!

Accommodations Information

Sheraton Columbia Town Center Hotel
[More Info](#)
[Visit hotel website](#)
Government rate available

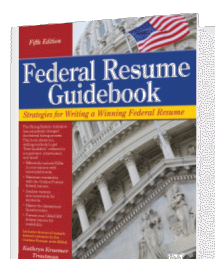
Registration fee also includes:



You will learn how to:

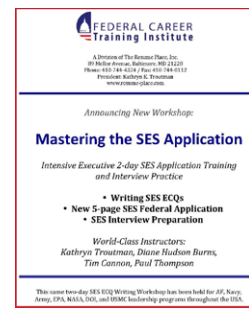
- 1 Write and develop your new 5-page SES ECQ Federal Resume
- 2 Understand how the SES hiring process is managed by agencies and by OPM
- 3 Identify your ECQs and the corresponding 28 Leadership Competencies
- 4 Use OPM's preferred Context-Challenge-Action-Results (CCAR) model to write about your Executive Core Qualifications
- 5 Think up the organizational ladder
- 6 Demonstrate in writing your decision-making and leadership abilities
- 7 Create impressive work experience descriptions
- 8 Write outstanding executive level profile statements
- 9 Create attention-getting Letters of Interest for your SES application package

REGISTER TODAY!



[Send to a Colleague](#)

SES Course Information



Click on the [image](#) above to access your course information via PDF.

Click [here](#) to [register](#).

Social Media



Here is a sample of what attendees have said about the training:

"This class was absolutely fabulous! I truly wish I would have had this training as part of my Executive TAP over three years ago. From the start on the first day, I knew this course was going to be fantastic—we did not have "Death by Power Point," as the trainers put us to work writing (and thinking) right away! If only the rest of DoD operated with academic rigor like these two made us do. My USA Jobs resume is already improved 1000% (yes, 10 times better, at a minimum), and I know believe I have the confidence and skills to actually write the ECQs. Again, thank you so much for the support." (Policy Advisor/GS-15)

"I wanted to let you know that I did attend the ECQ writing course, and really appreciated it. I learned a great deal. The course was a perfect example of the old saying "the more I learn, the more I realize just how little I really know." The instruction was great and targeted. I feel it helped me toward taking the next step in my career. As always, I wish it were longer... but it was truly beneficial. Thanks for your work." (Deputy Director/GS-15)

"Just a quick note to say thanks for the ECQ Writing Course. I very much enjoyed Kathryn Troutman's and Diane Hudson Burns' instruction and insightful, constructive reviews of my draft ECQs conducted in a one-on-one session. All of us had sufficient time to write ECQs and obtain feedback on our efforts. I'll continue to complete and hone my draft ECQs, as well as amend my resume to conform to the principles I have learned from this class. I recently ventured out to apply for an SES position using my newly gained skills from the class, better focusing this nomination package." (Deputy/ Pay-band 3)



Tim Cannon, Kathryn Troutman and Diane Hudson Burns, Instructors, Writing Your New SES Application Workshop

Are you considering an SES position in the next year or two? Spend two days working on your Executive Core Qualifications narratives with expert SES consultants, writers and trainers.

Start, Complete or Rewrite your ECQs or 5-page SES Federal Resume in this intensive Two Day SES Writing Workshop.

Workshop Outputs / Objectives:

- 1 You will write at least one or two ECQs in the traditional CCAR format during the course.
- 2 You will write your Top Five or Ten List of Accomplishments, which will be mapped into the ECQs with our direction.
- 3 You will begin your 5-page SES Federal Resume in the course with ECQ Leadership Accomplishments.
- 4 You will receive 4 hours of professional SES editing and critique of your 5-page SES Federal resume - following the workshop. This service is added to help you finish your 5 page SES federal resume.
- 5 You will practice your ECQ Accomplishments in a two hour session of camera work for behavior-based interview preparation with small group.

Your expert and knowledgeable [SES trainers](#) will instruct you, the senior federal manager or team leader and facilitate brainstorming, sharing, listening, writing, and developing quality written examples for the five mandatory ECQ essays for your SES Applications.

REGISTER TODAY!

Workshop Schedule at a Glance

DAY 1 - September 8, 2011 SES Basics | ECQ Writing | Introduction to 5-Page Resume

Lecture, information, inspiration, and getting ready to write ECQ Accomplishments

8:00 - 8:30 a.m.	Speaker Introductions
8:30 - 9:30 a.m.	Paul Thompson, Former OPM Senior Executive Services Program Analyst
9:30 - 10:30 a.m.	SES Basics
10:30 - 11:30 a.m.	Getting Ready to Write
11:30 a.m. - Noon	The Traditional SES Application
Noon - 1:00 p.m.	Lunch
1:00 - 2:00 p.m.	Writing ECQs
2:00 - 3:00 p.m.	The New Five-Page Resume-Based Format
3:00 - 3:30 p.m.	Writing ECQs and Formatting the 5-Page Resume
3:30 - 4:00 p.m.	Summary, Q&A, and Review

[View entire schedule here.](#)

DAY 2 - September 9, 2011 5-Page Resume Development Structured/Behavior-Based Interview Practice

Continuation of the 5-page SES Federal Resume

8:00 - 9:00 a.m.	Continuation of the 5-page SES Federal Resume
9:00 - 10:00 a.m.	Lessons Learned from QRB Disapproval Letters & SES Writers
10:00 a.m. - Noon	Writing ECQs, Short Accomplishments Bullets, and Formatting the 5-page Resume
Noon - 1:00 p.m.	Lunch
1:00 - 3:30 p.m.	The SES Structured Interview with Tim Cannon
3:30 - 4:00 p.m.	Summarize what you learned and set objectives to complete the SES writing project

[View entire schedule here.](#)

REGISTER TODAY!

Meet Your Instructors

Kathryn Troutman

President & Founder, The Resume Place, Inc.

For more than 30 years, federal job search and federal resume-writing expert Kathryn Kraemer Troutman has assisted job seekers with landing jobs with the US government. Her expertise in this marketplace led to Troutman being nicknamed the Federal Job Search Guru. Troutman was also a pioneer in developing and streamlining the format now accepted by government agencies. [Click here for entire bio.](#)

Diane Hudson Burns

Certified Federal Job Search Trainer & Counselor
SES Strategist & Writer / SES Project Manager

Diane Hudson Burns is a multi-credentialed career coach and executive resume writer and editor, specializing in posturing federal and non-federal employees to enter the federal government's Senior Executive Service (SES).

Diane is an experienced trainer and co-trainer in Federal Resume, SES, ECQ/TQ, and KSA writing topics for SES Leadership Development program candidates at the Naval Ship Yard at Capitol Hill, and Air Force Leadership; for military employment readiness specialists and retiring military; as well as train-the-trainer at industry conferences internationally on outplacement and career search topics. [Click here for entire bio.](#)

Timothy W. Cannon

Senior Management Consultant, United Solutions and Services
Adjunct Professor, University of Maryland University College

Mr. Cannon has over 35 years of federal government and military experience with expertise in the areas of strategic human capital management, HR operations, leadership coaching, counseling, organizational development, employee development, change management and facilitation. He has accumulated a solid record of accomplishments including making numerous contributions resulting in the improvement of the senior management of federal human resources and increasing organizational effectiveness. [Click here for entire bio.](#)

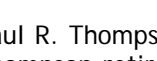
Paul R. Thompson

Former SES Policy Program Manager and Project Leader, Resume-Based Application for SES, Office of Personnel Management.

Paul R. Thompson is a management consultant based in the Washington, D.C. area. Mr. Thompson retired from the Federal service late in 2010 after a long and varied career in human resources management at the U.S. Office of Personnel Management. Among his many positions at OPM, Mr. Thompson served on the evaluation team for the groundbreaking Navy ("China Lake") pay banding/pay-for-performance demonstration project and later managed demonstration project development, serving as OPM lead for both the NIST performance pay and USDA staffing demonstration projects. The USDA project pioneered the category ranking staffing system that has since become universal across the Federal Government. Mr. Thompson was also instrumental in developing the first framework for Human Resource Management accountability, and later managed OPM's human capital outreach to several human and natural resource agencies. More recently, he managed Senior Executive Service (SES) policy for OPM, and led a project to establish a resume-based application process for potential SES members. Mr. Thompson has written several reports and articles over his career, and was the primary author of the first Federal Human Capital Survey summary report in 2002. Since becoming a consultant he has worked with GSA on SES performance appraisal system certification, and is currently designing and implementing a new performance management system at the National Labor Relations Board. [Click here for entire bio.](#)

Enjoy the rest of your summer and we'll see you in September.

With much gratitude,



Kathryn Troutman, Co-Author, the New SES Application



The Resume Place



FEDERAL CAREER Training Institute

79 Mellor Avenue Catonsville, MD 21228 888-480-8265 [View Map](#)

The Federal Career Training Institute is the Training Division of The Resume Place, Inc.