

## LES Course Catalog

*Leadership • Workforce Development • IT & Analytics • Federal HR Training*

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### **FEDERAL HUMAN RESOURCES TRAINING PROGRAMS**

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#### **1. Foundation Course in Federal Human Resources**

**Description:**

Provides a comprehensive introduction to Federal HR functions including recruitment, classification, employee relations, and benefits, equipping new HR professionals with essential knowledge to support agency workforce operations.

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#### **2. Federal Staffing & Placement**

**Description:**

Develops expertise in federal hiring processes, including merit promotion, delegated examining, and direct hire authority, ensuring compliance with OPM regulations and effective talent acquisition strategies.

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#### **3. Personnel Actions & Recordkeeping (SF-50 / SF-52)**

**Description:**

Hands-on training in processing personnel actions using GPPA, including coding, compliance, and accurate documentation of federal employee records.

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#### **4. Classification & Position Management**

**Description:**

Covers classification principles using OPM standards and the Factor Evaluation System (FES) to ensure accurate job grading, compensation alignment, and workforce structuring.

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#### **5. Employee Relations & Performance Management**

**Description:**

Focuses on workplace dynamics, performance evaluation, disciplinary actions, and federal regulations such as FMLA and grievance procedures to promote a healthy and compliant work environment.

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**6. Job Element Examining (FWS Positions)****Description:**

Advanced training on identifying job elements, evaluating applicants, and aligning hiring decisions with federal wage system requirements to ensure effective recruitment outcomes.

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**7. Code Verification & Applicant Assessment****Description:**

Equips HR professionals with tools to evaluate applicant eligibility, assess specialized experience, and conduct rating and ranking to identify top candidates.

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**8. Advanced Job Analysis & Competency Assessment****Description:**

Teaches structured job analysis methods and competency modeling to develop accurate job descriptions and effective assessment tools.

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**9. Federal Employee Benefits****Description:**

Provides in-depth understanding of FEHB, FEGLI, retirement systems, and benefits counseling to support employees in making informed decisions.

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**10. Veterans' Preference Determination****Description:**

Specialized training on applying veterans' preference laws, evaluating eligibility, and ensuring compliance in federal hiring practices.

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 **LEADERSHIP & PROFESSIONAL DEVELOPMENT PROGRAMS**

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**11. Emerging Leaders Development Program**

**Description:**

Builds foundational leadership skills including communication, decision-making, emotional intelligence, and team collaboration for new and aspiring leaders.

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**12. Mid-Level Leadership Excellence****Description:**

Enhances leadership capabilities in managing teams, driving performance, and navigating organizational challenges in high-pressure environments.

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**13. Executive Leadership & Strategic Thinking****Description:**

Designed for senior leaders to strengthen strategic vision, organizational transformation, and high-impact decision-making.

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**14. Emotional Intelligence & Resilience****Description:**

Focuses on self-awareness, stress management, and interpersonal effectiveness to improve leadership performance and workplace well-being.

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**15. Conflict Resolution & Workplace Communication****Description:**

Provides practical tools for managing conflict, improving communication, and fostering collaboration across teams.

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** CYBERSECURITY TRAINING PROGRAMS**

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**16. Cybersecurity Fundamentals****Description:**

Introduces core cybersecurity concepts including threat landscapes, risk management, and security best practices.

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**17. Network Security & Risk Management**

**Description:**

Covers securing networks, identifying vulnerabilities, and implementing risk mitigation strategies aligned with NIST standards.

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**18. Ethical Hacking & Penetration Testing****Description:**

Hands-on training in identifying system vulnerabilities and simulating cyberattacks to strengthen security posture.

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**19. Cloud Security & Compliance****Description:**

Focuses on securing cloud environments, data protection, and compliance with federal and enterprise security frameworks.

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**20. Security Operations & Incident Response****Description:**

Prepares professionals to detect, analyze, and respond to cybersecurity incidents in real time.

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 **DATA ANALYTICS & AI PROGRAMS**

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**21. Data Analytics Fundamentals****Description:**

Covers data collection, cleaning, visualization, and interpretation using tools like Excel, SQL, and Power BI.

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**22. Advanced Data Analytics & Visualization****Description:**

Focuses on advanced analytics techniques, dashboards, and storytelling using data for decision-making.

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**23. Machine Learning & AI Applications****Description:**

Introduces machine learning models and AI applications for predictive analytics and business intelligence.

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## 24. Big Data & Cloud Analytics

### Description:

Explores large-scale data processing using cloud platforms and modern data architectures.

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## 25. Data-Driven Decision Making

### Description:

Teaches leaders how to leverage data insights for strategic planning and operational efficiency.

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## FINANCIAL MANAGEMENT PROGRAMS

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## 26. Financial Management Fundamentals

### Description:

Introduces budgeting, financial reporting, and cost analysis for effective organizational decision-making.

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## 27. Government Financial Management & Compliance

### Description:

Focuses on federal financial regulations, auditing standards, and compliance requirements.

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## 28. Budget Planning & Cost Control

### Description:

Provides tools for managing budgets, forecasting expenses, and optimizing financial performance.

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## 29. Financial Analysis for Decision Making

### Description:

Teaches financial modeling, ROI analysis, and performance measurement for strategic planning.

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## 30. Risk Management & Financial Governance

### Description:

Covers financial risk identification, mitigation strategies, and governance frameworks.