



**TrainDev®**  
*Licensed Training Catalog*

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## Introduction to PowerTrain's Catalog Products

[PowerTrain, Inc.](#), is a woman-owned small business founded in 1994. We have created over 1,000 custom eLearning online/web-based trainings (WBT), instructor-led trainings (ILT) and virtual instructor-led trainings (VILT), and hybrid training products. Our courses are Section 508 Compliant. (Section 508 compliance is a set of rules that ensure electronic and information technology used by the federal government is accessible to people with disabilities.) We are on the cutting edge of training analysis, design, development, implementation, and evaluation for a broad range of Government clients. We have an outstanding, multidisciplinary staff of over 100 people who are grounded in the instructional systems design (ISD) process and create innovative solutions. We also offer Cloud-based solutions and performance consulting services including career mapping.

In addition to our custom course development services and other solutions mentioned above, PowerTrain is pleased to now offer licenses to our personalized commercial off-the-shelf (COTS) training course offerings. They are described in this catalog in two sections:

- WBT (or eLearning) Sharable Content Object Reference Model (SCORM) Course Personalization Packages. Each eLearning course is delivered to you in our industry standard SCORM package. SCORM courses share a common language between different eLearning systems, allowing our online courses to run on virtually any full-service Learning Management System (LMS). These courses are on-demand and can be accessed at any time or place!
- ILT/VILT course materials. ILT or Instructor-Led Training is a traditional form of training that is conducted in-person by an instructor at a scheduled time and location, often in a classroom setting. VILT is like ILT (with an instructor), but it happens remotely, online only. VILT is conducted through any virtual platform and allows learners to participate in real-time from anywhere in the world.

For more information on any of our services or to order a WBT or ILT/VLT course license, email us at: [info@powertrain.com](mailto:info@powertrain.com)

## WBT SCORM Course Personalization Product Licenses

Our WBT SCORM Course personalization product license includes:

- Complete course content that thoroughly explains and teaches important topics in an engaging and interactive manner.
- Topic-based knowledge checks, exercises, and interactions.
- An interface that can be personalized with your agency name and agency seal/brand.
- Updates to include your resource contact information (i.e., contact emails, offices, and phone numbers to the client agency). Note: Updating content, buttons, graphics, animation, or programming is available at an additional cost.
- Content that is accessible to people with disabilities and adheres to the Federal Section 508 compliance standards. We include self-verification on the Voluntary Product Accessibility Template (VPAT); a document that demonstrates our products' conformance to Federal Section 508



Compliance, requirement by requirement. This catalog contains a VPAT summary in Appendix A. The full course VPAT is available upon purchase.

- A SCORM 1.2 or SCORM 2004 package with all required files, a manifest, and an API ready to load on and communicate with your agency LMS that accepts SCORM courses.
- PowerTrain End User License Agreement for the perpetual license.

**Price per SCORM Course Personalization License:** \$9,922.36 per course hour.

## Optional Course Enhancements and Updates

Course enhancements and updates are available for any licensed course. Below are the product numbers for our course enhancements. Contact [info@powertrain.com](mailto:info@powertrain.com) for more details or to order by the product number:

Product	Product Number
<b>Animation/Simulation:</b> Units of Live Draw, Articulate/Captivate/other training software animation, or coded animation/simulation. Units set by the programmer hour.	SCRMX-PL-010-An
<b>Assessment Enhancements/Additions:</b> Units of enhancements (e.g., additions/updates to questions, grading, evaluation content).	SCRMX-PL-010-A
<b>Course Additions/Enhancements:</b> Units of courseware enhancements (e.g., updates for interactivity/gamification, modality conversion, URL/website upgrades).	SCRMX-PL-010-E
<b>Course Producer/Administrator:</b> Units of technical assistance (e.g., survey and poll results, learning management, communication plan, implementation/action plan, data plan and report, facilitation, performance support tool, curriculum gap report).	SCRMX-PL-010-P
<b>Courseware maintenance:</b> Units of courseware enhancement (e.g., for LMS functionality updates, software/browser compatibility conversion, policy additions/updates, UX/UI plan and report, course registration).	SCRMX-PL-010-M
<b>Graphical/Multimedia enhancement:</b> Units of custom images, photos, PDFs, infographics, APPs, or job aids to enhance courseware.	SCRMX-PL-010-G
<b>Language translation:</b> Unit of translation to other languages, set by course hour.	SCRMX-PL-010-L
<b>Narration:</b> New audio or other narration services, set by narration minute.	SCRMX-PL-010-N
<b>Section 508 Compliance:</b> Enhancement of accessibility features in a course.	SCRMX-PL-010-S

## Instructor-Led Training (ILT) or Virtual Instructor-Led Training (VILT) Product Licenses





# Web-Based Training

Our ILT/VILT package product license includes:

- Personalized, existing one-hour course. (Longer courses are priced by the seated instruction hour.)
- Personalization with updated agency references to the name of the client agency, branded custom materials with client agency seal/brand, and updated resource contact information (contact emails, offices, and phone numbers to the client agency). Note: Updating content, graphics, or activities/scenarios is available at an additional cost.
- PowerTrain End User License Agreement for the perpetual license.
- Complete set of materials ready to copy and distribute to students, including:
  - Instructor guide
  - Student handbook
  - Assessments
  - Answer Keys
  - PowerPoint Presentation
  - Tips on Presentation and tips on Delivery
- Section 508 compliant verification on the VPAT form. See Appendix A for abbreviated data showing compliance. Full VAPT is available upon purchase.

A qualified instructor (and technical support for the VILT, as needed), course registration and facilitation services, and custom course additions are available for an additional fee.

**Price per ILT/VILT course license:** Available upon Request.

## Offerings: WBT SCORM Course Personalization Product Licenses

PowerTrain offers a variety of Web-Based Training (WBT) that can be used as-is or with personalization. Once you buy the license, there are no fees associated with the course, and you may use the licensed product perpetually. These WBT courses are fully accessible, 508-compliant SCORM products that you can load on your system or any system that accepts SCORM packages. Course customization is available for an additional fee.

## Benefits of our COTS WBT Personalized SCORM Software Licenses

There are many benefits of our personalized commercial off-the-shelf (COTS) WBT personalized SCORM licensed courses.

- **Full COTS software solution:**
  - Provides an out-of-the-box WBT. It is personalized with your branding and perfect to use when there is no reason to design and develop a custom course with topics or features that your organization does not need or will never use.
  - Enables you to use our COTS WBT as part of a hybrid approach to training where the COTS WBT provides an overview of topics, and an in-person workshop or course provides hands-on exercises, custom scenarios, and specific agency-based activities.
  - Is available within a short timeframe. It provides for a short timeline from acquisition to everyday use.

- **Reduced cost of training:** Our COTS WBT significantly reduces training costs compared to traditional methods such as classroom training. This is because web-based training requires fewer resources for effective implementation, such as fewer instructors, fewer materials, and lower transportation costs.
- **Accessibility:** Our COTS WBT can be accessed from any location, at any time, thus eliminating the need to travel to a physical location for training. This can be especially beneficial for remote or dispersed workforces, or for workers who have long commutes to their places of employment.
- **Flexibility:** Our COTS WBT provides learners with the flexibility to learn on their own schedule, and at their own pace. This can improve the learning experience for many types of learners since it is often easier to understand and retain information when given sufficient time for practice.
- **Tracking and Reporting:** You can run our COTS WBT on your Learning Management System (LMS) or ours, so it provides trainers and instructors with the ability to track the progress and completion of courses. This allows instructors to identify areas where learners may be struggling and intervene where necessary to provide additional assistance quickly and easily. In addition, comprehensive reporting allows administrators to gain valuable insights into the performance of learners and the efficacy of training.

## COTS WBT SCORM License Offerings

The following pages describe our most popular COTS WBT License Offerings, including:

- Active Shooter Briefing: How to Deal Effectively with Active Shooter or Threat Situations
- No Fear Act: Understand Your Rights Against Discrimination and Harassment
- Preventing Workplace Harassment: Creating a Culture of Trust, Respect, and Integrity
- Emotionally Intelligent Leadership: Inspire, Motivate, and Empower by Recognizing and Managing Your Emotions
- Ethical Conduct: Public Trust, Transparency, and Accountability in Government Operations
- Leave, Work-Life, and Workplace Flexibilities: Leave Programs, Work Schedule Flexibilities, and Work-Life Programs
- Path to Federal Employment: For Military Spouses
- Path to Federal Employment: For Transitioning Service Members
- Program Management Essentials: Preparing Today's Workforce for Tomorrow's Challenges
- Telework Fundamentals: Manager Training
- Telework Fundamentals: Employee Training

## Active Shooter Briefing: How to Deal Effectively with Active Shooter or Threat Situations (SCRMX-PL-010-W770)



### At a Glance

This powerful training demonstrates best practices and general guidelines that may be of use in Active Shooter/Active Threat situations in and out of the workplace.

<b>Course Length</b>	One hour
<b>Interactivity</b>	Scenario-based questions and activities, quizzes with feedback
<b>Assessment</b>	Knowledge checks with feedback, post-training test
<b>Product Format</b>	eLearning and WBT
<b>eLearning Platform</b>	Any SCORM based platform including <a href="#">PowerTrain LMS Express Platform</a> (can be purchased separately)
<b>Accessibility</b>	JAWS tested, VPAT
<b>Certificate</b>	Certificate of Completion is available upon request
<b>Industry</b>	Government employees and government contractors
<b>Contact</b>	<a href="mailto:info@powertrain.com">info@powertrain.com</a>



### Product Description

Active Shooter scenarios are among the most terrifying types of attack one could endure. We are constantly being reminded that this type of attack can happen to anyone, anywhere. Taking responsibility for your own self-protection must include understanding this type of attack and what response options you have. The course includes recommendations with general guidelines and best practices (Run, Hide, Fight) which may be of use to you in real-life situations in and out of the workplace. An important feature of this training is a video produced by the City of Houston in collaboration with the Department of Homeland Security.

### Course Content and Objectives

Three Videos: Opening Comments, Run Hide Fight, and Closing Comments

- Run: Six important steps to follow
- Hide: Four important steps to follow
- Fight: Four important steps to follow
- 911: What to do when law enforcement arrives





### **Top Design Features**

- Shows viewers video footage of real-life active shooter scenarios and trains them how to deal with them.
- Is self-paced so training sessions can be easily adapted to busy schedules.
- Learners acknowledge having watched the videos upon completion and receive credit for completing the course.

### **Flexible Delivery Options**

- Self-Paced, interactive eLearning (can be customized with organizational policy and messaging)
- Instructor-Led Training (virtual or in-person delivery using our trainers)
- Train the Trainer (use our content and co-brand with your trainers delivering in-house)
- Blended Learning (combine our eLearning with instructor-led training using our trainers or yours)



### **Related Products**

- No Fear Act
- Preventing Workplace Harassment
- Ethical Conduct: Public Trust, Transparency, and Accountability in Government Operations
- Leave, Work-Life, and Workplace Flexibilities: Leave Programs, Work Schedule Flexibilities, and Work-Life Programs
- Emotionally Intelligent Leadership: Inspire, Motivate, and Empower by Recognizing and Managing Your Emotions



## No Fear Act: Understand Your Rights Against Discrimination and Harassment (SCRMX-PL-010-W020)



### At a Glance

This powerful training helps individuals identify anti-discrimination and whistle blower protection laws to protect against prohibited behaviors and harassment under the No Fear Act.

<b>Course Length</b>	One hour
<b>Interactivity</b>	Scenario-based questions and activities, quizzes with feedback
<b>Assessment</b>	Knowledge checks with feedback, post-training test
<b>Product Format</b>	eLearning and WBT
<b>eLearning Platform</b>	Any SCORM based platform including <a href="#">PowerTrain LMS Express Platform</a> (can be purchased separately)
<b>Accessibility</b>	JAWS tested, VPAT
<b>Certificate</b>	Certificate of Completion is available upon request
<b>Industry</b>	Government employees and contractors
<b>Contact</b>	<a href="mailto:info@powertrain.com">info@powertrain.com</a>



### Product Description

Federal employers who are unaware of their hidden biases can unintentionally discriminate against their employees, and federal employees may not be aware of the possible courses of action they can take if they feel they have been subjected to unlawful discrimination, harassing conduct, or retaliation.

The good news is that there are laws and systems in place to fight against these harmful behaviors. In 2002, President George W. Bush signed the Notification and Federal Employee Anti-discrimination and Retaliation Act (No FEAR), Public Law 107-174, Title I, General Provisions, Section 101(1), which requires each federal agency to provide written notification of the rights and protections available to federal employees, former federal employees, and applicants for federal employment under federal antidiscrimination and whistleblower laws listed in the No FEAR Act.



Training your federal employees and employers about the anti-discrimination and whistleblower protection laws under the No FEAR Act increases the accountability of federal departments and agencies for acts of discrimination or reprisal against employees.

### **Course Content and Objectives**

One Module: Anti-Harassment, Disability Discrimination, Sex & Gender-Based Discrimination, National Origin Discrimination, and Whistleblower Protection

- Identify your rights, and the remedies available to you, under anti-discrimination and whistleblower protection laws.
- Recognize the protected bases under anti-discrimination laws.
- Describe the prohibited behaviors and harassing conduct that must be reported upon witnessing.
- Identify possible courses of action if you feel you have been subjected to unlawful discrimination, harassing conduct, or retaliation.
- Recognize the protections under the Whistleblower Protection Act of 1989 and Whistleblower Enhancement Protection Act of 2012.
- Describe the protected disclosures, and when they are protected.
- Identify remedies for whistleblower retaliation.
- Recognize potential behaviors related to domestic violent extremism.
- Identify reporting requirements for alleged domestic violent extremism.



### **Top Design Features**

- Thoroughly informs students about laws that protect them from harassment, discrimination, and whistleblower retaliation.
- Gives real-life scenarios to apply their knowledge and assess their understanding.
- Provides action steps for victims of harassment, discrimination, and whistleblower retaliation.
- Is self-paced so training sessions can be easily adapted to busy schedules.
- Provides learners with an end-of-course assessment and gives credit for completing the course.
- Allows customized integration for resources, hyperlinks, and document references.

### **Flexible Delivery Options**

- Self-Paced, interactive eLearning (can be customized with organizational policy and messaging)
- Instructor-Led Training (part of a virtual or in-person delivery using our trainers)
- Train the Trainer (use our content and co-brand with your trainers delivering in-house)
- Blended Learning (combine our eLearning with instructor-led training using our trainers or yours)



### **Related Products**

- Preventing Workplace Harassment
- Ethical Conduct: Public Trust, Transparency, and Accountability in Government Operations
- Active Shooter Briefing
- Leave, Work-Life, and Workplace Flexibilities: Leave Programs, Work Schedule Flexibilities, and Work-Life Programs

- Emotionally Intelligent Leadership: Inspire, Motivate, and Empower by Recognizing and Managing Your Emotions

## Preventing Workplace Harassment: Creating a Culture of Trust, Respect, and Integrity (SCRMX-PL-010-W030)



### At a Glance

This powerful training defines harassment in the workplace and informs employees and employers of their agency's Anti-Harassment Policy with directions on how to handle it when it takes place and how to prevent it in the first place.

<b>Course Length</b>	30 minutes to one hour (depending on version)
<b>Interactivity</b>	Scenario-based questions and activities, quizzes with feedback
<b>Assessment</b>	Knowledge checks with feedback, post-training test
<b>Product Format</b>	eLearning and WBT
<b>eLearning Platform</b>	Any SCORM based platform including <a href="#">PowerTrain LMS Express Platform</a> (can be purchased separately)
<b>Accessibility</b>	JAWS tested, VPAT
<b>Certificate</b>	Certificate of Completion is available upon request
<b>Industry</b>	Federal employers and employees
<b>Contact</b>	<a href="mailto:info@powertrain.com">info@powertrain.com</a>



### Product Description

Harassment is a form of employment discrimination. Harassment is unwelcome conduct that is based on, race, color, religion, sex (including pregnancy, sexual orientation, and sexual stereotyping), national origin, age (40 or older), disability, genetic information, or prior or current reporting activities. Harassment on these bases is prohibited by law, and all civil rights statutes prohibit retaliation under any of the protected bases.

This course defines harassment as unwelcome conduct that you do not initiate, and you find personally offensive. It may occur between employees or between supervisor and employee. It may include but is not

limited to offensive jokes, slurs, epithets or name-calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

This training assists employers and employees with a legal perspective on harassment so that they can pursue legal protection when harassment takes place. It also gives proactive tools for preventing harassment in the workplace before it takes place.

### **Course Content and Objectives**

Four Lessons: Course Introduction, Anti-Harassment Overview, Avenues of Reporting, and Inquiry Process

- Recognize reportable behaviors (including harassment and retaliation).
- Apply the processes for reporting harassing behaviors.
- Identify the steps of the Equal Opportunity Employment (EEO) and Anti-Harassment Unit (AHU) investigatory processes.



#### **Top Design Features**

- Thoroughly informs about laws that protect them from harassment, discrimination, and retaliation.
- Gives real-life scenarios to apply their knowledge and assess their understanding.
- Provides action steps for victims of harassment, discrimination, and retaliation.
- Is self-paced so training sessions can be easily adapted to busy schedules.
- Provides learners with an end-of-course assessment and gives credit for completing the course.
- Allows customized integration for resources, hyperlinks, and document references.

### **Flexible Delivery Options**

- Self-Paced, interactive eLearning (can be customized with organizational policy and messaging)
- Instructor-Led Training (virtual or in-person delivery)
- Train the Trainer (use our content and co-brand with your trainers delivering in-house)
- Blended Learning (combine our eLearning with instructor-led training using our trainers or yours)



#### **Related Products**

- No Fear Act
- Ethical Conduct: Public Trust, Transparency, and Accountability in Government Operations
- Active Shooter Briefing
- Leave, Work-Life, and Workplace Flexibilities: Leave Programs, Work Schedule Flexibilities, and Work-Life Programs
- Emotionally Intelligent Leadership: Inspire, Motivate, and Empower by Recognizing and Managing Your Emotions



## Emotionally Intelligent Leadership: Inspire, Motivate, and Empower by Recognizing and Managing Your Emotions (SCRMX-PL-010-W440)



### At a Glance

Have you ever considered how a great leader inspired, motivated, or empowered you? Sometimes we do not notice the power of emotions when we think about great leaders. By the very nature of the word, they are leading other people, but it is impossible to truly lead without emotion. The best leaders have found effective ways to manage not only their own emotions, but other peoples' emotions as well.

Contrary to the outdated belief that leaders should think with their heads instead of their hearts, emotion is not the enemy of reason! Emotions carry important information about our values and goals. Without emotions, we do not know what is important—to us or to other people. This powerful training helps leaders grow their emotional intelligence by recognizing and managing their emotions, behaviors, and impulses. It encourages self-awareness, internal motivation, and the exploration of diverse perspectives. Through effective and authentic communication, emotional intelligence will create positive relationships within any organization.

<b>Course Length</b>	One hour
<b>Interactivity</b>	Scenario-based questions and activities, quizzes with feedback
<b>Assessment</b>	Knowledge checks with feedback, post-training test
<b>Product Format</b>	eLearning and WBT
<b>eLearning Platform</b>	Any SCORM based platform including <a href="#">PowerTrain LMS Express Platform</a> (can be purchased separately)
<b>Accessibility</b>	JAWS tested, VPAT
<b>Certificate</b>	Certificate of Completion is available upon request
<b>Industry</b>	Government employees and contractors
<b>Contact</b>	<a href="mailto:info@powertrain.com">info@powertrain.com</a>



### Product Description

Federal employees should be grounded in an ethical culture which requires them to refrain from using or appearing to use their official positions for their benefit or the benefit of others, including matters related to hiring and contracting decisions, proper use of Federal property,



nonpublic information, and funding. This course reinforces federal employees' commitment to perform their duties with dedication, integrity, and transparency.

It helps federal employees identify unethical behavior related to conflicts of interest related to finances, gifts from outside sources, misuse of government opposition, participation in outside organizations, and rules for ethical conduct under the Hatch Act.

Providing your federal employees with concrete examples and scenarios of ethical and unethical conduct empowers them with the knowledge they need to make choices that earn the trust and respect of their fellow citizens.

### **Course Content and Objectives**

Two Modules: Learning About Emotional Intelligence and Emotional Intelligence Scenarios.

- Assess Your Emotions
- Assess How You Deal with Others
- Be Aware Emotionally
- Discover The Four Domains of Emotional Intelligence: Self-Awareness, Self-Management, Social Awareness, and Relationship Management



#### **Top Design Features**

- Provides leaders with training and tools to grow their emotional intelligence and empower others to do the same.
- Gives real-life scenarios to apply their knowledge and assess their understanding.
- Provides detailed feedback on scenario questions to provide learners with a deep knowledge on choices that may seem gray.
- Is self-paced so training sessions can be easily adapted to busy schedules.
- Allows customized integration for resources, hyperlinks, and document references.

### **Flexible Delivery Options**

- Self-Paced, interactive eLearning (can be customized with organizational policy and messaging)
- Instructor-Led Training (virtual or in-person delivery)
- Train the Trainer (use our content and co-brand with your trainers delivering in-house)
- Blended Learning (combine our eLearning with instructor-led training using our trainers or yours)



#### **Related Products**

- Ethical Conduct: Public Trust, Transparency, and Accountability in Government Operations
- Fundamentals of Project and Program Management
- Active Shooter Briefing
- Leave, Work-Life, and Workplace Flexibilities: Leave Programs, Work Schedule Flexibilities, and Work-Life Programs

## Ethical Conduct: Public Trust, Transparency, and Accountability in Government Operations (SCRMX-PL-010-W010)



### At a Glance

This powerful training helps federal employees combat waste, fraud, and corruption in their positions of public office while working to restore and maintain public trust, a commitment to transparency, and accountability.

<b>Course Length</b>	One hour
<b>Interactivity</b>	Scenario-based questions and activities, quizzes with feedback
<b>Assessment</b>	Knowledge checks with feedback, post-training test
<b>Product Format</b>	eLearning and WBT
<b>eLearning Platform</b>	Any SCORM based platform including <a href="#">PowerTrain LMS Express Platform</a> (can be purchased separately)
<b>Accessibility</b>	JAWS tested, VPAT
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### Product Description

Federal employees should be grounded in an ethical culture which requires them to refrain from using or appearing to use their official positions for their benefit or the benefit of others, including matters related to hiring and contracting decisions, proper use of Federal property, nonpublic information, and funding. This course reinforces federal employees' commitment to perform their duties with dedication, integrity, and transparency.

It helps federal employees identify unethical behavior related to conflicts of interest related to finances, gifts from outside sources, misuse of government opposition, participation in outside organizations, and rules for ethical conduct under the Hatch Act. Providing your federal employees with concrete examples and scenarios of ethical and unethical conduct empowers them with the knowledge they need to make choices that earn the trust and respect of their fellow citizens.

## Course Content and Objectives

Five Modules: Conflicts of Interest; Gifts from Outside Sources; Misuse of Government Position; Participation in Outside Organizations; and Political Activity (Hatch Act).

- Identify conflicts of interest to address ethical problems that arise when an employee allows the performance of their official duties to be affected by outside financial interests or other considerations.
- Distinguish gifts from outside sources that you may accept from those you should decline.
- Recognize misuse of government position and the rules that forbid use of government position and title, nonpublic information, government property, and government time.
- Describe participation in outside organizations and ethics rules that apply to federal employees who participate in outside organizations, be it in their official or personal capacities.
- Recognize how the Hatch Act applies to federal employees of the executive branch.



### Top Design Features

- Thoroughly informs about ethical laws in place which protect the integrity and transparency of government officials.
- Gives real-life scenarios to apply their knowledge and assess their understanding.
- Provides detailed feedback on scenario questions to provide learners with a deep knowledge on choices that may seem gray.
- Is self-paced so training sessions can be easily adapted to busy schedules.
- Allows customized integration for resources, hyperlinks, and document references.

## Flexible Delivery Options

- Self-Paced, interactive eLearning (can be customized with organizational policy and messaging)
- Instructor-Led Training (virtual or in-person delivery)
- Train the Trainer (use our content and co-brand with your trainers delivering in-house)
- Blended Learning (combine our eLearning with instructor-led training using our trainers or yours)



### Related Products

- No Fear Act
- Preventing Workplace Harassment
- Fundamentals of Project and Program Management
- Active Shooter Briefing
- Leave, Work-Life, and Workplace Flexibilities: Leave Programs, Work Schedule Flexibilities, and Work-Life Programs
- Emotionally Intelligent Leadership: Inspire, Motivate, and Empower by Recognizing and Managing Your Emotions

## Leave, Work-Life, and Workplace Flexibilities: Leave Programs, Work Schedule Flexibilities, and Work-Life Programs (SCRMX-PL-010-W380)



### At a Glance

This powerful course is designed to give managers and employees a basic understanding of the vast resources and flexible workplace options available in the Federal Government as well as how to access and use those resources.

<b>Course Length</b>	One hour
<b>Interactivity</b>	Scenario-based questions and activities, quizzes with feedback
<b>Assessment</b>	Knowledge checks with feedback, post-training test
<b>Product Format</b>	eLearning and WBT
<b>eLearning Platform</b>	Any SCORM based platform including <a href="#">PowerTrain LMS Express Platform</a> (can be purchased separately)
<b>Accessibility</b>	JAWS tested, VPAT
<b>Certificate</b>	Certificate of Completion is available upon request
<b>Industry</b>	Government employees and contractors
<b>Contact</b>	<a href="mailto:info@powertrain.com">info@powertrain.com</a>



### Product Description

A flexible workplace can have positive impacts for any organization by supporting managers' and employees' needs to manage work and non-work responsibilities. Programs that contribute to a flexible workplace include leave programs, work schedule flexibilities, and work-life programs.

For managers and agencies, advantages of a flexible workplace include:

- Ability to recruit and retain high-performing and skilled employees.
- Improved productivity due to reduced employee stress, distractions, or absences.
- Higher levels of employee satisfaction and engagement.

For employees, advantages of a flexible workplace include:



- Greater work-life balance and integration.
- Reduced stress and improved health and well-being.
- Improved satisfaction at work.
- Fewer distractions due to non-work demands.

A flexible workplace culture can achieve benefits for employees and organizations by ensuring that employees are able to effectively manage work, family, and other personal responsibilities. This course will cover:

- The strategic use and benefits of leave and work-life programs and workplace flexibilities.
- An introduction to Federal leave programs.
- An introduction to Federal work-life programs and workplace flexibilities.

There are scenario-based exercises to strengthen your knowledge of Federal leave and work-life programs and workplace flexibilities.

### **Course Content and Objectives**

Three Lessons: Introduction to Leave Programs, Introduction to Work-Life and Workplace Flexibilities, and Apply Your Knowledge.

- Communicate the benefits of a flexible workplace culture for employees, managers, and agencies.
- State the commonly used leave, work-life, and workplace flexibility options available to Federal employees and managers.
- Apply course concepts to discern appropriate options that can be used by employees based on their circumstances.
- Know where to go for additional information on leave, work-life, and workplace flexibility.

### **Top Design Features**



- Gives managers and employees a basic understanding of the vast resources and flexible workplace options available in the Federal Government.
- Gives real-life scenarios to apply their knowledge and assess their understanding.
- Provides detailed feedback on scenario questions to provide learners with a deep knowledge on choices that may seem gray.
- Is self-paced so training sessions can be easily adapted to busy schedules.
- Allows customized integration for resources, hyperlinks, and document references.

### **Flexible Delivery Options**

- Self-Paced, interactive eLearning (can be customized with organizational policy and messaging)
- Instructor-Led Training (virtual or in-person delivery)
- Train the Trainer (use our content and co-brand with your trainers delivering in-house)

- Blended Learning (combine our eLearning with instructor-led training using our trainers or yours)



#### Related Products

- No Fear Act
- Preventing Workplace Harassment
- Ethical Conduct: Public Trust, Transparency, and Accountability in Government Operations
- Fundamentals of Project and Program Management
- Active Shooter Briefing
- Emotionally Intelligent Leadership: Inspire, Motivate, and Empower by Recognizing and Managing Your Emotions

### Path to Federal Employment: For Military Spouses (SCRMX-PL-010-W390)



#### At a Glance

This powerful training provides military spouses with all the steps and the resources they need to find federal employment.

<b>Course Length</b>	2 hours
<b>Interactivity</b>	Scenario-based questions and activities
<b>Assessment</b>	Quizzes with feedback, end of course mission to apply learning and achieve federal employment
<b>Product Format</b>	eLearning and WBT
<b>eLearning Platform</b>	Any SCORM based platform including <a href="#">PowerTrain LMS Express Platform</a> (can be purchased separately)
<b>Accessibility</b>	JAWS tested, VPAT
<b>Certificate</b>	Certificate of Completion issued with 70% or higher on lesson assessments (one per module – all modules must be passed to gain the certificate)
<b>Industry</b>	Military spouses
<b>Contact</b>	<a href="mailto:info@powertrain.com">info@powertrain.com</a>



### Product Description

PowerTrain worked with Operations of Personnel Management (OPM) to create a role-based course. Storytelling is a key component in keeping learners engaged. The narrator welcomes learners to the fictitious city of 'Vetsville', which is the training ground for learners to prepare for their mission of gaining federal employment. In this version, Michael is the military spouse who guides learners through their training (Modules 1-5) so that they are prepared to successfully accomplish their mission (Module 6). Other avatars in the course include the human resource practitioner, the hiring official, and the transitioning service member. Avatars are gorgeous illustrations based on photos, so they look and feel like real people. They also show beautiful diversity of gender, ethnic background, culture, and disabilities. Because each version of the course is customized for a specific role, the course is relevant to individual learners. Additionally, gamification techniques used in Module 6 engage learners through information recall and real-life application. Learners earn badges through each step of the mission until they reach their final goal.

### Course Content and Objectives

Six Modules: Course Introduction, Orientation to Federal Employment, Introduction to Military Spouse Employment, Understanding Derived Preference, Determining Special Hiring Authorities, Maximizing USAJOBS & MilGears, The Mission

- Explain the key components of the federal employment process.
- Identify Your Military Spouse Preference.
- Distinguish eligibility criteria for each special appointing authority.
- Recognize how to leverage USAJOBS to obtain federal employment.
- Discover where to find resources for the veteran employment process.
- Complete the required steps for obtaining a federal job.



### Top Design Features

- Gives real-life scenarios through AI avatar videos which allows learners to apply their knowledge and assess their understanding.
- Provides detailed feedback on scenario questions to provide learners with a deep knowledge on choices that may seem gray.
- Is self-paced so training sessions can be easily adapted to busy schedules.
- Allows customized integration for resources, hyperlinks, and document references.

### Flexible Delivery Options

- Instructor-Led Training (virtual or in-person delivery)
- Train the Trainer (use our content and co-brand with your trainers delivering in-house)
- Blended Learning (combine our eLearning with instructor-led training using our trainers or yours)



### Related Products

- Preventing Workplace Harassment
- No Fear Act
- Ethical Conduct: Public Trust, Transparency, and Accountability in Government Operations
- Active Shooter Briefing
- Leave, Work-Life, and Workplace Flexibilities: Leave Programs, Work Schedule Flexibilities, and Work-Life Programs
- Emotionally Intelligent Leadership: Inspire, Motivate, and Empower by Recognizing and Managing Your Emotions

## Path to Federal Employment: For Transitioning Service Members (SCRMX-PL-010-W400)



### At a Glance

This powerful training provides transitioning service members with all the steps and the resources they need to find federal employment.

<b>Course Length</b>	2 hours
<b>Interactivity</b>	Scenario-based questions and activities
<b>Assessment</b>	Quizzes with feedback, end of course mission to apply learning and achieve federal employment
<b>Product Format</b>	eLearning and WBT
<b>eLearning Platform</b>	Any SCORM based platform including <a href="#">PowerTrain LMS Express Platform</a> (can be purchased separately)
<b>Accessibility</b>	JAWS tested, VPAT
<b>Certificate</b>	Certificate of Completion issued with 70% or higher on lesson assessments (one per module – all seven modules must be passed to gain the certificate)
<b>Industry</b>	Transitioning service members
<b>Contact</b>	<a href="mailto:info@powertrain.com">info@powertrain.com</a>



### Product Description

PowerTrain worked with Operations of Personnel Management (OPM) to create a role-based course. Storytelling is a key component in keeping learners engaged. The narrator welcomes learners to the fictitious city of Vetsville, which is the training ground for learners to prepare for their mission of gaining federal employment. In this version, Wanda is the transitioning service member who guides learners through their training (Modules 1-5) so that they are prepared to successfully accomplish their mission (Module 6). Other avatars in the course include the human resource practitioner, the hiring official, and the military spouse. Avatars are gorgeous illustrations based on photos, so they look and feel like real people. They also show beautiful diversity of gender, ethnic background, culture, and disabilities. Because each version of the course is customized for a specific role, the course is relevant to individual learners. Additionally, gamification techniques used in Module 6 engage learners through information recall and real-life application. Learners learn badges through each step of the mission until they reach their final goal.

### Course Content and Objectives

Modules: Course Introduction, Orientation to Federal Employment, Introduction to Veteran Employment, Understanding Veterans' Preference, Understanding Special Hiring Authorities, Maximizing USAJOBS & MilGears, The Mission

- Explain the key components of the federal employment process.
- Identify Your Veterans' Preference eligibility.
- Distinguish eligibility criteria for each special appointing authority.
- Recognize how to leverage USAJOBS to obtain federal employment.
- Discover where to find resources for the veteran employment process.
- Complete the required steps for obtaining a federal job.



### Top Design Features

- Gives real-life scenarios through AI avatar videos which allows learners to apply their knowledge and assess their understanding.
- Provides detailed feedback on scenario questions to provide learners with a deep knowledge on choices that may seem gray.
- Is self-paced so training sessions can be easily adapted to busy schedules.
- Allows customized integration for resources, hyperlinks, and document references.

### Flexible Delivery Options

- Instructor-Led Training (virtual or in-person delivery)
- Train the Trainer (use our content and co-brand with your trainers delivering in-house)
- Blended Learning (combine our eLearning with instructor-led training using our trainers or yours)





### Related Products

- Preventing Workplace Harassment
- No Fear Act
- Ethical Conduct: Public Trust, Transparency, and Accountability in Government Operations
- Active Shooter Briefing
- Leave, Work-Life, and Workplace Flexibilities: Leave Programs, Work Schedule Flexibilities, and Work-Life Programs
- Emotionally Intelligent Leadership: Inspire, Motivate, and Empower by Recognizing and Managing Your Emotions

## Program Management Essentials: Preparing Today's Workforce for Tomorrow's Challenges (SCRMX-PL-010-W740)



### At a Glance

This powerful training helps federal employees learn project management and managers to increase their knowledge of building and working in a Project Framework; initiating, defining, and planning; Understanding project scope, scheduling, costing, and managing project quality; Conducting project risk management; and completing the phases of project execution, monitoring, controlling, and project closeout tasks.

<b>Course Length</b>	40 hours
<b>Interactivity</b>	Scenario-based questions and activities
<b>Assessment</b>	Quizzes with feedback, end-of-lesson quizzes (70% required on each to earn a certificate)
<b>Product Format</b>	eLearning and WBT
<b>eLearning Platform</b>	Any SCORM based platform including <a href="#">PowerTrain LMS Express Platform</a> (can be purchased separately)
<b>Accessibility</b>	JAWS tested, VPAT
<b>Certificate</b>	Certificate of Completion issued with 70% or higher on lesson assessments (one per module – all seven must be passed to gain the certificate)
<b>Industry</b>	Federal employees and contractors
<b>Contact</b>	<a href="mailto:info@powertrain.com">info@powertrain.com</a>



### Product Description

For every federal agency to meet its mission and achieve the goals put forward in the Strategic Plan, it's critical that we can effectively manage projects. The execution of any project is a complex undertaking, and those with unique requirements, highly technical mandates, experimental equipment, or environmental cleanup defy a templated approach.

The primary source material for this course comes from the Project Management Institute's (PMI) Project Management Body of Knowledge, or PMBOK®, and federal documents regarding project management. The principles in this course are highly relevant to any government agency and provide project managers with all the tools they need to reach optimum efficiency and effectivity.

### Course Content and Objectives

Modules: Project Framework, Initiating Defining, Planning Scope, Schedule, Cost and Quality, Project Risk Management, Project Execution, Monitoring and Controlling, Project Closeout

- Define project management and strategic planning terms.
- Explain the role strategic planning plays in project initiation in the Federal Government.
- Describe the scope management processes and the role of requirements in defining project scope.
- Describe the difference between project execution, project monitoring, and project controlling.
- Define the Direct and Manage Work Process used in the Executing Process Group.
- Identify the key inputs, tools and techniques, and outputs of the direct and manage project work the key inputs, tools and techniques, and outputs of the direct and manage project work.



### Top Design Features

- Includes instructor administrative tools, including an attendance policy and attendance sheet, class roster, and exam questions or booklets.
- Provides content presentation tips and tricks for instructors using Adobe Connect.
- Activities for both in-classroom and ILT environments include problem-based scenarios, case studies, group work, and application exercises.

### Flexible Delivery Options

- Instructor-Led Training (virtual or in-person delivery)
- Train the Trainer (use our content and co-brand with your trainers delivering in-house)
- Blended Learning (combine our eLearning with instructor-led training using our trainers or yours)



### Related Products

- Fundamentals of Project and Program Management
- Preventing Workplace Harassment
- No Fear Act
- Ethical Conduct: Public Trust, Transparency, and Accountability in Government Operations
- Active Shooter Briefing



- Leave, Work-Life, and Workplace Flexibilities: Leave Programs, Work Schedule Flexibilities, and Work-Life Programs
- Emotionally Intelligent Leadership: Inspire, Motivate, and Empower by Recognizing and Managing Your Emotions

## Telework Fundamentals: Manager Training (SCRMX-PL-010-W420)



### At a Glance

This powerful training helps teleworker managers strengthen their skills in attracting and retaining the most qualified telework employees for federal agencies.

<b>Course Length</b>	One hour
<b>Interactivity</b>	Scenario-based questions and activities
<b>Assessment</b>	Quizzes with feedback, end-of-lesson quizzes (70% required on each to earn a certificate)
<b>Product Format</b>	eLearning and WBT
<b>eLearning Platform</b>	Any SCORM based platform including <a href="#">PowerTrain LMS Express Platform</a> (can be purchased separately)
<b>Accessibility</b>	JAWS tested, VPAT
<b>Certificate</b>	Certificate of Completion issued with 70% or higher on lesson assessments (one per module – all seven must be passed to gain the certificate)
<b>Industry</b>	Federal agencies with telework managers
<b>Contact</b>	<a href="mailto:info@powertrain.com">info@powertrain.com</a>



### Product Description

In 2010, Congress passed the Telework Enhancement Act and, since COVID, it is even more timely now. Among other things, the Act specifies roles, responsibilities, and expectations for all Federal Executive agencies. The Act outlines telework policies, employee eligibility and participation, program implementation, and reporting.

This training will provide you with the information and tools you need to manage your telework employees. Telework can help managers attract and retain the best qualified employees, providing them with

uninterrupted blocks of time to work on key projects and giving the organization a way of functioning more effectively during crisis situations and other business interruptions. This training walks managers through the process of developing a telework program, selecting eligible employees, and managing them effectively. At the end of the final module, you will be able to print a certificate showing your successful completion of the Telework Fundamentals – Manager Training.

### Course Content and Objectives

Modules: Essentials of Telework, Skills and Processes, Telework-Related Topics, Course Review,

- Describe the potential benefits of teleworking.
- Explain telework principles and procedures.
- Identify employee work habits and job tasks that are suitable for telework.
- Explain the tools needed for effective management of teleworkers.



### Top Design Features

- Gives real-life scenarios through AI avatar videos which allows learners to apply their knowledge and assess their understanding.
- Provides detailed feedback on scenario questions to provide learners with a deep knowledge on choices that may seem gray.
- Is self-paced so training sessions can be easily adapted to busy schedules.
- Allows customized integration for resources, hyperlinks, and document references.

### Flexible Delivery Options

- Self-Paced, interactive eLearning (can be customized with organizational policy and messaging)
- Instructor-Led Training (virtual or in-person delivery)
- Train the Trainer (use our content and co-brand with your trainers delivering in-house)
- Blended Learning (combine our eLearning with instructor-led training using our trainers or yours)



### Related Products

- Telework Fundamentals: Employee Training
- Preventing Workplace Harassment
- No Fear Act
- Ethical Conduct: Public Trust, Transparency, and Accountability in Government Operations
- Active Shooter Briefing
- Leave, Work-Life, and Workplace Flexibilities: Leave Programs, Work Schedule Flexibilities, and Work-Life Programs
- Emotionally Intelligent Leadership: Inspire, Motivate, and Empower by Recognizing and Managing Your Emotions
- Fundamentals of Project and Program Management ILT/VILT: Preparing Today's Workforce for Tomorrow's Challenges ILT/VILT



## Telework Fundamentals: Employee Training (SCRMX-PL-010-W410)



### At a Glance

This powerful training helps teleworker employees strengthen their skills in being an effective teleworker in a Federal environment.

<b>Course Length</b>	One hour
<b>Interactivity</b>	Scenario-based questions and activities
<b>Assessment</b>	Quizzes with feedback, end-of-lesson quizzes (70% required on each to earn a certificate)
<b>Product Format</b>	eLearning and WBT
<b>eLearning Platform</b>	Any SCORM based platform including <a href="#">PowerTrain LMS Express Platform</a> (can be purchased separately)
<b>Accessibility</b>	JAWS tested, VPAT
<b>Certificate</b>	Certificate of Completion issued with 70% or higher on lesson assessments (one per module – all seven must be passed to gain the certificate)
<b>Industry</b>	Federal agencies with telework employees
<b>Contact</b>	<a href="mailto:info@powertrain.com">info@powertrain.com</a>



### Product Description

In 2010, Congress passed the Telework Enhancement Act. Among other things, the Act specifies roles, responsibilities, and expectations for all Federal Executive agencies. The Act outlines telework policies, employee eligibility and participation, program implementation, and reporting.

Telework can give you more control over your schedule, more time for family and community, and freedom from the interruptions of a typical office environment. But will telework work for you? This course gives you a brief, practical introduction to teleworking. It offers tools for deciding whether teleworking is a good fit for you and for the specific job you hold. It teaches you strategies for teleworking efficiently, staying “plugged in” to the office, and managing your interactions with coworkers and customers. At the end of this training, you will be able to print a certificate showing your successful completion of the Telework Fundamentals — Employee Training course.



## Course Content and Objectives

Modules: Essentials of Telework, Skills and Processes, Telework-Related Topics, Course Review,

- Describe the benefits of teleworking.
- Explain telework principles and procedures.
- Identify your potential strengths and weaknesses as a teleworker.
- List the factors to consider when setting up a place to work at home.
- Describe the necessary tools to successfully telework.



### Top Design Features

- Gives real-life scenarios through AI avatar videos which allows learners to apply their knowledge and assess their understanding.
- Provides detailed feedback on scenario questions to provide learners with a deep knowledge on choices that may seem gray.
- Is self-paced so training sessions can be easily adapted to busy schedules.
- Allows customized integration for resources, hyperlinks, and document references.

## Flexible Delivery Options

- Self-Paced, interactive eLearning (can be customized with organizational policy and messaging)
- Instructor-Led Training (virtual or in-person delivery)
- Train the Trainer (use our content and co-brand with your trainers delivering in-house)
- Blended Learning (combine our eLearning with instructor-led training using our trainers or yours)



### Related Products

- Telework Fundamentals: Manager Training
- Preventing Workplace Harassment
- No Fear Act
- Ethical Conduct: Public Trust, Transparency, and Accountability in Government Operations
- Active Shooter Briefing
- Leave, Work-Life, and Workplace Flexibilities: Leave Programs, Work Schedule Flexibilities, and Work-Life Programs



## All COTS WBT SCORM License Offerings by Category

This section contains a list of all available course names and product numbers by category, without a full description. Please send an email to [info@powertrain.com](mailto:info@powertrain.com) for more details on any of these course offerings.

Course customization for any course is available for an additional fee. In addition to those offered in this catalog, other SCORM courses are being developed every day. Please send an email to [info@powertrain.com](mailto:info@powertrain.com) if you have a specific requirement and want to see if there is a course that meets your agency's needs.

Categories:

1. [Compliance and Ethics](#)
2. [Cybersecurity](#)
3. [Environmental/Energy](#)
4. [Finance and Procurement](#)
5. [Human Resources](#)
6. [Leadership and Management Development](#)
7. [Marine Inspector Training](#)
8. [Medical and Laboratory](#)
9. [Project and Program Management](#)
10. [Safety](#)
11. [Systems/User Training](#)

### Compliance and Ethics

Product Number	WBT Title	Course Length
SCRMX-PL-010-W010	Ethical Conduct: Public Trust, Transparency, and Accountability in Government Operations	1 Hour
SCRMX-PL-010-W020	No Fear Act: Understand Your Rights Against Discrimination and Harassment	1 Hour
SCRMX-PL-010-W030	Preventing Workplace Harassment: Creating a Culture of Trust, Respect, and Integrity	30 Minutes-1 Hour
SCRMX-PL-010-W040	Regulatory Laboratory Inspections (WBT)	1 Hour
SCRMX-PL-010-W050	Research Ethics (WBT)	1 Hour
SCRMX-PL-010-W060	A Roadmap to Success: Disability Recruitment, Hiring, Advancement, and Retention	75 Minutes
SCRMX-PL-010-W810	Domestic Violence, Sexual Assault, and Stalking (DVSAS) Training	2-2.5 Hours

SCRMX-PL-010-W830	Annual Assurance of Confidentiality Training for HIV Surveillance and Related Data and National HIV Prevention Program Monitoring & Evaluation Data	2 Hours
SCRMX-PL-010-W840	Hospital Radiological Emergency Operations: Hospital Operations Plan	30 Minutes-1 Hour

#### Cybersecurity

Product Number	WBT Title	Course Length
SCRMX-PL-010-W900	PIV Activator	1 Hour
SCRMX-PL-010-W910	PIV Adjudicator	1 Hour
SCRMX-PL-010-W920	PIV Registrar	2 Hours
SCRMX-PL-010-W930	PIV Role Administrator	1 Hour
SCRMX-PL-010-W940	PIV Security Officer	1 Hour
SCRMX-PL-010-W950	PIV Sponsor	1 Hour

#### Environmental/Energy

Product Number	WBT Title	Course Length
SCRMX-PL-010-W090	Environmental Laws and Regulations	8 Hours
SCRMX-PL-010-W840	Hospital Radiological Emergency Operations: Hospital Operations Plan	30 Minutes-1 Hour

#### Finance and Procurement

Product Number	WBT Title	Course Length
SCRMX-PL-010-W100	Acquisition Open Opportunities	1.5 Hours
SCRMX-PL-010-W110	Awarding Task Orders Under Multiple-Award IDIQ Contracts (Federal Acquisition Training Curriculum)	30 Minutes

SCRMX-PL-010-W120	Best Value Continuum (Federal Acquisition Training Curriculum)	5 Minutes
SCRMX-PL-010-W130	Buy American Statute (Federal Acquisition Training Curriculum)	2 Hours
SCRMX-PL-010-W140	Certificate of Competency (Federal Acquisition Training Curriculum)	45 Minutes
SCRMX-PL-010-W150	Conducting Effective Preaward and Postaward Debriefings (Federal Acquisition Training Curriculum)	20 Minutes
SCRMX-PL-010-W160	Contracting Basics (Federal Acquisition Training Curriculum)	15 Hours
SCRMX-PL-010-W170	Contracting Officer's Representative Level 1 (Federal Acquisition Training Curriculum)	8 Hours
SCRMX-PL-010-W180	Contract Remedies (Federal Acquisition Training Curriculum)	20 Minutes
SCRMX-PL-010-W190	Contract Types (Federal Acquisition Training Curriculum)	6 Minutes
SCRMX-PL-010-W200	Establishing Line Items for Contracts and Orders (Federal Acquisition Training Curriculum)	45 Minutes
SCRMX-PL-010-W210	FAPIS Training (Federal Acquisition Training Curriculum)	2 Hours
SCRMX-PL-010-W220	Getting the Best Value (Federal Acquisition Training Curriculum)	25 Minutes
SCRMX-PL-010-W230	HUBZone Contracting (Federal Acquisition Training Curriculum)	2 Hours
SCRMX-PL-010-W240	Innovation and the FAR Guiding Principles (Federal Acquisition Training Curriculum)	6.5 Hours
SCRMX-PL-010-W250	Interagency Acquisitions: Realizing the Value (Federal Acquisition Training Curriculum)	30 Minutes
SCRMX-PL-010-W260	Introduction to the FAR (Federal Acquisition Training Curriculum)	2 Hours
SCRMX-PL-010-W270	Market Research (Federal Acquisition Training Curriculum)	30 Minutes
SCRMX-PL-010-W280	Past Performance (Federal Acquisition Training Curriculum)	1.5 Hours

SCRMX-PL-010-W290	Price Analysis (Federal Acquisition Training Curriculum)	30 Minutes
SCRMX-PL-010-W300	Price Reasonableness for Simplified Acquisitions (Federal Acquisition Training Curriculum)	30 Minutes
SCRMX-PL-010-W310	Procurement Innovation Lab (PIL) Primer (DHS PIL) (Federal Acquisition Training Curriculum)	52 Minutes
SCRMX-PL-010-W320	Small Business Programs (Federal Acquisition Training Curriculum)	4 Hours
SCRMX-PL-010-W330	Small Business Strategies for Multiple-Award Contracts (Federal Acquisition Training Curriculum)	1 Hour
SCRMX-PL-010-W340	Strengthening Effective Communication with Industry Partners (Federal Acquisition Training Curriculum)	1 Hour
SCRMX-PL-010-W350	The Customer's Role on the Acquisition Team (Federal Acquisition Training Curriculum)	2 Hours
SCRMX-PL-010-W360	Verifying Offeror or Quoter Registration in the System for Award Management (Federal Acquisition Training Curriculum)	10 Minutes
SCRMX-PL-010-W370	Writing Quality Past Performance Evaluations (Federal Acquisition Training Curriculum)	1 Hour
SCRMX-PL-010-W820	The Basic Principles of Medical School Funding	1 Hour

#### Human Resources

Product Number	WBT Title	Course Length
SCRMX-PL-010-W380	Leave, Work-Life, and Workplace Flexibilities: Leave Programs, Work Schedule Flexibilities, and Work-Life Programs	1 Hour
SCRMX-PL-010-W390	Path to Federal Employment: For Military Spouses	2 Hours
SCRMX-PL-010-W400	Path to Federal Employment: For Transitioning Service Members	2 Hours
SCRMX-PL-010-W410	Telework Fundamentals: Employee Training	1 Hour
SCRMX-PL-010-W420	Telework Fundamentals: Manager Training	1 Hour

SCRMX-PL-010-W430	Use of Hiring Assessments: A SME-Based Approach	2 Hours
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#### Leadership and Management Development

Product Number	WBT Title	Course Length
SCRMX-PL-010-W440	Emotionally Intelligent Leadership: Inspire, Motivate, and Empower by Recognizing and Managing Your Emotions	1 Hour
SCRMX-PL-010-W420	Telework Fundamentals: Manager Training	1 Hour
SCRMX-PL-010-W450	Trauma-Informed Leadership Training (Junior Level Leadership)	4 Hours
SCRMX-PL-010-W460	Trauma-Informed Leadership Training (Mid-Level Leadership)	4 Hours
SCRMX-PL-010-W470	Trauma-Informed Leadership Training (Senior Level Leadership)	4 Hours

#### Marine Inspector Training

Product Number	WBT Title	Course Length
SCRMX-PL-010-W480	Barges, Introduction (From Marine Inspector Training Curriculum) (DHS)	2 Hours
SCRMX-PL-010-W490	Deep Draft Vessels, Introduction (From Marine Inspector Training Curriculum) (DHS)	2 Hours
SCRMX-PL-010-W500	Foreign Chemical Tankers, Introduction (From Marine Inspector Training Curriculum) (DHS)	2 Hours
SCRMX-PL-010-W510	Foreign Freight Vessels, Introduction (From Marine Inspector Training Curriculum) (DHS)	2 Hours
SCRMX-PL-010-W520	Foreign Gas Tankers, Introduction (From Marine Inspector Training Curriculum) (DHS)	2 Hours
SCRMX-PL-010-W530	Foreign Passenger Vessels, Introduction (From Marine Inspector Training Curriculum) (DHS)	2 Hours
SCRMX-PL-010-W540	Foreign Tank Vessels, Introduction (From Marine Inspector Training Curriculum) (DHS)	2 Hours



SCRMX-PL-010-W550	Inspected Towing Vessels, Introduction (From Marine Inspector Training Curriculum) (DHS)	2 Hours
SCRMX-PL-010-W560	K-Boats, Introduction (From Marine Inspector Training Curriculum) (DHS)	2 Hours
SCRMX-PL-010-W570	Mobile Offshore Drilling Units, Introduction (From Marine Inspector Training Curriculum) (DHS)	2 Hours
SCRMX-PL-010-W580	Offshore Supply Vessels, Introduction (From Marine Inspector Training Curriculum) (DHS)	2 Hours
SCRMX-PL-010-W590	Port State Control Examiners, Introduction (From Marine Inspector Training Curriculum) (DHS)	2 Hours
SCRMX-PL-010-W600	Small Passenger Vessels, Introduction (From Marine Inspector Training Curriculum) (DHS)	2 Hours

#### Medical and Laboratory

Product Number	WBT Title	Course Length
SCRMX-PL-010-W70	An Introduction to Transgender Communities (From Transgender Training Curriculum for HIV Research)	1 Hour
SCRMX-PL-010-W830	Annual Assurance of Confidentiality Training for HIV Surveillance and Related Data and National HIV Prevention Program Monitoring & Evaluation Data	2 Hours
SCRMX-PL-010-W610	Clinical Considerations for Transgender Patients in HIV Research (From Transgender Training Curriculum for HIV Research)	1 Hour
SCRMX-PL-010-W620	Clinical Site Monitoring (CSM) System (WBT)	1.5 Hours
SCRMX-PL-010-W630	Community Advisory Boards (WBT)	30 Minutes
SCRMX-PL-010-W080	Creating A Gender-Affirming HIV Research Environment (From Transgender Training Curriculum for HIV Research)	1 Hour
SCRMX-PL-010-W640	Essential Documents (WBT)	1 Hour
SCRMX-PL-010-W650	Good Clinical Laboratory Practices (WBT)	8 Hours
SCRMX-PL-010-W660	HIV Research Counseling and Testing (WBT)	4 Hours

SCRMX-PL-010-W670	HIV in Transgender Communities (From Transgender Training Curriculum for HIV Research)	1 Hour
SCRMX-PL-010-W680	Introduction to Clinical Research and Clinical Research Practices (WBT)	1 Hour
SCRMX-PL-010-W690	Prevention of Harmful Behaviors (DoD)	60 Hours
SCRMX-PL-010-W050	Research Ethics (WBT)	1 Hour
SCRMX-PL-010-W700	"Success Over COVID-19" Video	10 Minutes
SCRMX-PL-010-W710	Trauma-Informed Care for Transgender Participants in HIV Research (From Transgender Training Curriculum for HIV Research)	1 Hour
SCRMX-PL-010-W720	Tuberculosis Infection Control (WBT)	1 Hour
SCRMX-PL-010-W820	The Basic Principles of Medical School Funding	1 Hour
SCRMX-PL-010-W830	Annual Assurance of Confidentiality Training for HIV Surveillance and Related Data and National HIV Prevention Program Monitoring & Evaluation Data	2 Hours
SCRMX-PL-010-W840	Hospital Radiological Emergency Operations: Hospital Operations Plan	30 Minutes-1 Hour

#### Project and Program Management

Product Number	WBT Title	Course Length
SCRMX-PL-010-W730	Designing an Assessment Strategy: Fundamental Concepts, Processes and Applications	2 Hours
SCRMX-PL-010-W740	Program Management Essentials: Preparing Today's Workforce for Tomorrow's Challenges	40 Hours
SCRMX-PL-010-W750	Project Management and the Project Lifecycle (Federal Acquisition Training Curriculum)	22 Hours
SCRMX-PL-010-W760	Project Management Basics (Federal Acquisition Training Curriculum)	20 Hours

#### Safety

Product Number	WBT Title	Course Length
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SCRMX-PL-010-W770	Active Shooter Briefing: How to Deal Effectively with Active Shooter or Threat Situations	1 Hour
SCRMX-PL-010-W810	Domestic Violence, Sexual Assault, and Stalking (DVSAS) Training	2-2.5 Hours
SCRMX-PL-010-W840	Hospital Radiological Emergency Operations: Hospital Operations Plan	30 Minutes-1 Hour

#### Systems/User Training

Product Number	WBT Title	Course Length
SCRMX-PL-010-W780	DOE PARS User Training: Advanced Course	8 Hours
SCRMX-PL-010-W790	DOE PARS User Training: Basic Course	8 Hours
SCRMX-PL-010-W800	Trial Master Files (TMF) Micro-Learning video series: <ul style="list-style-type: none"> <li>• DAIDS Decentralized TMF Approach</li> <li>• Uploading A Document</li> <li>• Material or Document Requests</li> <li>• How to use the Index</li> <li>• PC Oversight</li> <li>• Relevant Communication</li> <li>• Certification Process</li> </ul>	35 Minutes



## Instructor-Led Training

### Offerings: Instructor-Led Training (ILT) or Virtual Instructor-Led Training (VILT) Product Licenses

#### Overview and Benefits of ILT and VILT

PowerTrain offers Instructor-Led Training (ILT) and Virtual Instructor-Led Training (VILT) course materials that can be used as-is or personalized to reflect your agency branding. There are no ongoing fees associated with the course license after purchase, and you may use them perpetually. These ILT/VILT courses are fully accessible and 508-compliant. Course customization and instructors are available for an additional fee. Technical support for the VILT is also available for an additional fee.



Benefits of ILT/VILT include:

- 1. Increased engagement:** One of the most significant benefits of ILT/VILT is the improved engagement gained from having a live, knowledgeable presenter available to stimulate discussions and answer questions. This creates an environment in which learners are more likely to stay engaged and absorb the information presented.
- 2. Higher knowledge retention:** Yet another advantage of an ILT/VILT is that they can help ensure your learners' understanding of the material presented. With a trainer available to go over difficult topics and encourage further exploration, there is a higher likelihood that participants will retain the information forever.
- 3. More interactive learning:** ILT/VILT presents an opportunity for learners to interact with each other as well as the instructor, enabling them to discuss ideas and put into practice new skills. Furthermore, the small-group theory allows peers to offer encouragement and support, and to challenge each other while learning.
- 4. Increased motivation:** ILT/VILT instructors can make a complex concept easier to understand and better retain. This creates an impetus for learners to continue seeking education and to develop their skills even further. With a knowledgeable instructor on hand, learners are more likely to stay motivated and perform better.

**ILT/VILT training packages include:**

- Instructor Guide
- Student Handbook
- Assessments with Answer Keys
- PowerPoint Presentations
- Tips on Presentation and Delivery

A complete package!

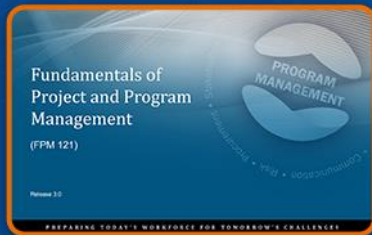
The following describes our COTS ILT/VILT License Offering:

- Fundamentals of Project and Program Management ILT/VILT: Preparing Today's Workforce for Tomorrow's Challenges

**Other courses are being developed every day and others already exist that are not listed in this catalog. Please send an email to [info@powertrain.com](mailto:info@powertrain.com) if you have a specific requirement and want to see if there is a different course that meets your agency's needs.**



## Fundamentals of Project and Program Management ILT/VILT: Preparing Today's Workforce for Tomorrow's Challenges (SCRMX-PL-010-I030)



### At a Glance

This powerful ILT/VILT discusses and builds on the basic concepts of acquisition fundamentals and project and program management. Students learn basic management concepts and apply those concepts through extensive hands-on exercises.

<b>Course Length</b>	40 hours
<b>Interactivity</b>	True-to-life scenarios and activities
<b>Assessment</b>	Post-test (80% required to complete the course and earn a certificate)
<b>Product Format</b>	ILT
<b>Materials</b>	Instructor Guide (with instructor administrator tools, including attendance policy and class roster), Binder Covers and Spines, Exam Questions/Booklets and Final Assessment, Student Handbook, Answer Keys, Rubric, and PowerPoint Presentations
<b>Accessibility</b>	DHS 508 Trusted Tester certified, JAWS tested, VPAT
<b>Certificate</b>	Certificate of Completion is provided
<b>Industry</b>	Government employees and contractors
<b>Contact</b>	<a href="mailto:info@powertrain.com">info@powertrain.com</a>



### Product Description

Program and Project Managers (P/PMs) are critical to project success. The course is for acquisition professionals in the Federal Government who are performing program and project management activities and functions. The focus is on targeted learning objectives including developing accurate government requirements, defining measurable performance standards, and managing life cycle activities to ensure that intended outcomes are achieved.

This course has a single Instructor Guide that contains all the materials for both virtual and physical environments.

### Course Content and Objectives

Eight Modules: Introduction; The Integrated Project Team (IPT); Justifying the Solution; Developing Requirements; Planning the Acquisition; A Systems Engineering Approach; Measuring Performance; and Summary and Assessment.

- Examine program/project performance in terms of budget, schedule, and scope.
- Integrate multiple roles and responsibilities as invested resources to make program/project decisions.
- Justify program/project management decisions as part of problem-solving exercises.
- Develop elements of key program/project management deliverables to plan a program or project throughout its life cycle.
- Define the process for developing program specification requirements and performance work statement (PWS) that defines the project, addressing roles and missions.
- Describe the source selection process, acquisition planning, market research, request for proposal (RFP), and evaluation of proposals and contract award.
- Connect principles of systems engineering to monitoring and controlling a program/project.
- Interpret information in case studies, real-world scenarios, and project summaries to address an organizational need.



### **Top Design Features**

- Includes instructor administrative tools like an attendance policy and attendance sheet, class roster, and exam questions or booklets.
- Provides content presentation tips and tricks for instructors using Adobe Connect for the VILT offering.
- Activities for both in-classroom and virtual ILT environments include problem-based scenarios, case studies, group work, and application exercises.

### **Flexible Delivery Options**

- ILT/VILT (virtual or in-person delivery)
- Train the Trainer (use our content and co-brand with your trainers delivering in-house)
- Blended Learning (combine our eLearning with instructor-led training using our trainers or yours)



### **Related Products**

- Program Management Essentials WBT
- Ethical Conduct: Public Trust, Transparency, and Accountability in Government Operations WBT
- Active Shooter Briefing WBT
- Leave, Work-Life, and Workplace Flexibilities: Leave Programs, Work Schedule Flexibilities, and Work-Life Programs WBT
- Emotionally Intelligent Leadership: Inspire, Motivate, and Empower by Recognizing and Managing Your Emotions WBT





## All COTS ILT/VILT License Offerings

This section contains a list of all available course names and product numbers, without a full description. Please send an email to [info@powertrain.com](mailto:info@powertrain.com) for more details on any of these course offerings.

Course customization for any course is available for an additional fee. In addition to those offered in this catalog, other ILT/VILT courses are being developed every day. Please send an email to [info@powertrain.com](mailto:info@powertrain.com) if you have a specific requirement and want to see if there is a course that meets your agency's needs.

Product Number	ILT Title	Course Length
SCRMX-PL-010-I010	Coaching for Resiliency: Fundamentals	8 Hours
SCRMX-PL-010-I020	Coaching for Resiliency: Introduction	8 Hours
SCRMX-PL-010-I030	Fundamentals of Project and Program Management: Preparing Today's Workforce for Tomorrow's Challenges	40 Hours
SCRMX-PL-010-I040	Medical Modeling and Simulation Training	8 Hours



## APPENDIX A

### VPAT Accessibility Report Summary; Reviewed Section 508 Edition

The self-disclosing Voluntary Product Accessibility Template (VPAT) is a document that demonstrates our products' conformance to Federal Section 508 Compliance, requirement by requirement.

#### *Active Shooter Briefing*

**Name of Product/Version:** Active Shooter Briefing  
**Report Date:** June 30, 2023  
**Product Description:** Course covers the actions to be taken during an active shooter situation  
**Contact Information:** Info@powerTrain.com  
**Evaluation Methods Used:** Manual testing and tools such as ANDI, Color Contrast Analyzer, and JAWS screen reader software

#### *No Fear Act*

**Name of Product/Version:** No FEAR Act Refresher (FY23)  
**Report Date:** June 15, 2023  
**Product Description:** 2023 No FEAR Act Refresher course  
**Contact Information:** Info@powerTrain.com  
**Evaluation Methods Used:** Manual testing and tools such as ANDI, Color Contrast Analyzer, and JAWS screen reader software

#### *Preventing Workplace Harassment*

**Name of Product/Version:** Preventing Workplace Harassment/FY23  
**Report Date:** June 16, 2023  
**Product Description:** The Fiscal Year 2023 version of the Preventing Workplace Harassment course  
**Contact Information:** Info@powerTrain.com  
**Evaluation Methods Used:** Manual testing and tools such as ANDI, Color Contrast Analyzer, and JAWS screen reader software.

#### *Emotionally Intelligent Leadership*

**Name of Product/Version:** Emotionally Intelligent Leadership  
**Report Date:** June 29, 2023  
**Product Description:** Interactive training on leading with emotional intelligence  
**Contact Information:** Info@powerTrain.com  
**Evaluation Methods Used:** Manual testing and tools such as ANDI, Color Contrast Analyzer, and JAWS screen reader software

#### *Ethical Conduct*

**Name of Product/Version:** DOE Annual Ethics Training/FY23  
**Report Date:** June 20, 2023  
**Product Description:** Fiscal Year 2023 version of the DOE Annual Ethics training  
**Contact Information:** Info@powerTrain.com  
**Evaluation Methods Used:** Manual testing and tools such as ANDI, Color Contrast Analyzer, and



JAWS screen reader software

*Leave, Work-Life, and Workplace Flexibilities*

**Name of Product/Version:** Introduction to Leave, Work-Life, and Workplace Flexibilities  
**Report Date:** July 3, 2023  
**Product Description:** Course on the policies surrounding leave, work-life balance, and workplace flexibility in Federal and contract settings.  
**Contact Information:** Info@powerTrain.com  
**Evaluation Methods Used:** Manual testing and tools such as ANDI, Color Contrast Analyzer, and JAWS screen reader software

*Path to Federal Employment: For Military Spouses*

**Name of Product/Version:** FEDS HIRE VETS: Your Path to Federal Employment for Military Spouses  
**Report Date:** July 10, 2023  
**Product Description:** Course on the aspects of Federal Employment available to military spouses and what steps they can take.  
**Contact Information:** Info@powerTrain.com  
**Evaluation Methods Used:** Manual testing and tools such as ANDI, Color Contrast Analyzer, and JAWS screen reader software

*Path to Federal Employment: For Transitioning Service Members*

**Name of Product/Version:** FEDS HIRE VETS: Your Path to Federal Employment for Transitioning Service Members  
**Report Date:** July 10, 2023  
**Product Description:** Course on the aspects of Federal Employment available to transitioning service members, what to expect, and what steps they can take.  
**Contact Information:** Info@powerTrain.com  
**Evaluation Methods Used:** Manual testing and tools such as ANDI, Color Contrast Analyzer, and JAWS screen reader software

*Program Management Essentials*

**Name of Product/Version:** Program Management Essentials 2023  
**Report Date:** July 11, 2023  
**Product Description:** Introduces program and project management as part of a pathway to certification  
**Contact Information:** Info@powerTrain.com  
**Evaluation Methods Used:** Manual testing and tools such as ANDI, Color Contrast Analyzer, and JAWS screen reader software.

*Preventing Workplace Harassment*

**Name of Product/Version:** Preventing Workplace Harassment/FY23  
**Report Date:** June 16, 2023  
**Product Description:** Fiscal Year 2023 version of the Preventing Workplace Harassment course



**Contact Information:** Info@powerTrain.com  
**Evaluation Methods Used:** Manual testing and tools such as ANDI, Color Contrast Analyzer, and JAWS screen reader software.

*Teleworking Fundamentals: Manager Training*

**Name of Product/Version:** Telework Fundamentals – Managers training/FY23  
**Report Date:** June 21, 2023  
**Product Description:** Fiscal Year 2023 version of the Telework Fundamentals training for managers  
**Contact Information:** Info@powerTrain.com  
**Evaluation Methods Used:** Manual testing and tools such as ANDI, Color Contrast Analyzer, and JAWS screen reader software

*Teleworking Fundamentals: Employee Training*

**Name of Product/Version:** Telework Fundamentals – Employees training/FY23  
**Report Date:** June 20, 2023  
**Product Description:** Fiscal Year 2023 version of the Telework Fundamentals training for employees  
**Contact Information:** Info@powerTrain.com  
**Evaluation Methods Used:** Manual testing and tools such as ANDI, Color Contrast Analyzer, and JAWS screen reader software

*Fundamentals of Project and Program Management: Preparing Today's Workforce for Tomorrow's Challenges  
ILT/VILT*

**Name of Product/Version:** Fundamentals of Project and Program Management ILT/VILT: Preparing Today's Workforce for Tomorrow's Challenges /FY23 Instructor Guide Release 3  
**Report Date:** July 12, 2023  
**Product Description:** Fiscal Year 2023 version of the Fundamentals of Project and Program Management: Preparing Today's Workforce for Tomorrow's Challenges Instructor Guide  
**Contact Information:** Info@powerTrain.com  
**Evaluation Methods Used:** Manual testing and tools such as ANDI, Color Contrast Analyzer, and JAWS screen reader software