


2025 COURSE CATALOG



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Forward

Empowering Growth Through Excellence in Workforce Development

A Message from Our Leadership

At Stafford Consulting Company, Inc., we believe that professional growth is not just a destination, it's a transformative journey that shapes careers, strengthens organizations, and drives mission success. As a Service-Disabled Veteran Owned Small Business (SDVOSB) headquartered in Northern Virginia, we have dedicated ourselves to catalyzing this growth across government agencies throughout the United States.

Our Foundation for Growth

Founded by seasoned government workforce professionals who understood the critical need for specialized, mission-focused training, SCC emerged with a clear vision: to bridge the gap between evolving workforce demands and the skills needed to meet them. Our origins in government service inform our deep understanding of the unique challenges and opportunities within the public sector, positioning us to deliver training solutions that truly resonate with your professional reality.

Expanding Impact, Accelerating Success

Over the past decade, our growth trajectory has been marked by meaningful partnerships and measurable impact. We have had the privilege of fostering professional development across more than 40 Federal and local agencies—from the FAA and IHS to the Department of Defense and State of Georgia. Each partnership represents not just our expanding reach, but our deepening commitment to excellence in workforce development.

This extensive client base reflects our ability to adapt, innovate, and scale our services while maintaining the personalized attention and specialized expertise that government professionals deserve. Every agency we serve becomes part of our growing community of excellence.

Your Network for Professional Advancement

Our strength lies in our people—an expanding network of active and seasoned professionals, technical trainers, specialized coaches, expert instructors, and information engineers. This community of practitioners brings real-world experience and cutting-edge expertise directly to your learning environment. Whether serving as employees, associates, or strategic subcontractors, our team is united by a shared commitment to your professional growth and organizational success.

Credentials That Propel Your Career

As a Defense Acquisition University (DAU) Equivalent Provider of Federal Acquisition Workforce Certification Training and an International Accreditation of Continuing Education and Training (IACET) Accredited Training Program, we provide more than just education—we offer career-advancing credentials that open doors and expand possibilities. These accreditations represent our unwavering commitment to quality and our dedication to ensuring your professional development investments yield tangible returns.

Flexible Growth Pathways

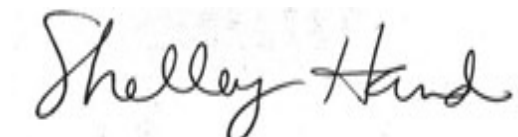
Understanding that growth happens best when learning fits your schedule and preferences, we offer comprehensive delivery options. Whether you thrive in collaborative in-person environments or prefer the convenience and accessibility of virtual learning through our choice of video-conferencing platforms, your growth journey can unfold in the way that works best for you.

Your Growth, Our Mission

The courses outlined in the following pages represent more than training opportunities—they are carefully crafted pathways to professional advancement, skill mastery, and career transformation. Each program is designed with growth in mind, incorporating the latest industry standards, emerging best practices, and the practical wisdom that comes from our decade of experience serving government professionals.

We invite you to explore these opportunities not just as individual courses, but as building blocks for your continued professional evolution. Your growth drives organizational excellence, and organizational excellence serves the greater mission we all share.

Together, let's unlock your potential and accelerate impact.



Shelley Hand
Vice President of Education and Training

Since 2013, SCC has been committed to growing alongside the professionals we serve, continuously expanding our capabilities, partnerships, and impact across the government workforce development landscape.

Dynamic Curriculum Notice

The workforce education landscape is characterized by rapid technological advancement and evolving industry practices that continuously reshape professional requirements and competencies. As such, our educational programs are designed to be responsive and adaptive to these dynamic changes.

Please be advised that:

Curriculum Evolution: Course content, learning objectives, and instructional methods are subject to ongoing revision to ensure alignment with current industry standards, emerging technologies, and best practices. What you learn today represents the most current information available at the time of instruction.

Technology Integration: As new technologies emerge and existing systems evolve, our programs will incorporate relevant updates to maintain currency and relevance. This may result in modifications to software platforms, tools, equipment, or methodologies used in coursework.

Industry Alignment: Our curriculum development process involves continuous consultation with industry partners, employers, and professional organizations to ensure graduates possess skills that meet current market demands. This collaborative approach may lead to adjustments in program emphasis or specialization areas.

Competency Updates: Professional certifications, licensing requirements, and industry standards are subject to change by external governing bodies. Our programs will adapt accordingly to maintain accreditation and ensure learners meet evolving professional requirements.

Continuous Improvement: Learner feedback, learning outcomes assessment, and program evaluation data inform our commitment to educational excellence, potentially resulting in curriculum enhancements or restructuring.

Forward-Looking Preparation: While we strive to prepare learners for current workforce needs our programs also emphasize adaptability, critical thinking, and lifelong learning skills essential for navigating future industry changes.

Learners should expect that their educational experience will reflect this dynamic environment and are encouraged to embrace flexibility and continuous learning as fundamental aspects of their professional development. For the most current information regarding specific program requirements, course offerings, or curriculum updates, please consult with a member of the training team.



Project Team Building: 1-1

Course Description

This course is designed to provide team leaders and members of varying levels with tools, techniques and strategies to enhance team development. Participants will learn to understand individual motivators and detractors, recognize the importance of teamwork, and develop skills related to collaboration. The course will provide an overview of the 5 Phases of Team Development, how each phase impacts team collaboration, and how to best allocate resources in accordance with working styles. This course will also cover the impact Authority, Responsibility and Accountability has on Team performance.

Learning Objectives

- Leveraging skill sets in team building
- Strategies to develop team unity
- Understanding and adapting to others' working styles
- Developing behavior awareness
- Building strong interpersonal relationships
- Assessing team skills and perspectives, and minimizing team weaknesses

Course Details

- **Course Length:** 3 Days
- **Continuous Learning Points (CLPs):** 24
- **IACET Continuing Education Units (CEUs):** 1.3
- **Graded Materials Include:** Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 5/30 participants
- **Target audience:** Team Leaders
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** Team building exercises and 360-Degree Feedback Assessments



Business Writing: 1-2 and 1-3

Course Description

This course is designed to introduce participants to business writing best practices, specifically as it relates to communications with management, customers, and industry. Course content will focus on clear, concise writing in a Federal acquisition environment, with course exercises and in-class assignments providing scenario-based opportunities to implement best practices.

Learning Objectives

- Understand the essentials of effective written communication.
- List best practices in relation to English grammar as they pertain to acquisition documentation.
- Understand how to tailor written products to the intended audience.
- Explain the importance of clarity in communications.
- Employing active listening skills

Course Details

- **Course Length:** 1 Day and 2 Day available
- **Continuous Learning Points (CLPs):** 8 and 16 respectively
- **IACET Continuing Education Units (CEUs):** 0.5 and 0.8 respectively
- **Graded Materials Include:** Case Studies, Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Contracting Professionals
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments



Communicating Strategically: 1-4

Course Description

This course focuses on mastering strategic communication techniques to tailor messages effectively for diverse audiences, enhancing professional relationships, and fostering workplace engagement. Participants will learn to maximize the impact of their communication through intentional planning, ensuring messages align with organizational and personal goals.

Learning Objectives

- Define strategic communication and detail its importance in achieving organizational objectives.
- Demonstrate communication techniques that promote workplace engagement and collaboration within role-playing teams.
- Differentiate audience needs and preferences to tailor communication strategies effectively.
- Evaluate the effectiveness of strategic communication efforts through feedback and metrics.

Course Details

- **Course Length:** 2 Days
- **Continuous Learning Points (CLPs):** 16
- **IACET Continuing Education Units (CEUs):** 0.8
- **Graded Materials Include:** Case Studies, Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals looking to enhance their communication skills
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** Strategic Planning Facilitation

Communicating with Tact, Diplomacy, and Professionalism: 1-5 & 1-6

Course Description

This course is designed to provide participants with an understanding of effective communication skills. Participants will learn the science behind communication, best practices for effective communication, and skills to develop trust and credibility in workplace relationships.

Learning Objectives

- Outline a communications model.
- Understand the fundamentals in the communications process.
- Understand the importance of trust and credibility.
- Explain the consequences of losing trust.
- Understand the importance of stakeholder relationships.
- Understand your communication style and how to better interact with other communication styles.
- Explain the importance of clarity in communications.
- Employing active listening skills
- List organizational techniques for effective virtual presentations.
- Understand tools and techniques to maintain audience engagement during virtual presentations.
- Avoid pitfalls in virtual presentations.
- Define conflict management and list conflict management strategies.
- Understand best practices for conflict management and conflict resolution.

Course Details

- **Course Length:** 1 or 2 Days
- **Continuous Learning Points (CLPs):** 8 or 16
- **IACET Continuing Education Units (CEUs):** 0.5 and 0.8 respectively
- **Graded Materials Include:** Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals looking to enhance their communication skills
- **Available languages:** English, other languages available for a fee

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- **Facilitation Capabilities:** Team building exercises, 360-Degree Feedback Assessments, Strategic Planning Facilitation, Conflict Resolution Workshops

Collaboration Skills at Work: 1-7

Course Description

This course is designed to provide participants with an introduction to critical thinking and collaboration skills. The course will explore multiple critical thinking tools and techniques including the six hats of critical thinking and lateral thinking and will use relevant historical case studies to encourage effective outside-the-box thinking skills in a group environment.

Learning Objectives

- Define professional collaboration.
- Identify core critical thinking skills.
- Apply critical thinking skills to a current work situation.
- Explain the concept of parallel thinking in group work.
- List the six “hats” of critical thinking and how they are used.
- Distinguish the difference between lateral and vertical thinking.
- Describe lateral thinking techniques.
- Analyze the complexities of a problem to help determine the problem-solving method.

Course Details

- **Course Length:** 1/2 Day
- **Continuous Learning Points (CLPs):** 4
- **IACET Continuing Education Units (CEUs):** 0.3
- **Graded Materials Include:** Case Studies, Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals looking to enhance their collaboration skills
- **Available languages:** English, other languages available for a fee
- **Pricing model:** Flat rate
- **Facilitation Capabilities:** Team building exercises, 360-Degree Feedback Assessments, and Strategic Planning Facilitation

Critical Thinking and Problem Solving: 1-8

Course Description

This course is designed to provide participants with an introduction to critical thinking and problem-solving skills. The course will explore multiple critical thinking tools and techniques including the six hats of critical thinking and lateral thinking and will use relevant historical case studies to encourage effective problem solving and outside-the-box thinking skills.

Learning Objectives

- Define critical thinking.
- Identify core critical thinking skills.
- Apply critical thinking skills to a current work situation.
- Understand the concept of parallel thinking.
- Learn the six “hats” of critical thinking and how they are used.
- Understand when and how this type of critical thinking can be efficient in the workplace.
- Distinguish the difference between lateral and vertical thinking.
- Understand lateral thinking techniques.
- Analyze the complexities of a problem to help determine the problem-solving method.
- Identify various problem-solving methods.
- Solve a workplace dilemma using the Rational Problem-Solving Model

Course Details

- **Course Length:** 2 Day
- **Continuous Learning Points (CLPs):** 16
- **IACET Continuing Education Units (CEUs):** 0.8
- **Graded Materials Include:** Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals looking to develop critical thinking and problem-solving skills
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments and Strategic Planning Facilitation

Customer Service: 1-9

Course Description

This is a one-day course designed to focus on providing effective customer service in an acquisition environment. Participants will learn best practices, tools, and techniques for engaging with supervisors, program office requisitioners, co-workers, and industry to fulfill mission needs and reach best-value acquisition outcomes. Learning objectives will be reinforced through interactive case studies and group exercises.

Learning Objectives

- Define the customer.
- Understand the importance of effective customer service.
- List tools and techniques for providing effective customer service.
- Understand the importance of clear, timely communication to reach customer service objectives.

Course Details

- **Course Length:** 1 Day
- **Continuous Learning Points (CLPs):** 8
- **IACET Continuing Education Units (CEUs):** 0.5
- **Graded Materials Include:** Case Studies, Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Contracting professionals looking to enhance their customer service skills
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments and Conflict Resolution Workshops

Effective Briefing Skills Workshop: 1-10

Course Description

Master best practices for creating impactful presentations that are clear, engaging, and well-received. This course covers selecting appropriate visuals, practicing effective delivery techniques, and organizing content to ensure your presentations are compelling and confidently delivered. Participants will learn to write captivating introductions, anticipate audience needs, and utilize effective communication strategies to convey ideas effectively.

Learning Objectives

- List appropriate visuals and best practices for creating impactful presentations.
- Organize content effectively, including crafting compelling introductions and addressing audience needs.
- Illustrate communication strategies to enhance clarity and effectiveness in briefing and presentation delivery.
- Role-play delivery techniques to confidently engage and inform audiences during presentations.
- Summarize techniques to adapt presentations for various audience types and settings.

Course Details

- **Course Length:** 3 Days
- **Continuous Learning Points (CLPs):** 24
- **IACET Continuing Education Units (CEUs):** 1.3
- **Graded Materials Include:** Case Studies, Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals looking to learn presentation best practices
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments

Effective Writing for Contracting: 1-11

Course Description

This course is designed to convey the best practices in business writing with a focus on acquisition documentation. Through interactive exercises and practical application participants will learn and apply tools and techniques to improve their writing skills and communication abilities.

Learning Objectives

- Define communication.
- Define clarity in terms of written communication.
- Explain the importance of clear written communication in terms of acquisition writing.
- Provide Do's and Don'ts on how to achieve clear written communication.
- Define concision in terms of written communication.
- Explain the importance of concise written communication in terms of acquisition writing.
- Provide Do's and Don'ts on how to achieve concise written communication.
- Define writing in a convincing manner for the intended audience.
- Explain how communication differs based on the audience.
- Understand your audience and communication style.
- Explain how convincing written communication relates to acquisition writing.

Course Details

- **Course Length:** 2 days
- **Continuous Learning Points (CLPs):** 16
- **IACET Continuing Education Units (CEUs):** 0.8
- **Graded Materials Include:** Attendance of all Instructional Hours, Participation, and Course Exercises
- **Pre-course work Required:** None
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** 1102 Contracting Professionals
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments

Emotional Intelligence: 1-12

Course Description

Understand how emotions impact the workplace, and specifically one's working style through this three-day course. Beginning with a personal emotional intelligence assessment, participants will begin to understand how emotions affect leadership style and workplace interactions, how to anticipate the needs of customers and colleagues, and how to better manage emotional responses in the workplace.

Learning Objectives

- Identify and label one's own emotions accurately.
- Explore the impact of personal emotions on behavior and decision-making.
- Recognize personal strengths and weaknesses related to emotional regulation.
- Develop strategies to manage negative emotions constructively.
- Practice techniques to maintain composure in stressful situations.
- Observe and interpret nonverbal cues to understand others' emotions.
- Recognize and respond appropriately to diverse emotional expressions.
- Communicate effectively with others, considering their emotional state.
- Resolve conflict constructively by addressing underlying emotions.
- Apply emotional intelligence skills in various professional and personal situations.
- Adapt communication style to effectively navigate different emotional dynamics.
- Provide constructive feedback while considering the recipient's emotions.

Course Details

- **Course Length:** 3 Days
- **Continuous Learning Points (CLPs):** 24
- **IACET Continuing Education Units (CEUs):** 1.3
- **Graded Materials Include:** Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals looking to enhance their knowledge of emotional intelligence in the workplace.
- **Available languages:** English, other languages available for a fee

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- **Facilitation Capabilities:** 360-Degree Feedback Assessments and Conflict Resolution Workshops

Interpersonal Skills: 1-13

Course Description

This one-day course is designed to provide an overview of key interpersonal skills necessary for effective workplace interaction. Participants will participate in interactive lectures, discussions, and case study analysis to absorb best practices for workplace communications, problem solving, and decision making.

Learning Objectives

- Understand the importance of providing clear expectations.
- State best practices in providing guidance.
- State the importance of assignment clarity.
- Understand the steps to clarifying assignments as a team.
- Define follow-through.
- Understand the importance of follow-through.
- State strategies for following through on assignments and objectives.
- Construct effective and timely decisions, adjusting for time sensitive situations or when relevant information is limited.
- Recalling how to identify problems, determine accuracy and relevance of information and use sound judgment when offering solutions.

Course Details

- **Course Length:** 1 Day available
- **Continuous Learning Points (CLPs):** 8
- **IACET Continuing Education Units (CEUs):** 0.5
- **Graded Materials Include:** Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals looking to enhance their interpersonal skills
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments and Strategic Planning Facilitation

Leadership Skills: 1-14

Course Description

This course is designed to provide managers, supervisors, and team leads of varying levels tools, techniques and strategies to enhance their leadership abilities. Participants will be introduced to the concept of adaptive leadership, as well as the performance management cycle and individual development plans. The course will provide an overview of various methods, such as goal setting, delegation, and consistency, to increase productivity and promote collaboration amongst staff. This course will also cover effective resource allocation and accountability.

Learning Objectives

- Adaptability and flexibility in leadership
- Effective performance management and increased understanding of individual employee needs
- Incorporating various managerial techniques into leadership style
- Adaptability to the changing needs of an organization and its employees
- Allocating and managing constrained resources
- Building a culture of accountability

Course Details

- **Course Length:** 1 Day
- **Continuous Learning Points (CLPs):** 8
- **IACET Continuing Education Units (CEUs):** 0.5
- **Graded Materials Include:** Case Studies, Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals in leadership roles
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation, Conflict Resolution Workshops

Leadership Training for Supervisors and Managers: 1-15

Course Description

This course is designed to provide managers and supervisors of varying levels tools, techniques and strategies to enhance their leadership abilities. Participants will be introduced to the concept of adaptive leadership, as well as the performance management cycle and individual development plans. The course will provide an overview of various methods, such as goal setting, delegation, and consistency, to increase productivity and promote collaboration amongst staff. This course will also cover effective resource allocation and accountability.

Learning Objectives

- Adaptability and flexibility in leadership
- Effective performance management and increased understanding of individual employee needs
- Incorporating various managerial techniques into leadership style
- Adaptability to the changing needs of an organization and its employees
- Allocating and managing constrained resources
- Building a culture of accountability

Course Details

- **Course Length** – 1 Day
- **Continuous Learning Points (CLPs):** 8
- **IACET Continuing Education Units (CEUs):** 0.5
- **Graded Materials Include:** Case Studies, Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals in supervisory/managerial positions
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation, Conflict Resolution Workshops

Leadership Training for Team Leaders: 1-16

Course Description

This course is designed to provide team leaders of varying levels tools, techniques and strategies to enhance their leadership abilities. Participants will learn to understand individual motivators, recognize the importance of teamwork and agreeance, and develop skills related to collaboration. The course will provide an overview of the 12 basic working styles, how working style impacts office interactions and team collaboration, and how to best allocate resources in accordance with working styles. This course will also cover the importance of credibility in leadership, influence and persuasion, and political savvy in organizational culture.

Learning Objectives

- Leading without explicit authority
- Strategies to motivate employees
- Understanding and adapting to others' working styles
- Establishing credibility
- Building strong interpersonal relationships
- Using influence and persuasion in leadership
- Understanding and applying political savvy

Course Details

- **Course Length:** 1 Day
- **Continuous Learning Points (CLPs):** 8
- **IACET Continuing Education Units (CEUs):** 0.5
- **Graded Materials Include:** Case Studies, Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Team Leaders
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation, Conflict Resolution Workshops

Navigating Change and Transition: 1-17

Course Description

Federal employees are constantly dealing with organizational and personnel change. Career success (and emotional resiliency) requires the ability to navigate great amounts of change and transition. Research shows that change can have profound effects on an individual's emotional state. This course will introduce participants to the concept of change management and navigating change within the Federal work environment.

Learning Objectives

- Understand change management.
- Understand internal psychological process response to change.
- Identify the three stages of transition.
- Articulate your own methods of dealing with transition.
- Develop strategies to help ease transition for themselves and others around them.
- Understand emotional intelligence and leading change.
- Recognize leadership styles and culture.
- Discuss remote work and change.

Course Details

- **Course Length:** 1 Day
- **Continuous Learning Points (CLPs):** 8
- **IACET Continuing Education Units (CEUs):** 0.5
- **Graded Materials Include:** Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Federal employees
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation, Conflict Resolution Workshops



Presentation Best Practices: 1-18

Course Description

This course is designed to provide participants with an understanding of presentation best practices in an acquisition environment. Content focuses on effective and tailored communications that communicate acquisition needs, objectives, and concepts to varying audiences. Specific emphasis is placed on PowerPoint presentations and other virtual communications.

Learning Objectives

- List organizational techniques for effective virtual presentations.
- Understand tools and techniques to maintain audience engagement during virtual presentations.
- Avoid pitfalls in virtual presentations.
- Define the elevator pitch.
- Understand how to tailor information to your audience.
- Condense information down to pertinent details necessary for senior management and update briefings.

Course Details

- **Course Length:** 1 Day
- **Continuous Learning Points (CLPs):** 8
- **IACET Continuing Education Units (CEUs):** 0.5
- **Graded Materials Include:** Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals looking to enhance their presentation skills
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments

Presentation and Communication Techniques: 1-19

Course Description

This course is designed to provide participants with the best practices and strategies for effective presentations. Content focuses on effective and tailored communications that provide clear, consistent messaging regarding needs, objectives, and concepts to varying audiences. Specific emphasis is placed on PowerPoint presentations, elevator briefings and virtual communications skills, which have become critical soft skills in the post- pandemic working environment.

Learning Objectives

- List organizational techniques for effective virtual presentations.
- Understand tools and techniques to maintain audience engagement during virtual presentations.
- Avoid pitfalls in virtual presentations.
- Define the elevator pitch.
- Understand how to tailor information to your audience.
- Condense information down to pertinent details necessary for senior management and update briefings.

Course Details

- **Course Length:** 1 Day
- **Continuous Learning Points (CLPs):** 8
- **IACET Continuing Education Units (CEUs):** 0.5
- **Graded Materials Include:** Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals looking to learn presentation and communication best practices
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments

Training for Leaders of Distanced Teams: 1-20

Course Description

This course is designed to provide managers, supervisors, and team leads of varying levels tools, techniques and strategies for leading remote or distanced teams. As technological capabilities advance and off-site work becomes more common, leadership must be prepared to operate in a distanced, remote environment, and incorporate these skill sets into day-to-day operations. This course will introduce the benefits and drawbacks of a dispersed working environment, help leadership learn how to leverage the benefits of remote working for increased employee engagement, motivation, and teamworking, and introduce the concept of adaptive leadership.

Learning Objectives

- Technical, interpersonal, and cultural issues facing distanced teams
- Effective performance management for remote employees
- Employee retention in a remote environment
- Effective virtual teamwork and communication
- Best practices in leading and motivating distanced teams
- Assessing team skills and perspectives, and minimizing team weaknesses, with limited contact

Course Details

- **Course Length:** 1 Day
- **Continuous Learning Points (CLPs):** 8
- **IACET Continuing Education Units (CEUs):** 0.5
- **Graded Materials Include:** Case Studies, Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals in supervisory/managerial positions
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation, Conflict Resolution Workshops

Emerging Technologies: 1-21

Course Description

Explore four transformative technologies: robotic process automation (RPA), intelligent document processing (IDP), blockchain, and extended reality (XR). This course provides an overview of each technology, including its functionality, application in transforming manual tasks, business processes, training, education, and data conversion. Participants will also learn about relevant government policies and initiatives shaping the adoption of these technologies.

Learning Objectives

- Describe the functionalities and capabilities of robotic process automation (RPA), intelligent document processing (IDP), blockchain, and extended reality (XR) technologies.
- Explain how each of these technologies transforms manual tasks, business processes, and data conversion in various sectors.
- Analyze the impact of emerging technologies on government policies and initiatives.
- Apply knowledge of these technologies to evaluate their potential applications and benefits in governmental settings.

Course Details

- **Course Length:** 1 Day
- **Continuous Learning Points (CLPs):** 8
- **IACET Continuing Education Units (CEUs):** 0.5
- **Graded Materials Include:** Case Studies, Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals looking to expand their knowledge of emerging technologies
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** Strategic Planning Facilitation

Continuous Learning Training- Leadership and Soft Skills: 1-22

Course Description

This is a one-day training focusing on aspects of leadership, management, and various soft skills customized to customer needs. Courses will focus on a variety of topics to include oral and written communication skills, customer service, leadership tools, techniques, and best practices, diversity and inclusion. Training will feature lectures and in-class discussions that is reinforced by case studies and practical exercises to encourage participant engagement. Training can be customized for all levels of learning and is appropriate for all interested learners. Learning objectives will be customized to each individual course as requested.

Course Details

- **Course Length:** 1 Day
- **Continuous Learning Points (CLPs):** 8
- **IACET Continuing Education Units (CEUs):** 0.5
- **Graded Materials Include:** Case Studies, Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals in leadership roles
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation, Conflict Resolution Workshops

Continuous Learning Training-Program & Project Management: 1-23

Course Description

This is a one-day training focusing on aspects of the program and project management customized to customer needs. Courses will focus on a variety of topics to include leading people and managing change, earned value management and work breakdown structures, planning and executing simple to complex projects, and business analysis and design. Training will feature lectures and in-class discussion that is reinforced by case studies and practical exercises to encourage participant engagement. Training can be customized for all levels of learning and is appropriate for program and project managers and analysts as well as those involved in program and project planning and execution. Learning objectives will be customized to each individual course as requested.

Course Details

- **Course Length:** 1 Day
- **Continuous Learning Points (CLPs):** 8
- **IACET Continuing Education Units (CEUs):** 0.5
- **Graded Materials Include:** Case Studies, Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals in Program and Project Management roles
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation, Conflict Resolution Workshops

Statement of Work Workshop: 1-24, 1-25, 1-26

Course Description

This course is specifically designed for Acquisition Professionals, Project Managers, Subject Matter Experts, and Contracting Officer's Representatives. In this course, we teach the fundamentals and format for writing a Statement of Work. This course combines lecture and intense exercises and guides the learners from development of a requirement through the writing of a Statement of Work, as well as contract administration. This curriculum is designed to assist in standardizing the SOW process within your agency, and to ensure compliance, auditability, and well formulated requirements to avoid risk.

Learning Objectives

- Define an Overview of the Acquisition Process
- Understand the Roles and Responsibilities of the Acquisition Team
- Create a Uniform and Standardized Outline of the Statement of Work
- Choose the Type of Statement of Work to be Utilized for Specific Requirements
- Understand the correlation between the SOW, evaluation criteria, performance requirements, and the QASP.
- List resources and tools for effective development of SOW documents including market research and the IGCE.
- Practice drafting integral sections of the SOW.

Course Details

- **Course Length:** 2, 3, or 5 days
- **Continuous Learning Points (CLPs):** 16, 24, or 40
- **IACET Continuing Education Units (CEUs):** 0.8, 1.3, or 2
- **Graded Materials Include:** Attendance of all Instructional Hours, Participation, and Course Exercises
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Contracting Professionals
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation

Writing Performance Work Statements: 1-27

Course Description

This course is specifically designed for Acquisition Professionals, Project Managers, Subject Matter Experts, and Contracting Officer's Representatives. In this course, we teach the fundamentals and format for writing a Performance Work Statement (PWS). This course combines lecture and intense exercises and guides the learners from development of a requirement through the writing of a PWS, as well as contract administration. This curriculum is designed to assist in standardizing the PWS process within your agency, and to ensure compliance, auditability, and well formulated requirements to avoid risk.

Learning Objectives

- Define an overview of the Acquisition Process. -Define requirements for a performance-based acquisition.
- Understand the Roles and Responsibilities of the Acquisition Team. Create a uniform and standardized outline of the PWS.
- Choose the type of PWS to be utilized for specific requirements.
- Author / Draft a PWS from scratch, -Utilizing all course curriculum and exercises.
- Understand the interrelationship of the PWS, evaluation criteria, and QASP.

Course Details

- **Course Length:** 3 Days
- **Continuous Learning Points (CLPs):** 24
- **IACET Continuing Education Units (CEUs):** 1.3
- **Graded Materials Include:** Attendance of all Instructional Hours, Participation, and Course Exercises.
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Contracting Professionals
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation

Market Research: 1-28 and 1-29

Course Description

This course explores Far Part 10, Market Research and its importance in the acquisition planning process for both the program and procurement offices. Participants will learn the role of market research in the acquisition lifecycle, as well as various tools, techniques and best practices for conducting market research. Lessons will be reinforced through hands-on activities and exercises with real-world application.

Learning Objectives

- Explain the concept of market research and its importance during acquisition planning.
- Describe both the program office and procurement office's responsibility for market research.
- Understand how market research fits into the overall acquisition lifecycle.
- List and explain tools and techniques for conducting market research.
- Recognize limitations on industry interaction and other best practices when conducting market research.

Course Details

- **Course Length:** 1 or 2 Day
- **Continuous Learning Points (CLPs):** 8 or 16
- **IACET Continuing Education Units (CEUs):** 0.5 and 0.8 respectively
- **Graded Materials Include:** Attendance of all Instructional Hours, Participation, and Course Exercises
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Contracting Professionals
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation

Interpersonal Business Communication: 1-30

Course Description

This course is designed to provide participants with an understanding of effective communication skills. Participants will learn the science behind communication, best practices for effective communication, and skills to develop trust and credibility in workplace relationships.

Learning Objectives

- Outline a communications model.
- Explain the fundamentals of the communications process.
- Establish the importance of trust and credibility.
- Explain the process of professional documentation.
- Explore the importance of stakeholder relationships.
- Determine your communication style and how to better interact with other communication styles.
- Explain the importance of clarity in communications.
- Define active listening skills.
- List organizational techniques for effective virtual presentations.
- Identify tools and techniques to maintain audience engagement during virtual presentations.
- Avoid pitfalls in virtual presentations.
- Define conflict management and list conflict management strategies.
- Summarize best practices for conflict management and conflict resolutions.

Course Details

- **Course Length:** 1/2 Day
- **Continuous Learning Points (CLPs):** 4
- **IACET Continuing Education Units (CEUs):** 0.3
- **Graded Materials Include:** Case Studies, Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals looking to enhance their communication skills
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments

Win-Win Solutions for Daily Conflict: 1-31

Course Description

In this course, you will learn and review negotiation techniques that support best value for the government. You will learn win-win techniques to counter win-lose situations. This course offers highly interactive group activities, self-assessments, and discussions to equip participants with skills to recognize and effectively respond to different types of conflicts. Participants will gain insights into their personal conflict response styles and learn strategies to achieve desired outcomes that contribute to organizational success.

Learning Objectives

- Recognize various types and natures of conflicts within organizational settings.
- Compare appropriate strategies to address conflicts and mitigate their impact.
- Describe personal conflict response styles and their implications for conflict resolution.
- Summarize desired outcomes using effective conflict resolution techniques that promote organizational success.

Course Details

- **Course Length:** 1/2 Day
- **Continuous Learning Points (CLPs):** 4
- **IACET Continuing Education Units (CEUs):** 0.3
- **Graded Materials Include:** Case Studies, Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Professionals looking to enhance their conflict resolution skills
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments

CON 1100v Foundational Skills: 1-32

Course Description

This course is the first in the Defense Acquisition University's new four-part course series of the Contracting Certification Program and focuses on the foundational skills necessary to acclimate to the acquisition profession. This course is specifically designed for acquisition professionals and covers the contracting lifecycle and associated contracting principles, understanding regulations including the Federal Acquisition Regulation and Agency-specific FAR supplements, the construction of solicitations and contracts, and fundamental guiding principles of the acquisition profession.


This course is conducted as a hybrid of live and self-paced instruction with exercises, case studies, lectures, and discussion facilitated by our Virtual instruction platform and Learning Management System.

Learning Objectives

- Summarize the contracting process and identify the stages of the contracting lifecycle.
- Recognize general contracting concepts and identify the essential elements of a contract and Federal acquisition authority.
- Recognize the requirements and benefits of market research, competition, and fair and reasonable pricing in Federal acquisitions.
- Understand the purpose and application of the FAR, Agency-specific FAR supplements, and class deviations to Federal acquisitions.
- Describe the FAR research process and how to accurately research, read, and interpret the FAR.
- Cite the parts of a solicitation and contract based on the Uniform Contract Format.
- Define the ethical behavior expected of all contracting professionals and their organizations.
- Explain how the collective acquisition team functions together to successfully accomplish the mission.
- Recognize how communication and documentation impact overall contract management effectiveness.

Course Details

- **Course Length:** 19 Days (live and self-paced instruction) or 8 Days (live and self-paced instruction)
- **Continuous Learning Points (CLPs):** 64

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- **IACET Continuing Education Units (CEUs):** 5
 - **Graded Materials Include:** Case Studies, Practical Exercises, Attendance of all Instructional Hours, and Exams
 - **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
 - **Minimum/maximum class size:** 30 participants
 - **Target audience:** Contracting Professionals looking to obtain Contracting (FAC- C) Certification
 - **Available languages:** English, other languages available for a fee
 - **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation

CON 1200v Contract Pre-Award: 1-33

Course Description

This combination of virtual instructor-led training (VILT) and asynchronous (self-paced) course focuses on understanding the common, foundational pre-award contracting competency model job tasks and principles. The course describes the overarching business relationship between government and industry.


Students develop skills and initial acumen in defining, describing and shaping customer requirements, developing a contract strategy and acquisition plan, and executing the solicitation development and release process to successfully meet customer needs. The course introduces fundamental knowledge and practical application that can be applied immediately in the workplace across the broad spectrum of contracting organizations.

Learning Objectives

- Summarize the contracting process and identify the stages of the contracting lifecycle.
- Summarize the major elements of performing risk analysis through acquisition planning.
- Summarize the major components of formulating an acquisition strategy.
- Describe a solicitation.
- Summarize the terms and conditions to include in a solicitation.
- Summarize the requirements for publicizing solicitations and contract actions.
- Estimate the need for a solicitation amendment.
- Summarize contractor strategies and motivations in the competitive processes.
- Recognize effective teaming and joint venture arrangements.
- Recognize how a contractor executes a sales plan.
- Given a scenario, summarize risk mitigation techniques.
- Summarize offer submission process.

Course Details

- **Course Length:** 19 Days (live and self-paced instruction) or 8 Days (live and self-paced instruction)
- **Continuous Learning Points (CLPs):** 58
- **IACET Continuing Education Units (CEUs):** 5.6
- **Graded Materials Include:** Exercises, Capstone project, Attendance of all Instructional Hours, and Quizzes
- **SCC offers this course virtually through the following:** Adobe Connect, Microsoft Teams, for Government, and Google Meets.

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- **Minimum/maximum class size:** 30 participants
 - **Target audience:** Contracting Professionals looking to obtain Contracting (FAC- C) Certification
 - **Available languages:** English, other languages available for a fee
 - **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation

CON 1300v Contract Award: 1-34

Course Description

This Virtual Instructor-Led Training (vILT) course addresses those skills and competencies most basic and fundamental to the contracting professional. These include general principles, such as conducting price or cost analysis, planning negotiations, selecting a course and understanding protests.

Learning Objectives

- Recognize key offer elements.
- Summarize contract risk, including cost, schedule and performance risk.
- Summarize the proposal analysis techniques.
- Summarize cost analysis techniques.
- Summarize cost realism analysis techniques.
- Document of the proposal analysis results.
- Given the FAR and Procedures, Guidance and Information (PGI), summarize the policies and procedures for planning contract negotiations.
- Outline the process for the initial screening of offers.
- Summarize the process for evaluating offers.
- Select the negotiation principles applicable to Government contracting.
- Recognize actions required for the final award decision.
- Outline the process for requesting and preparing final offer revisions.
- Summarize the steps for finalizing the contract award.
- Summarize the steps to document the outcome of an offer.
- Summarize the aspects of managing disagreements from seller's perspective.
- Summarize the aspects of managing disagreements from buyer's perspective.

Course Details

- **Course Length** – 19 Days (live and self-paced instruction) or 8 Days (live and self-paced instruction)
- **Continuous Learning Points (CLPs):** 41
- **IACET Continuing Education Units (CEUs):** 3.6
- **Graded Materials Include:** Pre-course Work, Case Studies, Assignments, Participation, Attendance of all Instructional Hours, and Quizzes
- **SCC offers this course virtually through the following:** Adobe Connect, Microsoft Teams, for Government, and Google Meets.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Contracting Professionals looking to obtain Contracting (FAC- C) Certification
- **Available languages:** English, other languages available for a fee

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- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation

CON 1400v Contract Post-Award: 1-35

Course Description


This Virtual Instructor-Led Training (VILT) course includes the basic knowledge and skills required for a new contracting professional to demonstrate initial readiness for a contracting career and in post award contract administration.

Learning Objectives

- Recognizing fundamental concepts to ensure contractual quality performance.
- Summarize the aspects of managing subcontracts.
- Summarize the requirements to monitor the prime contractor's small business subcontracting plan.
- Given the FAR and Procedures, Guidance and Information (PGI) and agency supplements, summarize the characteristics of managing changes during contract performance.
- Describe contract interpretation and disputes.
- Summarize contract termination.
- Given the FAR and Procedures, Guidance and Information (PGI), outline the key elements of managing contract close out for the buyer and seller.
- Summarize procedures associated with the final disposition of Government property as identified in the FAR and Federal Management Regulation
- Recognize the buyer and sellers' actions to reconcile the contract for close out.
- Identify contract close-out reporting requirements as described in the FAR.
- Describe contract administration planning, administration, and post-award processes.
- Summarize the characteristics of contract payment, contract files, and funds management during contract execution.
- Describe contract communication mechanisms for contract execution.
- Recognizing when post-award situations require contractor cost information submission.

Course Details

- **Course Length:** 54 hours over 19 Days (live and self-paced instruction)
- **Continuous Learning Points (CLPs):** 54
- **IACET Continuing Education Units (CEUs):** 3.3
- **Graded Materials Include:** Pre-course Work, Case Studies, Assignments, Attendance
- of all Instructional Hours, and Exam

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- **SCC offers this course virtually through the following:** Adobe Connect, Microsoft Teams, for Government, and Google Meets.
 - **Minimum/maximum class size:** 30 participants
 - **Target audience:** Contracting Professionals looking to obtain Contracting (FAC- C) Certification
 - **Available languages:** English, other languages available for a fee
 - **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation

Negotiation Techniques: 1-36

Course Description

This course is designed to facilitate the basics of negotiation strategies. You will learn win-win negotiation techniques, methods to counter win-lose techniques, and pre-award and post-award negotiation tactics. Many basic role-play and practical exercises will provide participants with the skills to apply these techniques on the job.

Learning Objectives

- What is negotiation?
- Negotiation Strategies that work!
- What is the Government's policy on price negotiations?
- What is the Contracting Officer's objective when negotiating price?
- Contractors vs. Government's Goals
- What factors contribute to successful negotiations?
- What are "win-win negotiations?"
- How do you utilize win-win and win/lose tactics?
- What is Position-Based Negotiation?
- What is Interest-Based Negotiation?

Course Details

- **Course Length:** 3 Days
- **Continuous Learning Points (CLPs):** 24
- **IACET Continuing Education Units (CEUs):** 1.3
- **Graded Materials Include:** Case Studies, Practical Exercises, In-Class Assignments, Group Discussion and Attendance of all Instructional Hours
- **SCC offers this course in-person or virtually through** Adobe Connect, , Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Contracting Professionals
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation, Conflict Resolution Workshops

Developing Agile Requirements and User Stories for the Federal Environment: 1-37

Course Description

User stories help to define the functions a business system must provide and facilitate defining requirements on an Agile project. How do you know what your end user wants or needs? How can you define these needs in terms that are easy to understand and build to? You will learn the techniques for developing a user story via story cards, personas, and role cards through hands-on exercises and applications. You will practice other Agile approaches, such as release planning and backlog grooming, which ensures that the work being done is the work that is needed.

Learning Objectives

- Describe the Scrum approach to Agile project management.
- Explain how effective user stories contribute to project deliverables.
- Compare user stories and epics in the production of project outcomes.
- Create, prioritize, and track user stories for a federal project.
- Explain the role of user stories in grooming the Product Backlog and determining completion and acceptance of project deliverables.

Course Details

- **Course Length:** 2 Days
- **Continuous Learning Points (CLPs):** 16
- **IACET Continuing Education Units (CEUs):** 0.8
- **Graded Materials Include:** Attendance of all Instructional Hours, Participation, Course Exercises, and end of course exam
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Project Managers
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation

Lean and Agile Project Management: 1-38

Course Description

This course will answer why Agile results in better, faster, cheaper and easier customer relationships and production. Agile is all about small batch processing (which is always easier to create and manage) and automating as much as possible to remove human error from the process. You will learn the importance of “working lean” within your organization.

Learning Objectives

- Create a working knowledge of basic Agile structures.
- Understand the Agile Program Managers’ roles and potential challenges.
- Explain what lean means in Project Management

Course Details

- **Course Length:** 5 days
- **Continuous Learning Points (CLPs):** 40
- **IACET Continuing Education Units (CEUs):** 2
- **Graded Materials Include:** Attendance of all Instructional Hours, Participation, Course Exercises, Exam
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Project Managers
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation

Data Visualization for Program and Project Management: 1-39

Course Description


This training should focus on enhancing the skills of experienced project managers and program leaders who are familiar with tools like Tableau and Power BI. This course should perform a deeper dive into advanced data visualization techniques, focusing on transforming complex project data into actionable insights that support strategic decision-making, performance monitoring, and stakeholder communication. Note: There should be a prerequisite that the attendees have basic Tableau and/or Power BI knowledge.

Core Components for the Training:

- Participants should refine their understanding of data visualization principles, focusing on advanced topics like visual cognition and the psychology of visual perception that includes mastering how to select and design the most appropriate visualizations (e.g., multi-axis charts, waterfall diagrams) for complex project data and diverse audiences, ensuring clarity and impact in reporting.
- This training should focus beyond basic analytics, equipping participants with the ability to perform in-depth analysis of key performance indicators (KPIs), resource utilization, budget tracking, and risk management metrics as well as develop the capability to discern patterns, predict trends, and detect anomalies that could influence project outcomes.
- Participants should learn advanced dashboard design techniques that incorporate real-time data updates, interactive elements, and predictive analytics that includes leveraging tools like Power BI and Tableau to create customizable, high-performance dashboards that provide continuous project insights, monitor financials, and visualize resource allocation. Emphasis on optimizing these dashboards for both technical and non-technical stakeholders.
- Participants should learn how to use data visualizations not only for reporting but as critical tools for decision-making that includes ways to structure their visualizations in a manner that highlights essential project metrics, drive insights, and support strategic decisions related to resource prioritization, risk mitigation, and performance optimization.

Key Takeaways for the Audience:

- Participants should leave with advanced skills in selecting and designing impactful visualizations, such as complex heatmaps, Gantt charts, and custom dashboards, tailored to specific project needs as well as



understand how to align their visualizations with both project and organizational goals, ensuring that their data presentations influence decisions at the executive level.

- Participants should be able to analyze and interpret project data, participants will be better equipped to identify potential risks, performance gaps, or inefficiencies in real-time, allowing them to take corrective action before issues escalate.
- Participants should be proficient in creating highly interactive and dynamic dashboards in Power BI, Tableau, or Excel, allowing for continuous tracking of project status, resource use, and financial performance as well as be able to adapt these dashboards to different stakeholders, ensuring that each audience receives the information most relevant to their role.
- Participants should have the ability to craft visual reports that not only communicate project performance but also drive executive-level strategic decisions that include visualizations that will help prioritize tasks, allocate resources efficiently, and manage project risks more effectively, contributing to mission success.

Course Details

- **Course Length:** 2 days
- **Continuous Learning Points (CLPs):** 16
- **IACET Continuing Education Units (CEUs):** 0.8
- **Graded Materials Include:** Attendance of all Instructional Hours, Participation, Course Exercises, Exam
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Project managers and program leads looking to increase their knowledge of Tableau and Power BI
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation



Aligning Project Management with Organizational Strategy: 1-40

Course Description


This training should aim to bridge the gap between project execution and broader organizational goals. This course should help project managers, program leads, and senior leaders ensure that their project initiatives support and drive the strategic objectives of their organization. It should emphasize the integration of project management practices with strategic planning, resource optimization, and performance evaluation.

Core Components for the Training:

- Participants should learn how to ensure that individual projects align with and contribute to their organization's strategic priorities. This may entail understanding the organization's mission, vision, and long-term goals, and selecting and prioritizing projects that directly support those goals.
- Participants should learn techniques for managing project portfolios—ensuring that resources are allocated to the right projects at the right time. This should include exploring methods for balancing project portfolios, ensuring that a mix of high-risk, high-reward projects, and more stable, low-risk initiatives are pursued to support overall strategic objectives.
- Participants should learn the necessary skills to prioritize projects within a portfolio, enabling them to better manage resources and ensure that high-value projects receive the attention and funding they need to succeed.
- Participants should learn how to establish Key Performance Indicators (KPIs) that not only measure project success but also reflect strategic organizational goals. This may include creating performance metrics that track how well projects are driving the business forward and contributing to measurable outcomes.

Key Takeaways for the Audience:

- Participants should learn that aligning project management with strategy and that projects are flexible enough to adapt to evolving organizational goals or market conditions. Participants will learn change management techniques to adjust project goals, timelines, and resources while staying aligned with the overarching strategic framework.
- Participants should learn how to be able to clearly define how their projects impact overall business strategy and create project charters that reflect these strategic contributions.
- Participants should learn to be able to foster more productive relationships



with senior leadership, ensuring that all stakeholders are informed, engaged, and invested in the success of the project.

Course Details

- **Course Length:** 3 days
- **Continuous Learning Points (CLPs):** 24
- **IACET Continuing Education Units (CEUs):** 1.3
- **Graded Materials Include:** Attendance of all Instructional Hours, Participation, Course Exercises, Exam
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Project Managers and Program Leads
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation

Assessing and Recovering Troubled Projects: 1-41

Course Description

This training should help project managers, team leaders, and stakeholders identify early signs of project distress and implement recovery strategies to bring projects back on track. This training will need to focus on recognizing the root causes of project issues, developing effective action plans, and engaging stakeholders to realign expectations and restore project momentum.

Core Components for the Training:

- Participants should learn how to recognize early warning signs of troubled projects, such as missed deadlines, budget overruns, unclear deliverables, and stakeholder dissatisfaction. This may include learning how to set up monitoring mechanisms that track key indicators of project health.
- Emphasis on how to conduct a thorough root cause analysis to determine the underlying reasons for project issues. This may include methods for how to investigate poor planning, insufficient risk management, communication breakdowns, or changing project scope.
- This course should cover a range of recovery strategies, including redefining project scope, reallocating resources, and restructuring project teams, which allow participants to learn how to develop clear, actionable recovery plans that are aligned with the original project objectives while adjusting timelines and resource needs as necessary.

Key Takeaways for the Audience:

- Participants should walk away with a “toolkit” of sorts that provide them with techniques for identifying and addressing project issues early, before they become critical roadblocks.
- Participants should have a deep understanding of how to identify the core reasons behind project failures and use this insight to inform recovery efforts.
- Participants should learn how to manage communications with stakeholders when projects go off track. This may include techniques for managing difficult conversations, realigning stakeholder expectations, and re-establishing trust through transparency and regular updates on the recovery process.
- Participants should know the importance of ensuring all parties remain engaged and committed to the project’s success, despite setbacks.



Course Details

- **Course Length:** 2 days
- **Continuous Learning Points (CLPs):** 16
- **IACET Continuing Education Units (CEUs):** 0.8
- **Graded Materials Include:** Attendance of all Instructional Hours, Participation, Course Exercises, Exam
- **SCC offers this course in-person or virtually through** Adobe Connect, Microsoft Teams, and Google Meet.
- **Minimum/maximum class size:** 30 participants
- **Target audience:** Project Managers and Program Leads
- **Available languages:** English, other languages available for a fee
- **Facilitation Capabilities:** 360-Degree Feedback Assessments, Strategic Planning Facilitation

Content Development Capabilities (content creation, revisions, and licensing)

Content Development Capability	Description
#1-42: Content Creation or Customization of already Created Content	Includes Subject Matter Expert Recruitment & Consultation and Instructional Designer's Time as well as 2 rounds of feedback
#1-43: Revisions or Updates to Previously Created Content	Per hour service with the appropriate expert
#1-44: Graphic Design Services	Job Aides, Infographics, Posters
#1-45: E-Learning Development	Design and development in Articulate Rise and your organization would own the source files.
#1-46: Artificial Intelligence Generated Videos	Created for a variety of learning methods
#1-47: Licensing	To keep the created product and own rights; per day of class inclusive all rates and fees multiplied by length of course
#1-48: 360 Survey for Individual Development Feedback Confidential Report Package Electronically Delivered	Email electronic copy of report
#1-49: 360 Survey for Individual Development Feedback Session	Individual one-on-one session over video-conferencing platform for 1 hour
#1-50: Leadership Coaching Session	Per hour service with the appropriate expert



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