

FY 04 CALENDAR (OCTOBER 2003- SEPTEMBER 2004)

MANAGEMENT ANALYSIS	COST	COURSE DATES AND COURSE CODES											
		OCT 03	NOV 03	DEC 03	JAN 04	FEB 04	MAR 04	APR 04	MAY 04	JUN 04	JUL 04	AUG 04	SEP 04
Management Analysis I: Strategic Operations Planning	\$450					Cancelled							
Management Analysis II: Operations Design	\$450							12-15					
Management Analysis III: Operations Management	\$450									14-17			
Management Analysis IV: Quantitative Techniques	\$450												20-23
Cost Benefit Analysis for Decision Support	\$240							15-16					
Data Analysis Using Microsoft Excel	\$450							26-29					30 Aug-02 Sep
Data Collection and Analysis Techniques	\$450									21-24			
Measuring Organizational Improvement	\$240							17-18					
Performance Measurement	\$240										19-20		
Presenting Statistics Using Charts, Graphs and Tables	\$200										21-22		
Putting Numbers to Work for You...An Introduction to Statistics	\$450											16-19	

COURSE TITLE:	MANAGEMENT ANALYSIS I: STRATEGIC OPERATIONS PLANNING
VENDOR:	Kais E Systems, Inc. 6036 Burnside Landing Drive Burke, VA 22015
LOCATION:	Employee Development Center, Building #2189
DATE: CANCELLED	NOMINATION DEADLINE: 12 January 04
TIME:	8:00 a.m. – 4:00 p.m.
DESCRIPTION:	Many organizations implicitly believe that the future will be like the past. Caught unprepared when major changes happen, they often must scramble for the right decision. This seminar will help managers, team leader, supervisors, management and program analysts and others prepare for an unknown future, and make their operations effective, productive, and aligned with their strategic plan. Participants learn strategic planning techniques and insights as well as how to ensure organizational and logistical support. They learn to align individual and organizational goals; develop insight into organizational culture; establish core competencies within the organization; analyze core processes for efficiency; link performance measure and compensation to strategy; and allocate resources to support initiatives.
OBJECTIVE:	Upon completion of the course, students will be able to: <ul style="list-style-type: none"> ❖ Discuss competitiveness, strategy and productivity. ❖ Differentiate features of operations systems. ❖ Identify elements of a good forecast. ❖ List the steps in the forecasting process. ❖ Discuss approaches to forecasting. ❖ Choose a forecasting technique. ❖ Use forecasting information.
AUDIENCE:	This course is designed for management analysts, managers, and other professionals.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
LENGTH:	4 Days
CPE:	32 CPEs
COST:	\$450
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	MANAGEMENT ANALYSIS II: OPERATIONS DESIGN
VENDOR:	Kais E Systems, Inc. 6036 Burnside Landing Drive Burke, VA 22015
LOCATION:	Employee Development Center, Building #2189
DATE: 12-15 April 04	NOMINATION DEADLINE: 12 March 04
TIME:	8:00 a.m. – 4:00 p.m.
DESCRIPTION:	Once a strategic plan is in place, the next step is to set parameters for operations. In this course, participants learn how to conduct aggregate planning; identify products and services to offer; determine capacity and quality; develop location and layout strategies; design jobs and processes; develop operations structure; link operations and functional relationships; and organize and staff a team.
OBJECTIVE:	Upon completion of the course, students will be able to: <ul style="list-style-type: none"> ❖ Discuss system design for services. ❖ Discuss legal, ethical, and environmental issues of the workplace. ❖ Design and develop tools for evaluating quality. ❖ Use decision theory for capacity planning. ❖ Discuss facility layout. ❖ Design work systems. ❖ Design a project plan.
AUDIENCE:	This course is designed for management analysts, managers, and other professionals.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
LENGTH:	4 Days
CPE:	32 CPEs
COST:	\$450
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	MANAGEMENT ANALYSIS III: OPERATIONS MANAGEMENT
VENDOR:	Kais E Systems, Inc. 6036 Burnside Landing Drive Burke, VA 22015
LOCATION:	Employee Development Center, Building #2189
DATE: 14-17 June 04	NOMINATION DEADLINE: 14 May 04
TIME:	8:00 a.m. – 4:00 p.m.
DESCRIPTION:	Setting operational goals and objectives is not enough. Effective organizations continually monitor operations and make corrections as needed. In this course, participants learn how to determine which processes need reengineering; identify and eliminate roadblocks to implementation; accurately pinpoint the real cost drivers; control inventory; manage quality; and hone their project management skills.
OBJECTIVE:	Upon completion of the course, students will be able to: <ul style="list-style-type: none"> ❖ Discuss the need for supply chain management. ❖ Identify the benefits of effective supply chain management. ❖ Identify purchasing strategies and vendor selection techniques. ❖ List the requirements for an effective inventory. ❖ Determine how much to order; and when to reorder. ❖ Apply simulation strategies. ❖ Apply project management techniques to aggregate and short-term scheduling.
AUDIENCE:	This course is designed for management analysts, managers, and other professionals.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
LENGTH:	4 Days
CPE:	32 CPEs
COST:	\$450
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	MANAGEMENT ANALYSIS IV: QUANTITATIVE TECHNIQUES
VENDOR:	Kais E Systems, Inc. 6036 Burnside Landing Drive Burke, VA 22015
LOCATION:	Employee Development Center, Building #2189
DATE: 20-23 September 04	NOMINATION DEADLINE: 20 August 04
TIME:	8:00 a.m. – 4:00 p.m.
DESCRIPTION:	The purpose of this course is to identify, develop, and implement analytical techniques to support managerial recommendations. Topics include the fundamentals of decision-making, including decision tables and decision trees; sensitivity analysis; queuing theory; learning curves; and simulations.
OBJECTIVE:	Upon completion of the course, students will be able to: <ul style="list-style-type: none"> ❖ Discuss the implications of waiting lines. ❖ Discuss the goals of waiting line analysis. ❖ Identify measures of system performance. ❖ Develop queuing models. ❖ Develop a Monte Carlo simulation for a waiting line.
AUDIENCE:	This course is designed for management analysts, managers and other professionals.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
LENGTH:	4 Days
CPE:	32 CPEs
COST:	\$450
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	COST BENEFIT ANALYSIS FOR DECISION SUPPORT
VENDOR:	Kais E Systems, Inc. 6036 Burnside Landing Drive Burke, VA 22015
LOCATION:	Employee Development Center, Building #2189
DATE: 15-16 March 04	NOMINATION DEADLINE: 16 February 04
TIME:	8:00 a.m. – 4:00 p.m.
DESCRIPTION:	<p>Cost benefit analysis (CBA) can take too long. Circumstances change or strategic focus shifts before the CBA is complete. Decision makers and analysts end up at odds-rather than on the same team. We teach you how to use cost benefit as a practical decision making tool.</p> <p>Our 11-step approach to CBA serves both the decision maker and the CBA analyst. You learn how to refine CBA objectives, use background material wisely, and test assumptions to be sure the CBA starts on the right track. You learn how to avoid pitfalls from ineffective CBAs.</p> <p>You will gain insight into cost collection methods and selecting reasonable alternatives for your CBA. You will learn how to estimate the value of tomorrow's dollar today-to equalize uneven flows of investment, savings, or revenue dollars. We will assess benefits as both tangible and intangible returns on investment.</p> <p>You will be able to help minimize decision risk as you learn to apply sensitivity analysis to key CBA decision variables. You will learn how to evaluate CBA alternatives from both an economic and a strategic point-of-view to best aid the decision maker.</p>
OBJECTIVE:	<p>Upon completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> ❖ Discuss the requirements for a CBA. ❖ Discuss the OMB Circular A-94. ❖ Calculate the Net Present Value. ❖ Identify the net benefit among several alternatives. ❖ Discuss what a format for a CBA should contain. ❖ Perform various exercises to make decisions among alternatives.
NOMINATIONS:	<p>Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil</p> <p>NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>
LENGTH:	2 Days
CPE:	16 CPEs
COST:	\$240
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	DATA ANALYSIS WITH MS EXCEL
VENDOR:	Kais E Systems, Inc. 6036 Burnside Landing Drive Burke, VA 22015
LOCATION:	Employee Development Center, Building #2189
DATE: 26-29 April 04 30 August-02 September 04	NOMINATION DEADLINE: 26 March 04 30 July 04
TIME:	8:00 a.m. – 4:00 p.m.
DESCRIPTION:	This course allows the participant to combine data, mathematical formulas, text and graphics together in a single report or workbook. Participants learn statistics by analyzing data from real world problems-from surveys of hotel prices to physiological studies on NASA astronauts. Participants use both the text and the accompanying software to practice new skills using Microsoft Excel updated for Office 2000. Course topics include single variable graphs and statistics, scatterplots, probability distributions, tables, correlation and simple regression, multiple regression, time series, and statistical quality control.
OBJECTIVE:	Upon completion of the course, the student will be able to: <ul style="list-style-type: none"> ❖ Work with data in Excel. ❖ Work with charts in Excel. ❖ Describe Data. ❖ Create Pivot Tables. ❖ Perform Regression Analysis. ❖ Correlation. ❖ Perform Multiple Regression. ❖ Analyze data over time. ❖ Develop Quality Control Charts.
AUDIENCE:	Students should have a basic understanding of Excel.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
LENGTH:	4 Days
CPE:	32 CPEs
COST:	\$450
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	DATA COLLECTION AND ANALYSIS TECHNIQUES
VENDOR:	Kais E Systems, Inc. 6036 Burnside Landing Drive Burke, VA 22015
LOCATION:	Employee Development Center, Building #2189
DATE: 21-24 June 04	NOMINATION DEADLINE: 21 May 04
TIME:	8:00 a.m. – 4:00 p.m.
DESCRIPTION:	In this hands-on course, participants practice the four data collection techniques – measurement, survey, interview, and observation – through class activities and projects. Participants learn how to develop study methodology, design survey instruments, and determine sampling size and procedures. Analysis of data includes topics such as forecasting trends, determining averages and percentages, ranges of variation and standard deviation. Other topics include sampling errors; use of internal and external secondary data; quantitative and qualitative approaches to social science research; and the ethics and politics often associated with data collection and analysis.
OBJECTIVE:	Upon completion of the course, the student will be able to: <ul style="list-style-type: none"> ❖ Develop a data collection plan. ❖ Collect data using data collection methods. ❖ Identify a statistically valid sample size. ❖ Create a sampling methodology. ❖ Conduct library research. ❖ Conduct internet research. ❖ Compute descriptive statistics.
PREREQUISITE:	None
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
LENGTH:	4 Days
CPE:	32 CPEs
COST:	\$450
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	MEASURING ORGANIZATIONAL IMPROVEMENT
VENDOR:	Kais E Systems, Inc. 6036 Burnside Landing Drive Burke, VA 22015
LOCATION:	Employee Development Center, Building #2189
DATE: 17-18 March 04	NOMINATION DEADLINE: 17 February 04
TIME:	8:00 a.m. – 4:00 p.m.
DESCRIPTION:	<p>Some say you can't manage what you can't measure. Certainly if you measure the wrong things, you won't get the right result! We will focus on how to develop and maintain unit improvement measures that focus on results using a proven framework.</p> <p>We will identify organizational key result areas so that your unit measures align with important organizational objectives. You will be able to assess your measurement systems-now and later.</p> <p>You will be able to select key performance targets and examine effective measures used a variety of organizations, public and private. You'll be able to distinguish between mere outputs and useful outcomes.</p> <p>Data collection, unit consensus, and measurement tracking techniques will be carefully explored-including insights into key process improvement techniques to support your measurement efforts.</p> <p>This course helps you get the most from your next round of unit improvements in your quest to achieve useful results.</p>
OBJECTIVE:	<p>Upon completion of this course, students will be able to:</p> <ul style="list-style-type: none"> ❖ Design an organizational improvement plan. ❖ Select measures and targets for your improvement efforts. ❖ Design organizational improvement efforts. ❖ Measure organizational improvement. ❖ Communicate improvements to ease change management. ❖ Analyze how and why results were achieved.
NOMINATIONS:	<p>Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil</p> <p>NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>
LENGTH:	2 Days
CPE:	16 CPEs
COST:	\$240
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	PERFORMANCE MEASUREMENT
VENDOR:	Kais E Systems, Inc. 6036 Burnside Landing Drive Burke, VA 22015
LOCATION:	Employee Development Center, Building #2189
DATE: 19-20 July 04	NOMINATION DEADLINE: 18 June 04
TIME:	8:00 a.m. – 4:00 p.m.
DESCRIPTION:	Performance measurement is central to the government's policies on management of public services and to industry's need to stay productive and competitive. Participants identify those measures critical to their organization or unit, set realistic goals, and develop a measurement system to monitor progress. Topics include preparation and analysis of mission statements; creation of customer-focused goals and objectives; classification, measurement, and interpretation of performance measures; alignment of measures to unit missions (or mandates), goals, and objective; and reporting of performance in order to gain key support.
OBJECTIVE:	Upon completion of the course, students will be able to: <ul style="list-style-type: none"> ❖ Define performance measurement. ❖ Identify organizational performance measures. ❖ Develop metrics to link to the performance measures. ❖ Create a mission statement. ❖ Create organizational goals. ❖ Create organizational objectives.
AUDIENCE:	Managers, analysts and program personnel responsible for monitoring and reporting their activity's results.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
LENGTH:	2 Days
CPE:	16 CPEs
COST:	\$240
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	PRESENTING STATISTICS USING CHARTS, GRAPHS AND TABLES
VENDOR:	Kais E Systems, Inc. 6036 Burnside Landing Drive Burke, VA 22015
LOCATION:	Employee Development Center, Building #2189
DATE: 21-22 July 04	NOMINATION DEADLINE: 21 June 04
TIME:	8:00 a.m. – 4:00 p.m.
DESCRIPTION:	Anyone conveying quantitative information must both understand the basics of statistics and have the skills needed to translate the data into clear, effective graphics. Participants in this course spend the first day reviewing central tendency, standard deviation, and simple correlation and regression. On the second day, they use a case study to analyze data and chart it for presentation. This course combines statistical theory and practical application, and gives participants an in-depth understanding of both statistics and charting and graphing.
OBJECTIVE:	Upon completion of the course, students will be able to: <ul style="list-style-type: none"> ❖ Organize and summarize data. ❖ Compute basic descriptive statistics. ❖ Identify charting techniques. ❖ Perform simple correlation and regression. ❖ Enter data into an Excel spreadsheet. ❖ Use Excel's functions to perform statistics. ❖ Analyze data in Excel. ❖ Chart data in Excel.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
LENGTH:	2 Days
CPE:	16 CPEs
COST:	\$200
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	PUTTING NUMBERS TO WORK FOR YOU...AN INTRODUCTION TO STATISTICS
VENDOR:	Kais E Systems, Inc. 6036 Burnside Landing Drive Burke, VA 22015
LOCATION:	Employee Development Center, Building #2189
DATE: 16-19 August 04	NOMINATION DEADLINE: 16 July 04
TIME:	8:00 a.m. – 4:00 p.m.
DESCRIPTION:	Need to dust off those math skills? Dig down and pull out the statistics? Dazzle the manager with some analysis? We have created an acronym for M.A.T.H.... Managing Analysis Tools Happily...Bring your calculator as we walk down <i>Statistics Lane</i> with step-by-step directions on how to manage those analysis skills and put them to work for you in your organization.
OBJECTIVE:	Upon completion of the course, students will be able to: <ul style="list-style-type: none"> ❖ Define statistics and the role it plays in their organization. ❖ Evaluate numerical data. ❖ Determine when to accept and reject data. ❖ Compute measures of central tendency. ❖ Compute measures of variation. ❖ Normal Distribution.
NOMINATIONS:	Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR TEAM employees should request training via Employee Self Service at https://ess.navair1.navy.mil NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
LENGTH:	4 Days
CPE:	32 CPEs
COST:	\$450
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123