

CareerPro Global<sup>®</sup>

# Training Catalog



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## About CareerPro Global

CareerPro Global (CPG), in business for more than 37 years, specializes in federal resume writing, military transition resume writing, career advising, Senior Executive Service (SES) applications, and related training. Over the years, our team has assisted more than 70,000 customers to all levels of federal civilian employees, as well as all branches and levels of the Active Duty, Reserve, National Guard, and Veteran population. Our team consists of the most highly trained and experienced Resume Writers, Trainers, and Advisors in the career management industry. Further, our sought-after team includes Veterans, published authors, HR professionals, lawyers, technical writers, educators, journalists, editors, and PhDs. We also enjoy a sterling reputation as a trusted authority and industry leader with a longstanding 98.6%+ customer satisfaction rating.

## Our Mission Statement and Enduring Commitment

CPG is committed to producing tailored and valuable training, writing, coaching, and career advising to our customers, while providing service excellence, and remaining abreast of employment and hiring trends. CPG has been built upon, and remains committed to the core factors of integrity, honesty, diversity, and a passion for helping others achieve their career goals. Our company has raised the bar in the career management industry by developing a Quality Management System that includes continual training/oversight for writers and staff members, Standard Operating Procedures, and the utilization of proven best practices.

## Services, Training and Certifications:

### SES

- ✓ Online ECQ writing courses
- ✓ ECQ writing workshops, from two hours up to two days (virtual and in-person)
- ✓ SES Interview preparation workshops (1/2 day or full)
- ✓ Individual SES application coaching and writing

### FEDERAL

- ✓ Master Federal Career Advisor (MFCA) and "Train the Trainer"
- ✓ Roadmap to Federal Jobs and USAJOBS resume online courses
- ✓ Master Federal Resume Writer (MFRW)
- ✓ Resume/interview prep workshops and individual writing support

### MILITARY

- ✓ Master Military Resume Writer (MMRW)
- ✓ Military Transition Resume writing workshops (virtual and in-person)
- ✓ Individual resume writing

## Books

*Roadmap to the Senior Executive Service, 2011 (Second Edition 2020)*

*Roadmap to Federal Jobs, 2018*

## Past Performance

CPG has provided ECQ, interview prep, and/or resume workshops to the following agencies and others: National Aeronautics and Space Administration (NASA); Air Force Reserve Command; Air Force Research Laboratories; Department of Homeland Security; Department of the Treasury; VA; Housing and Urban Development; Naval Oceanographic Office; Customs and Border Protection; Bureau of Indian Affairs.

CPG has also supported individual jobseekers from following agencies and many others: Department of Defense; Department of Education; Food and Drug Administration; Office of Management and Budget; Federal Aviation Administration; Department of Agriculture; National Science Foundation; Departments of the Army, Air Force, and Navy; Department of Education; Office of Personnel Management.



## COURSE OVERVIEW

An increasing number of government agencies are realizing that Executive Core Qualifications (ECQs) are assimilated into the SES application process, the interview process, and then the SES performance review process. They also realize that everyone struggles with this graduate-level writing assignment, and want their promising GS-13s through GS-15s to start contemplating their careers and accomplishments through the lens of the ECQs. And this is where CareerPro Global can help ...

This training is available in two hour, half day, one day, and two day sessions. The longer the class, the more time students will have for Q&A with an expert SES coach and writer, and for practical exercises to work on their own ECQs.

Note: In person training must be at least one day in length. The two hour and half day sessions are available in virtual format only.



CareerPro Global's Team Has Assisted More Than **5K** **Federal, Military, And Corporate Professionals** In Developing Their SES Applications.

## TRAINING OBJECTIVES

To inform and empower small groups of aspiring executives within an agency on the tactical, proven best practices for selecting their best ECQ stories and writing them in the most effective and impactful way possible on the page.

## COURSE OVERVIEW

Of all the different parts of the SES application and hiring process, the interview seems to cause people the most stress. This can be the most important interview of their entire career, so many people struggle to collect and articulate their thoughts, while remaining calm and confident during the interview. After training groups of GS-15s and working with numerous SES candidates one-on-one, we know how to help!



This training is available in half day and one day formats. Students will learn what types of questions to expect, how to respond effectively using the ECQs and the Challenge-Context-Actions-Results (CCAR) format; how to prepare beforehand; relaxation techniques; and how to present themselves on an interpersonal level during the interview. For the full day, the afternoon will include mock interviews.

Note: The half day version of this course is only available virtually, unless paired with any other one-day class, such as ECQ writing.

## TRAINING OBJECTIVES

To provide students with the mindset and tools needed to be highly prepared, to present their accomplishments in a dynamic way, and to remain poised and authentic during the actual interview.

## COURSE OVERVIEW

Are you considering applying for a Senior Executive Service (SES) position? Then you're probably like most people, who don't know where to start and feel overwhelmed by this graduate-level writing assignment.

In this popular first-of-a-kind online course, the **most experienced writing team in the careers management industry** will teach you how to write your own ECQs as effectively as possible and in alignment with Office of Personnel Management (OPM) standards. CareerPro Global has **assisted more than 5K federal, military, and corporate professionals in developing SES applications**. We also published the first book on developing SES Applications (Roadmap to the Senior Executive Service, 2011), along with a second edition in 2020.

With this kind of expert training, **more than five hours of video-based instruction**, our **signature ECQ builders**, and **ECQ samples**, the process becomes much more manageable, and your chances of success increase dramatically!



## TRAINING OBJECTIVES

The goal of this course is to simplify a difficult writing exercise by making sure students understand the OPM standards and that they have a clear process and powerful tools for writing their own ECQs. In addition, the online format allows students to set their own pace and access the course for three months, during which time they can watch the videos over and over again and access the training from anywhere, anytime.



## COURSE OVERVIEW

In this first-of-a-kind online course, the most experienced Master Senior Executive Writers and Coaches in the career management industry will teach you how to write your own ECQs in compliance with Office of Personnel Management (OPM) standards.



This course features all of the great training from our Senior Executive Service (SES) Executive Core Qualification (ECQ) Best Practices Course but takes things to the next level . . . after you complete your ECQs, you will email them in and **receive two rounds of editorial feedback from one of our seasoned Master Senior Executive Writers and Coaches.**



ECQs are the heart and soul of most SES applications and the final standard by which you will be evaluated after being selected for an SES position.



The course provides clear instruction, **proven best practices, and a step-by-step process** for understanding the ECQ assessment process, **choosing which of your career accomplishments to showcase**, and of course **writing those stories as effectively as possible** to meet OPM standards.

Don't worry if this feels little overwhelming at first . . . you're not alone! ECQs are challenging for everyone, and our clients include seasoned GS-15s from across the government, colonels and generals from all military branches, senior scientists, PhDs, college professors, attorneys, corporate executives, and numerous other professionals. However, with this kind of **expert training, more than five hours of video-based instruction, our signature ECQ builders, samples, and knowledge checks**, the process becomes much more manageable, and your chances of success increase dramatically!



## TRAINING OBJECTIVES

The goal of this course is to simplify a daunting writing exercise by making sure students understand the OPM standards and that they have a clear process and powerful tools for writing their own ECQs. In addition, **the online format allows students to set their own pace and access the course for three months, during which time they can watch the videos over and over again and access the training from anywhere, anytime.** Finally, this course provides students with tactical, detailed feedback on their first draft, helping them to optimize their ECQs!

## BOOK OVERVIEW

CareerPro Global's senior writing team develops thousands of interview and job-winning Senior Executive Service (SES) applications each year, and Roadmap to the Senior Executive Service has been written from their insider's perspective. The five-point process teaches readers how to find federal SES jobs, understand the hiring process, then develop and submit their own application materials—to include an SES resume, Executive Core Qualifications (ECQs), and Technical Qualifications (TQs). If you want to learn how to determine if you are qualified for an executive role in the government and then write a comprehensive, interview-winning, and Office of Personnel Management (OPM)–compliant SES application package, this book is for you.

## Entry Into The SES Begins Here!



Understanding the SES



Finding SES jobs and navigating the hiring process



Developing an effective SES resume



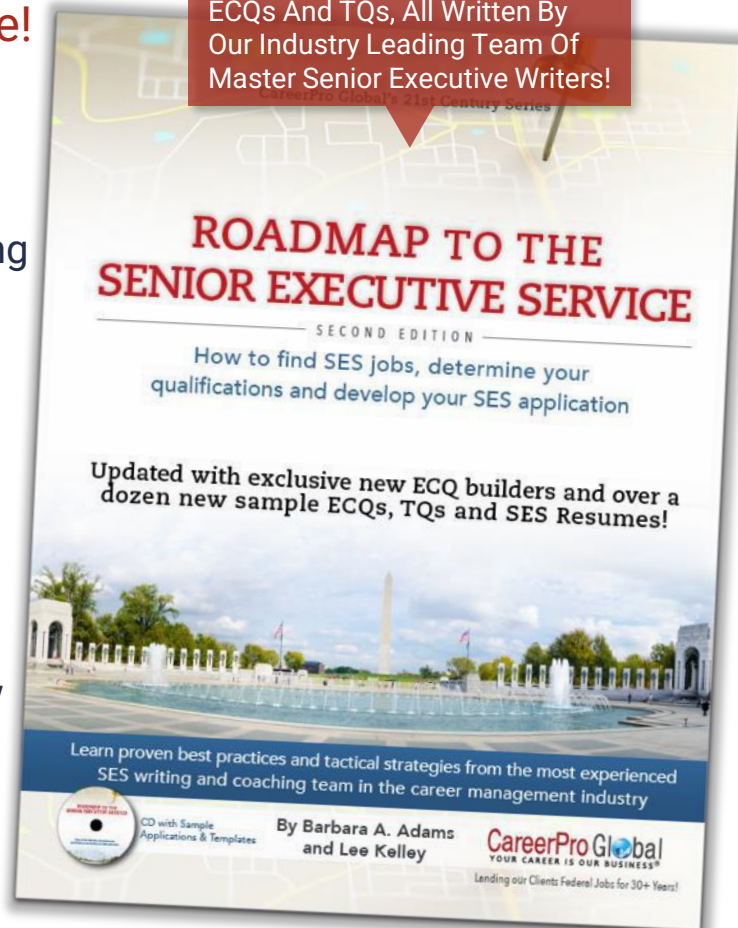
Writing your ECQs and TQs



Submitting your application and preparing for the interview

Executive Toolbox With Sample ECQs, Resumes, And TQs, Along With Blank Templates, Builders, And Other Tools!

Includes New Sample Resumes, ECQs And TQs, All Written By Our Industry Leading Team Of Master Senior Executive Writers!



Order the book now: <https://www.careerproplus.com/books/ses-application-book/>

## COURSE OVERVIEW

Over the past 37+ years, CareerPro Global's world-class team has assisted more than 70K job seekers in developing their USAJOBS/federal resumes, helping countless clients to land federal interviews and jobs. Now we've distilled our best practices into a class that will empower your team members to improve their resumes. In turn, this supports professional development, morale, and upward and lateral mobility across the agency.



This course is available in two hour, half day, one day, and two day sessions. All students will learn best practices and receive useful resources. And the longer the class, the more time students will have for Q&A with an expert trainer, and for practical exercises to work on their own resumes.

Note: In person training must be at least one day in length. The two hour and half day sessions of this workshop are available in virtual format only.

## TRAINING OBJECTIVES

To inform and empower groups of job seekers on the tactical, proven best practices for writing tailored, accomplishment-driven resumes that tell their unique story and highlight their most impactful skills, education, and experience.



## COURSE OVERVIEW

It is a well-known fact that many people fear public speaking, and this is also true of job interviews. As a result, people experience a great deal of stress leading up to and during the interview, which impacts their performance. At CareerPro Global, we know how to help minimize stress and improve confidence through the power of clarity and preparation.



This training is available in half day and one day formats. Students will learn what types of questions to expect, how to respond effectively using the Challenge-Context-Actions-Results (CCAR) format; how to prepare beforehand; relaxation techniques; and how to best present themselves on an interpersonal level during the interview. For the full day session, the afternoon will be used for mock interviews.

Note: The half day version of this course is only available virtually, unless paired with any other one-day class, such as our USAJOBS/Federal Resume workshops.

## COURSE OBJECTIVES









To provide students with the mindset and tools needed to be highly prepared, to present their qualifications and accomplishments in a dynamic way, and to remain calm, positive, and authentic during the interview.

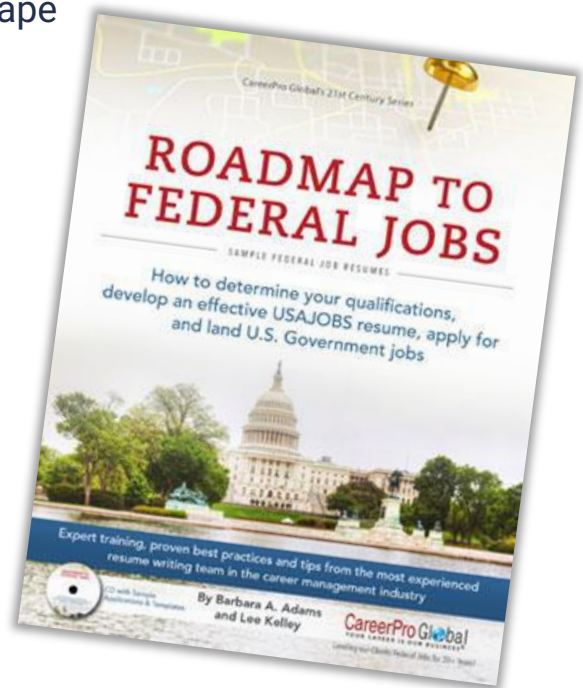
### COURSE OVERVIEW

Do you want to better understand the federal landscape and application process, but you're confused and overwhelmed by the massive amount of jobs and application requirements? If so, this self-paced online course is for you! Our Roadmap to Federal Jobs process is founded on 30 years of experience as an industry leader, as well as the many best practices and tools we have developed while assisting over 60K customers!

## Roadmap To Federal Jobs Outline

Introduction - Understanding the federal landscape

-  Selecting a starting point/job
-  Determining your qualifications for a specific job
-  Developing an effective federal resume
-  KSAs and occupational questionnaires
-  Applying for the job and follow up
-  Preparing for the Interview
-  Special guidance for military personnel, veterans, and spouses
-  The Senior Executive Service (SES)



### TRAINING OBJECTIVES

To enhance job seekers' understanding of the federal employment landscape in the 21st century and empower them to find and interpret vacancy announcements, determine their qualifications, and develop effective application materials. The course will also include several resume samples; templates; a Knowledge, Skills, and Abilities (KSA) worksheet; and knowledge checks to ensure students understand the material.



## COURSE OVERVIEW

This online resume writing course is designed to help individual job seekers understand the best practices for effective federal resumes. Using a five-checkpoint format, you will learn how to tailor and optimize your resume toward a specific vacancy or type of federal occupation. The course also features built-in knowledge checks to give students (and their managers) peace of mind that the best practices are fully understood.



Finding and selecting jobs on the USAJOBS.gov website



Identifying keywords and headlines to use in your USAJOBS/federal resume



Creating or tailoring the framework for your resume



Writing duties/accomplishments for each position



Quality control: Editing and completing your resume



## TRAINING OBJECTIVES

To educate and empower job seekers with a repeatable, step-by-step process for developing and tailoring their resumes, writing strong accomplishments, and showcasing their most relevant skills, education, and experience for hiring managers. Students will also receive an electronic copy of our Roadmap to Federal Jobs book, along with sample resumes, templates, and many other helpful resources!

## COURSE OVERVIEW

Here at CareerPro Global, we have assisted more than 70K job seekers over the past three decades, and have learned from each one as a unique case study. By doing so, we have validated time and time again the best ways to present their most relevant experience, and to write compelling accomplishment statements, all while tailoring and optimizing their resumes. This MFRW certification distills our knowledge and proven best practices into an easy to follow, convenient five-checkpoint format with intuitive knowledge checks and a final project to ensure mastery of the materials.

This course is perfect for college counselors and advisors, military readiness and transition specialists, family readiness specialists, Department of Labor employees, federal Human Resources personnel, and others.

With Built-in Knowledge Checks To Ensure That The Best Practices Are Fully Understood, This Online Course Is Ideal For The Busy Professional, And Makes It Easier Than Ever To Become A Certified MFRW!



Find jobs on the USAJOBS.gov website



Identify keywords/headlines



Create the framework for the USAJOBS resume



Write the duties and accomplishments for each position



Edit and Complete the USAJOBS resume



## TRAINING OBJECTIVES

To provide MFRWs with a repeatable, step-by-step process for helping jobseekers develop and tailor their resumes, write strong accomplishments, and showcase their most relevant skills, education, and experience for hiring managers. Students will also receive an electronic copy of our Roadmap to Federal Jobs book, along with sample resumes, templates, and many other helpful resources!

## FINAL PROJECT

Within 14 days of completing the course, you will be required to write two versions of a federal resume for a fictional client. Sample resumes, position descriptions and performance appraisals will be provided.



## COURSE OVERVIEW

Numerous jobseekers out there want to apply to the federal government, and often, [www.USAJOBS.gov](http://www.USAJOBS.gov) has 10K or more open positions every day! But **job seekers are often confused and overwhelmed** by the massive amount of jobs and application requirements. **They need your help, and by becoming a Master Federal Career Advisor (MFCA), you will be able to inform and empower them with resources and support.** This course is based on our 37 years of experience as an industry leader and the best practices and tools we have developed after assisting over 60K customers!

With our brand-new Roadmap to Federal Jobs book and process, and an online course designed for the busy professional, it's never been easier to become a certified career advisor than it is right now! **This course is perfect for college counselors and advisors, military readiness and transition specialists, family readiness specialists, Department of Labor employees, federal Human Resources personnel, and more.** Plus, this and all of our online courses include specific learning objectives and built-in knowledge checks to ensure that students fully understood the best practices being shared.

Featuring our Roadmap to  
Federal Jobs process!



## TRAINING OBJECTIVES

To provide students with the knowledge and resources to help shape their clients' understanding of the federal employment landscape in the 21st century. Additionally, students will learn how to determine client qualifications and to advise them in finding jobs and developing effective application materials. The MFCA Toolbox will add huge value and help students to be more effective advisors by providing them with powerful, relevant resources such as job-winning resume samples, templates, a KSA worksheet, practical exercises, knowledge checks and more!

## FINAL PROJECT

Within 14 days of completing the course, you will be required to use the Roadmap to Federal Jobs process to analyze the resumes of two fictional clients, locate potential vacancies for them on [www.USAJOBS.gov](http://www.USAJOBS.gov), identify key words and required documents, and explain why you feel the fictional client would be a good fit.

## COURSE OVERVIEW

Okay, so you've earned your Master Federal Career Advisor (MFCA) certification and are advising individual job seekers on reaching their career goals. That's wonderful, but what if you want to train groups of people on our Roadmap to Federal Jobs process in a classroom setting?



By taking this course and earning the Trainer designation (MFCA-T), you will receive the authority and additional guidance needed to utilize our PowerPoint slides, tools, books, Roadmap to Federal Jobs process, and other materials to educate groups on finding, understanding, and applying for federal jobs. The MFCA certification is a prerequisite for this add-on course.

## TRAINING OBJECTIVES

To empower MFCA's to be effective instructors and to effectively use the provided slides, trainer tool kit, 20 copies of the Roadmap to Federal Jobs book, and other resources in a group/classroom setting.



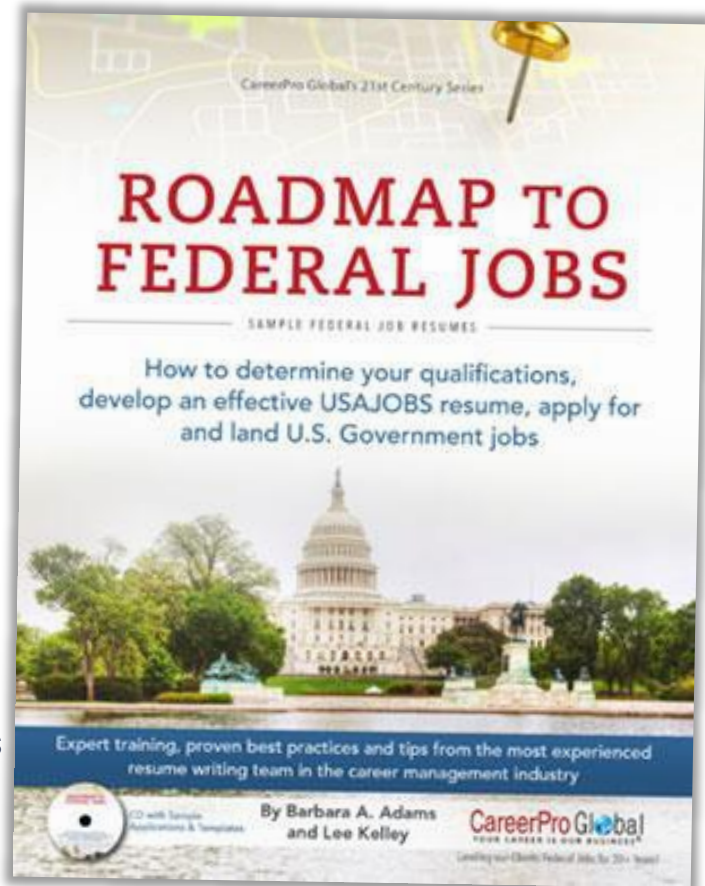
## BOOK OVERVIEW

CareerPro Global's senior writing team develops thousands of interview and job winning USAJobs resumes each year, and Roadmap to Federal Jobs has been written from their insider's perspective. The eight-point process teaches readers how to find federal jobs, understand the hiring process, then develop and submit their application materials—to include resumes; Knowledge, Skills, and Abilities (KSAs); and cover letters. If you want to learn from the industry-leading team how to navigate the often complicated process of applying for and entering the federal workforce, you need this book!

## Roadmap To Federal Jobs Book Outline

Introduction – Understanding The Federal Landscape

-  1 Selecting a starting point/job
-  2 Determining your qualifications for a specific job
-  3 Developing an effective federal resume
-  4 KSAs and occupational questionnaires
-  5 Applying for the job and follow up
-  6 Preparing for the Interview
-  7 Special guidance for military personnel, veterans, and spouses
-  8 The Senior Executive Service (SES)



Federal Career Toolbox with resume samples, templates, a KSA worksheet, and more!

Order the book now: <https://www.careerproplus.com/books/federal-jobs-book/>

## COURSE OVERVIEW

Sharing decades of experience and best practices, the Master Military Resume Writer (MMRW) certification program is designed to teach new or experienced resume writers how to interpret military documentation, “demilitarize” the content, and write engaging and tailored federal and private sector resumes for veterans. Not only will students learn best practices for writing military transition resumes, but they will complete knowledge checks and a final project to ensure they retain the information being shared.



Students Will Receive  
Expert Instruction, And  
Job-winning Resume  
Samples And Templates.



Knowing your options and finding jobs



Identifying your skills and write your accomplishments



Writing your military-to-federal resume



Writing your military-to-private-sector resume



Submitting your application materials and preparing for the interview



## FINAL PROJECT

At the completion of the modules and knowledge checks, you will be required to complete a final project that includes writing a private-sector and a federal resume for a fictional veteran.

## COURSE OVERVIEW

Over the past three decades, CareerPro Global's world-class team has assisted tens of thousands of Veterans, from entry-level enlisted members to flag-level officers, from every branch of service.



This webinar provides one hour of instruction from a seasoned federal resume writer, along with an hour of Q&A. In addition, **each student has the option to submit their resume within 14 days of the webinar**, and within 21 days of receipt, **one of our writers will provide detailed and tailored editorial feedback** within the document to help improve the overall flow and effectiveness.



## TRAINING OBJECTIVES

This webinar is designed to inform and empower groups of veteran/military job seekers on the tactical, proven best practices for writing tailored, accomplishment-driven resumes that tell their unique story and highlight their most impactful and transferable skills, education, and experience.