

FY 13 CALENDAR (OCTOBER 2012- SEPTEMBER 2013)

MANAGEMENT ANALYSIS	COST	COURSE DATES											
		OCT 12	NOV 12	DEC 12	JAN 13	FEB 13	MAR 13	APR 13	MAY 13	JUN 13	JUL 13	AUG 13	SEP 13
Analytic Fundamentals	\$580											27-29	
Data Analysis Using Microsoft Excel	\$675							29 Apr-02 May			29 Jul-01 Aug		
Data Analysis with MS Access	\$675									04-06			
Management Analysis, Intermediate	\$540												10-12
Management Analysis, Introduction	\$655							08-11					
Market Research Tools for Acquisition	None	30			10			18			18		
Presenting Analysis Results	\$390									18-19			
Project Management, Advanced	\$825												23-25
Project Management, Basic	\$825								21-23				

COURSE TITLE:	<i>ANALYTIC FUNDAMENTALS</i>
VENDOR:	Kais E Systems, Inc. 1840 E. Valencia Building 8, Suite 209 Tucson, AZ 85706
LOCATION:	Employee Development Center, Building #2189
DATE: 27-29 August 13	NOMINATION DEADLINE: 27 July 13
TIME:	8:00 a.m. - 3:30 p.m.
DESCRIPTION:	<p>Analytics is the process of obtaining a realistic decision based on existing data. These decisions drive the systems, structures, and processes of organizations. Analytic Fundamentals provides the knowledge needed to perform key analysis within the organization. Using a core analysis framework as well as participation in this interactive workshop, you will improve your analytical competencies and basic Excel skills.</p> <p>Hands-on exercises provide you with practical experience using the analytics model and Excel 2007. Exercises include:</p> <ul style="list-style-type: none"> ❖ Creating a Milestone Chart and Gantt Chart ❖ Preparing an Interview Guide and Questionnaire ❖ Designing spreadsheets for data entry ❖ Analyzing data using descriptive statistics ❖ Summarizing data into charts, graphs, and tables ❖ Providing a team briefing of the results
OBJECTIVES:	<p>Upon completion of the course, students will have learned how to:</p> <ul style="list-style-type: none"> ❖ Write a problem statement ❖ Create a study plan ❖ Identify the most effective data collection strategy ❖ Write interview questions and survey questions ❖ Develop Excel spreadsheets of data collected ❖ Analyze data using descriptive statistics ❖ Summarize data into a presentation template ❖ Brief the results of the analysis
AUDIENCE:	Analysts and business and technical professionals using operational data to drive decisions within the organization, or anyone interested in improving their analytic competencies and skills will benefit in this course. The strategic thinking and operational results using Excel basics provide immediate skills for the workplace. Experience with Excel basics is assumed.
PREREQUISITE:	Must have an NMCI account to attend
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil. Select NAVAIR Course Catalog then Business Management Analysis.</p> <p>NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html</p>
LENGTH:	3 Days
COST:	\$580
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>DATA ANALYSIS WITH MS EXCEL</i>
VENDOR:	Kais E Systems, Inc. 1840 E. Valencia Building 8, Suite 209 Tucson, AZ 85706
LOCATION:	Employee Development Center, Building #2189
DATE: 29 Apr-02 May 13 29 July-01 August 13	NOMINATION DEADLINE: 29 March 13 29 June 13
TIME:	8:00 a.m. – 3:30 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 web-based software to practice new skills using Microsoft Excel updated for Office 2007. 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 2007. ❖ 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.
PREREQUISITE:	Must have an NMCI account to attend
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil . Select NAVAIR Course Catalog then Business Management Analysis. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFMSMD/training/indextraining.html
LENGTH:	4 Days
CPE:	32 CPEs
COST:	\$675
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>DATA ANALYSIS USING MS ACCESS</i>
VENDOR:	Kais E Systems, Inc. 1840 E. Valencia Building 8, Suite 209 Tucson, AZ 85706
LOCATION:	Employee Development Center, Building #2189
DATE: 04-06 June 13	NOMINATION DEADLINE: 04 May 13
TIME:	8:00 a.m. – 3:30 p.m.
DESCRIPTION:	This course allows the participant to gain a true understanding of data and the information it contains. Access queries are covered in detail, both in terms of the mechanics of their design, and how they can be used for typical data analysis tasks. The concept of data analysis to encompass business intelligence (BI) topics, including valuable material on how to use Access and Excel pivot tables is included. Discussions on features include "See the SQL" sidebars that allow interested readers to learn SQL as they are learning Access and "Focus on Analysis" sidebars that provide details on a number of useful quantitative topics.
OBJECTIVE:	Upon completion of the course, the student will use: <ul style="list-style-type: none"> ❖ Select queries ❖ Joins and relationships ❖ Relational Database design ❖ Expressions and functions ❖ Selection criteria ❖ Sub-queries and set logic ❖ Action queries ❖ Crosstab queries and pivot tables ❖ Dimensional modeling ❖ Data Warehousing
AUDIENCE:	Students should have a basic understanding of Access.
PREREQUISITE:	Must have an NMCI account to attend
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil . Select NAVAIR Course Catalog then Business Management Analysis. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
LENGTH:	3 Days
CPE:	32 CPEs
COST:	\$675
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>MANAGEMENT ANALYSIS, INTERMEDIATE</i>
VENDOR:	Kais E Systems, Inc. 1840 E. Valencia Building 8, Suite 209 Tucson, AZ 85706
LOCATION:	Employee Development Center, Building #2189
DATE: 10-12 September 13	NOMINATION DEADLINE: 10 August 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	Identifying organization's issues, building a plan to efficiently and effectively study them, and collecting the data is only the beginning of the analysis process. What tools and techniques should you apply to develop sound solutions to organization problems? Forecasting techniques, decision trees, functional work systems, facility layout concepts and other techniques lead you to a better understanding of the organization's strategy and the role the analyst plays in assisting in the development of the plans of the organization.
OBJECTIVE:	Upon completion of the course, you will be able to: <ul style="list-style-type: none"> ❖ Construct decision trees ❖ Develop selection methods ❖ Forecast using moving averages, exponential smoothing, and trend analysis ❖ Make correlations between variables ❖ Develop alternative solutions ❖ Identify how work should flow ❖ Design facility layout to maximize efficiency
AUDIENCE:	This course is designed for management analysts, managers, and other professionals.
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil . Select NAVAIR Course Catalog then Business Management Analysis. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
LENGTH:	4 Days
CPE:	32 CPEs
COST:	\$540
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>MANAGEMENT ANALYSIS, INTRODUCTION</i>
VENDOR:	Kais E Systems, Inc. 1840 E. Valencia Building 8, Suite 209 Tucson, AZ 85706
LOCATION:	Employee Development Center, Building #2189
DATE: 08-11 April 13	NOMINATION DEADLINE: 08 March 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	Credible analysis is the foundation for decision-making in today's organizations. Defining the organization's objectives for analysis and developing the basics of designing and conducting the study are important for valid and reliable findings. We focus on identifying the problem and the research questions necessary for the analysis as the beginning of the analytic process. Developing an effective study proposal frames our planning phase of the analysis. During this hands-on training, we work through an analysis project to provide the framework for your at-work requirements of analyzing organizational issues. Engage in critical thinking; collaborate and share through teamwork activities; innovate with creative solutions, and present your study findings with confidence and clarity.
OBJECTIVE:	Upon completion of the course, you will be able to: <ul style="list-style-type: none"> ❖ Identify organizational problems ❖ Formulate research questions ❖ Develop a study proposal with milestones and timelines ❖ Collect data to answer research questions ❖ Develop alternative solutions ❖ Define criteria for solutions selection ❖ Present findings and solutions
AUDIENCE:	This course is designed for management analysts, managers, and other professionals.
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil . Select NAVAIR Course Catalog then Business Management Analysis. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
LENGTH:	4 Days
CPE:	32 CPEs
COST:	\$655
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>MARKET RESEARCH TOOLS FOR ACQUISITION</i>
VENDOR:	NAVAIR Office of Small Business Programs (OSBP)
LOCATION:	River's Edge Catering and Conference Center NAS Patuxent River, MD
DATE: 30 October 12 10 January 13 18 April 13 18 July 13	NOMINATION DEADLINE: 19 October 12 10 December 12 18 March 13 18 June 13
TIME:	8:00 a.m. to 12:00 p.m.
DESCRIPTION:	This course provides an overview of market research and the tools and techniques available for program teams to conduct market research and analysis prior to selecting an acquisition strategy.
OBJECTIVE:	<p>This course provides an overview of market research which will allow NAVAIR acquisition teams to arrive at the most suitable approach to acquiring supplies and services.</p> <p>Upon completion of the course, students will understand:</p> <ul style="list-style-type: none"> ❖ their role in market research; ❖ the benefits of and requirements for market research; ❖ when to conduct strategic (ongoing) and tactical (requirement-focused) market research; ❖ how to tailor market research to be appropriate for the circumstances; ❖ the most common techniques and resources available to conduct market research; and ❖ how to adequately document market research <p>Market research is required and must be documented for all procurements over \$150,000, per FAR Part 10. Personnel in the requiring office have the primary responsibility for having insight into the industrial base, identifying potential sources of supply, and evaluating suppliers' capabilities. Market research results will support the recommended acquisition strategy for the requirement. For example: sole source vs. full and open competition vs. small business set-aside.</p>
AUDIENCE:	NAVAIR acquisition workforce: acquisition managers, IPT leads, engineers, logisticians, contract specialists and contracting officers.
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil. Select NAVAIR Course Catalog then Business Management Analysis.</p> <p>NOTE: NAVAIR CIVILIAN/MILITARY EMPLOYEES ONLY</p> <p>NOTE: Contractor personnel are not eligible to attend.</p>
LENGTH:	½ Day
COST:	None
POC:	TFMSMD (301) 757-4123 or NAVAIR OSBP (301) 757-9083

COURSE TITLE:	PRESENTING ANALYSIS RESULTS
VENDOR:	Kais E Systems, Inc. 1840 E. Valencia Building 8, Suite 209 Tucson, AZ 85706
LOCATION:	Employee Development Center, Building #2189
DATE: 18-19 June 13	NOMINATION DEADLINE: 18 May 13
TIME:	8:00 a.m. – 3:30 p.m.
DESCRIPTION:	<p>The ability to convey facts and information in a clear, concise and engaging manner is a crucial part of delivering the analysis results. Presenting Analysis Results is designed to provide the knowledge of presentation skills and the techniques to use Excel and PowerPoint to create a technical presentation. Whether you present to the senior leadership of your organization or convey information at a staff meeting, this course provides you with the skills to convey your message while focusing on your audience needs and presentation objectives.</p> <p>Hands-on exercises provide you with practical experience using Excel 2007 and PowerPoint 2007. Exercises include:</p> <ul style="list-style-type: none"> ❖ Summarizing large sets of data into charts, graphs, and tables ❖ Creating Line, Bar, Column, and Pie charts ❖ Developing Radar charts and Bubble charts ❖ Writing descriptive TAG lines ❖ Making it meaningful; telling the story
OBJECTIVES:	<p>Upon completion of the course, students will have learned how to:</p> <ul style="list-style-type: none"> ❖ Set up data for charting ❖ Select the appropriate chart for the data presented ❖ Create a chart, graph, or table ❖ Customize the chart type ❖ Display three variables with a Bubble Chart ❖ Use SmartArt, Shapes, WordArt, and Text Boxes to tell the story
AUDIENCE:	Anyone who needs to develop or improve their charting competency and their presentation skills to confidently deliver impactful presentations using charts, graphs, and tables will benefit from Presenting Analysis Results. Some previous experience in Excel and PowerPoint is helpful.
PREREQUISITE:	Must have an NMCI account to attend
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil. Select NAVAIR Course Catalog then Business Management Analysis.</p> <p>NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html</p>
LENGTH:	2 Days
COST:	\$390
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>PROJECT MANAGEMENT, ADVANCED</i>
VENDOR:	Stanley E. Portny & Associates 20 Helene Drive Randolph, NJ 07869
LOCATION:	Employee Development Center, Building #2189
DATE: 23-25 September 13	NOMINATION DEADLINE: 23 August 13
TIME:	8:00 a.m. - 3:30 p.m.
DESCRIPTION:	<p>Stan Portny, author of the acclaimed Project Management For Dummies, introduces you to advanced skills and techniques for effective project planning, organizing and control. Topics include:</p> <ul style="list-style-type: none"> ❖ Keys for successful matrix management ❖ Conflict management ❖ Difference between management and leadership ❖ Keys to successful interpersonal relations ❖ Techniques to facilitate effective communication ❖ How to develop and use power and influence ❖ Overview of the elements of a high performance project team ❖ How to create and sustain motivation and enthusiasm ❖ Benefit cost analysis as a decision support tool ❖ How to develop the project budget ❖ Project risk management ❖ Project management information systems: schedule, labor and funds ❖ Earned Value Analysis and progress reporting ❖ The Post Project Evaluation
AUDIENCE:	Managers and team members of small, medium and large projects, as well as others who support projects.
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil. Select NAVAIR Course Catalog then Business Management Analysis.</p> <p>NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html</p>
LENGTH:	3 Days
COST:	\$825
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	<i>PROJECT MANAGEMENT, BASIC</i>
VENDOR:	Stanley E. Portny & Associates 20 Helene Drive Randolph, NJ 07869
LOCATION:	Employee Development Center, Building #2189
DATES: 21-23 May 13	NOMINATION DEADLINE: 21 April 13
TIME:	8:00 a.m. - 3:30 p.m.
DESCRIPTION:	<p>Stan Portny, author of the acclaimed Project Management For Dummies, introduces you to key techniques and approaches for effective project planning, organizing and control. Topics include:</p> <ul style="list-style-type: none"> ❖ Defining project purpose, desired outcomes, constraints and assumptions (the Statement of Work) ❖ Determining key project participants (the Audience List) ❖ Identifying project activities (the Work Breakdown Structure) ❖ Specifying project roles and responsibilities (the Linear Responsibility Chart) ❖ Developing and displaying a realistic and achievable project schedule (the Network Diagram, Key Events and Activities Lists and Gantt Chart) ❖ Estimating required personnel resources (the Skills Roster, Human Resources Matrix, Person Loading Chart and Person Loading Graph) ❖ Controlling project schedule performance and resource expenditures ❖ How to hold people accountable over whom you have no direct authority ❖ Keys for creating and keeping a motivated project team
AUDIENCE:	Managers and team members of small, medium and large projects, as well as others who support projects.
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil. Select NAVAIR Course Catalog then Business Management Analysis.</p> <p>NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html</p>
LENGTH:	3 Days
COST:	\$825
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301) 757-4123