

# TAI FY 2010 Monthly Schedule of Course Offerings

Date	Course Title
<b>October 2009</b>	
10/05 - 09/09	CON 214 - Business Decisions for Contracting
10/05 - 09/09	Contracting for COTRs
10/13 - 15/09	Management Skills for Administrative Professionals
10/14/09	Microsoft Visio - Basic
10/14 - 15/09	Coaching Skills to Improve Employee Performance
10/15/09	Microsoft Visio - Advanced
10/19 - 23/09	Contracting for COTRs
10/20 - 22/09	Program Management
10/26 - 29/09	CON 100: Shaping Smart Business Arrangements
10/26 - 11/04/09	CON 215 - Intermediate Contracting for Mission Support
<b>November 2009</b>	
11/02 - 06/09	FAR Bootcamp
11/4/09	COTR Refresher
11/10/09	E-mail - The 10 Commandments
11/16 - 20/09	CON 110: Mission Support Planning (Federal Contracting Basics)
11/16 - 20/09	Contracting for COTRs
11/17 - 19/09	Applied Earned Value Management
11/30 - 12/02/09	Managing Projects
11/30 - 12/04/09	Contracting for COTRs
<b>December 2009</b>	
12/02/09	Coaching the Coach
12/07 - 11/09	Contracting for COTRs
12/08 - 10/09	Project Leadership, Management and Communications
12/15 - 17/09	Performance-Based Services Acquisition Advanced Workshop
<b>January 2010</b>	
01/04 - 15/10	CON 353: Advanced Business Solutions for Mission Support
01/05 - 06/10	Cost Estimating for Technical Personnel
01/06/10	Annual FAR Update
01/11 - 15/10	CON 111: Mission Strategy Execution
01/12/10	Respect - The Source of our Strength
01/13 - 14/10	Service Contract Act Overview
01/19 - 21/10	COTR Management of IT Service Contracts
01/19 - 21/10	Negotiation Skills for Project Managers
01/19 - 21/10	Federal Appropriations Law
01/25 - 29/10	CON 216 - Legal Considerations in Contracting
01/25 - 29/10	Contracting for COTRs
01/26/10	Conducting Effective Market Research
01/26 - 27/10	Unlocking the Power of Earned Value Management
01/28/10	Conscious Communication

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Date	Course Title
<b>February 2010</b>	
02/01 - 05/10	Contracting for COTRs
02/01 - 05/10	FAR Bootcamp
02/02 - 03/10	Get Sharp: Smarter Decision Making and Critical Thinking for Administrative Professionals
02/02 - 04/10	Developing Policies, Procedures and Documentation
02/04/10	E-mail - The 10 Commandments
02/08 - 12/10	CON 217 - Cost Analysis & Negotiation Techniques
02/09 - 11/10	Process Improvement Techniques
02/16 - 17/10	Developing Your Emotional Intelligence
02/16 - 18/10	Performance-Based Acquisition: Preparing Statements of Work
02/16 - 19/10	Scheduling and Cost Control
02/17 - 18/10	Microsoft Excel Level I - An Introduction
02/22 - 26/10	CON 112: Mission Performance Assessment
02/22 - 26/10	Contracting for COTRs
02/23/10	Customer Service - Service Beyond Delivery
02/24/10	How to Write Fast When It's Due Yesterday
<b>March 2010</b>	
03/01- 05/10	Contracting for COTRs
03/02 - 03/10	Federal Budget Process
03/02 - 03/10	Incentive Contracts
03/03/10	COTR Refresher
03/04/10	Countdown: Strategy Game for Project Teams
03/08 - 12/10	Earned Value Management Fundamentals
03/08 - 19/10	CON 218 - Advanced Contracting for Mission Support
03/10/10	Managing Up
03/15 - 19/10	FAR Bootcamp
03/17/10	Feedback & Feedforward
03/22 - 26/10	Contracting for COTRs
03/22 - 04/02/10	CON 120: Mission Focused Contracting
03/23 - 24/10	Microsoft Excel Level II
03/23 - 03/25/10	Project Leadership, Management and Communications
03/29 - 31/10	Seven Steps to Performance-Based Acquisition
03/29 - 04/02/10	Contracting for COTRs
<b>April 2010</b>	
04/01 - 02/10	Six Disciplines of Performance-Based Management
04/05 - 09/10	CON 100: Shaping Smart Business Arrangements
04/05 - 09/10	Contracting for COTRs
04/06 - 07/10	Microsoft PowerPoint - An Introduction
04/06 - 08/10	Managing Projects
04/08/10	Microsoft PowerPoint II
04/12 - 16/10	CON 214 - Business Decisions for Contracting

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Date	Course Title
<b>April 2010 (continued)</b>	
04/13 - 15/10	Performance-Based Services Acquisition Advanced Workshop
04/20-21/10	FAR Less Complicated
04/26 - 30/10	Contracting for COTRs
04/27 - 29/10	Applied Earned Value Management
04/28 - 29/10	Microsoft Project
<b>May 2010</b>	
05/03 - 07/10	CON 110: Mission Support Planning (Federal Contracting Basics)
05/03 - 07/10	Contracting for COTRs
05/04/10	Microsoft Outlook
05/04 - 05/10	IDIQ Contracting
05/05/10	Conducting Effective Market Research
05/05/10	Microsoft Word II
05/10 - 19/10	CON 215 - Intermediate Contracting for Mission Support
05/11 - 13/10	Critical Thinking and Problem Solving
05/12/10	Annual FAR Update
05/18 - 19/10	Bootcamp for GSA Contracting
05/18 - 19/10	Overview of Government Contracting
05/25/10	E-mail - The 10 Commandments
05/26/10	How to Write Fast When It's Due Yesterday
05/26/10	COTR Refresher
<b>June 2010</b>	
06/01 - 03/10	IT Risk Management
06/02/10	Managing Up
06/07 - 11/10	Contracting for COTRs
06/07 - 11/10	FAR Bootcamp
06/08 - 9/10	Developing Your Emotional Intelligence
06/14 - 18/10	CON 111: Mission Strategy Execution
06/14 - 18/10	CON 216 - Legal Considerations in Contracting
06/21 - 25/10	Contracting for COTRs
06/21 - 25/10	PMP Exam Power Prep
06/29 - 30/10	Incentives for PBA
06/29 - 07/01/10	Risk Management
<b>July 2010</b>	
07/07 - 08/10	Unlocking the Power of Earned Value Management
07/12 - 16/10	CON 112: Mission Performance Assessment
07/12 - 16/10	Contracting for COTRs
07/14/10	COTR Refresher
07/19 - 23/10	CON 217 - Cost Analysis & Negotiation Techniques
07/20 - 22/10	Performance-Based Acquisition: Preparing Statements of Work
07/26 - 30/10	Contracting for COTRs

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Date	Course Title
<b>August 2010</b>	
08/02 - 13/10	CON 120: Mission Focused Contracting
08/02 - 13/10	CON 353: Advanced Business Solutions for Mission Support
08/16 - 20/10	Contracting for COTRs
08/16 - 27/10	CON 218 - Advanced Contracting for Mission Support
08/23 - 27/10	Contracting for COTRs
<b>September 2010</b>	
09/13 - 17/10	Contracting for COTRs
09/20 - 24/10	Contracting for COTRs