

**MASTER TRAINING PLAN
1654 Series**

Printing Management Specialist

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Advanced Logistics	Local college	CC	3	3 semester hours	K10 Shipping and delivery
Analytical Models for Decision Making	Local college	CC	3	3 semester hours	A4 Decisiveness A7 Problem solving
Assertiveness Skills	USDA or local vendor	FC	3	1-2 days	A9 Interpersonal skills
Basic Communication Skills	USDA or local vendor	FC	3	5 days	A2 Written communication A3 Oral communications
Computer Basics for Non-Techies	Local vendor	SS	3	Self-paced	K13 Office automation
Concepts of Office Technology	USDA	FC	3	3 days	K13 Office automation
Conflict Management	Local vendor	FC	3	2 days	A1 Conflict management
Conflict Management: Theory, Concepts, and Methods	Local college	CC	3	3 semester hours	A1 Conflict management
Contract Administration	USDA, GSA or local college	FC	2	5 days	K8 Contract Administration
Cost Analysis	USDA	FC	2	5 days	K7 Production cost
TYPE:	FC FORMAL CLASSROOM	CC COLLEGE COURSE		SS SELF-STUDY	

**MASTER TRAINING PLAN
1654 Series**

Printing Management Specialist

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Cost and Price Analysis	USDA or local vendor	FC	2	5 days	K7 Production cost
Creative Layout Techniques	Dynamic Graphics Educational Foundation	FC	3	2 days	K2 Printing materials and resources
Creative Problem-Solving	USDA or vendors	FC	3	3 days	K7 Problem solving
Desktop Publishing	Local college	CC	3	3 semester hours	K1 Printing equipment K4 Printing Source K5 Pre-press
Effective Briefings or Presentations	USDA or local vendor	FC	3	3-5 days	A3 Oral communication
Effective Communication with Customers	USDA or local vendor	FC	3	2 days	A3 Oral communication A11 Customer service
Effective Customer Service	Assoc. of the Graphic Communications	FC	2	1 day	A11 Customer service
Effective Writing	Local college or vendor	FC	2	1-3 days	A2 Written communication
TYPE:	FC FORMAL CLASSROOM	CC COLLEGE COURSE			

**MASTER TRAINING PLAN
1654 Series**

Printing Management Specialist

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Electronic Imaging Tool-Scanned Image Pre-press Applications	Local college	CC	2	3 semester hours	K5 Pre-press
Electronic Pre-press Production	Assoc. of the Graphic Communications	FC	2	1 day	K1 Printing equipment K5 Pre-press
Ethics: Standards of Conduct Overview	USDA	FC	3	3 hours	A8 Integrity/honesty
Executive Decision Making	Local college or vendors	CC	3	3 semester hours	A4 Decisiveness
Getting the Best from Desktop Publishing	GPO	FC	3	3 days	K1 Printing equipment K4 Printing sources K5 Pre-press
Government Contract Administration	Local college	CC	2	3 semester hours	K8 Contract administration
GPO Procurement Process and Agency Contract Administration	GPO	FC	2	2 days	K7 Production cost
Graphic Design and Theory	Local college	CC	2	5 days	K2 Printing materials and resources
How to Communicate Effectively Using SF-1	GPO	FC	2	1 day	K8 Contract administration
How to Write Effective Letters and Memos	NISC	SS	3	Self-paced	K2 Written communication
TYPE:	FC FORMAL CLASSROOM	CC COLLEGE COURSE		SS SELF-STUDY	

**MASTER TRAINING PLAN
1654 Series**

Printing Management Specialist

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Human Resource Management	Local college	FC	3	3 semester hours	A10 Managing human resources
Implementing A-76: An Overview for Staff	USDA	FC	3	5 days	A13 Internal controls
Interpersonal Communication	USDA, local college or vendor	FC	3	2-5 days	A2 Written communication A3 Oral communication A9 Interpersonal skills
Introduction to Contract Management	Local college	CC	2	3 semester hours	K8 Contract administration
Introduction to Financial Management	USDA	FC	2	3 days	K12 Financial management
Introduction to Management Analysis	USDA	FC	2	4 days	A7 Problem solving A10 Managing human resources
Introduction to Printing Processes and Technology	GPO	FC	2	3 days	K1 Printing equipment K3 Printing instructions, specifications, and processes
Leadership	Local college	CC	3	3 semester hours	A10 Managing human resources
Leadership Skills	Local vendor	FC	3	10 days	A10 Managing human resources
Logistics Management	Local college	CC	3	3 semester hours	K10 Shipping and delivery
TYPE	FC	FORMAL CLASSROOM	CC	COLLEGE COURSE	

**MASTER TRAINING PLAN
1654 Series**

Printing Management Specialist

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Management of Technology Innovation	Local college	CC	3	3 semester hours	A12 Technology management
Manufacturing Control Systems	Local college	CC	3	3 semester hours	K9 Quality assurance K10 Shipping and delivery
Negotiation Techniques	Local vendor	FC	3	2 days	A5 Influencing/negotiating
Planning and Estimating	Local college	CC	2	3 semester hours	K7 Production cost K8 Contract administration
Price Analysis	USDA	FC	3	5 days	K7 Production cost
Pricing and Negotiation	Local college	CC	3	3 semester hours	K7 Production cost A5 Influencing/negotiating
Principles of Management	Local college	CC	2	3 semester hours	A10 Managing human resources
Principles of Offset Presses I	Local college, vo-tech or high school	CC	2	3 semester hours	K1 Printing equipment K5 Pre-press
Principles of Offset Presses II	Local college, vo-tech or high school	CC	2	3 semester hours	K1 Printing equipment K5 Pre-press
Printing, Layout and Design	Local college or vo-tech	CC	3	3 semester hours	K2 Printing materials and resources

TYPE: FC FORMAL CLASSROOM CC COLLEGE COURSE

**MASTER TRAINING PLAN
1654 Series**

Printing Management Specialist

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Problem Solving and Decision Making	Local vendor	FC	2	2 days	A4 Decisiveness A7 Problem solving
Production Standards and Structure	Local college	CC	2	3 semester hours	K7 Production cost
Project Management	Local college	CC	3	3 semester hours	A6 Planning and evaluation
Project Management Techniques	Local vendor	FC	3	2 days	A6 Planning and evaluating
Proofs and Press Sheet Inspections	GPO	FC	2	2 days	K2 Printing materials K5 Pre-press K9 Quality assurance
Public Communication	Local college	CC	3	3 semester hours	A3 Oral communication
Scanning Black-and-White Photos for Desktop Publishing	GPO	FC	2	1 day	K5 Pre-press
Scanning Color Photos for Desktop Publishing	GPO	FC	2	1 day	K5 Pre-Press
Stress Management	USDA or local vendor	FC	3	2 days	A1 Conflict management

TYPE: **FC FORMAL CLASSROOM** **CC COLLEGE COURSE**

**MASTER TRAINING PLAN
1654 Series**

Printing Management Specialist

SUBJECT MATTER	TRAINING SOURCE	TYPE	PRIORITY	COURSE LENGTH	KSAs ACQUIRED
Stripping and Platemaking I	Local college, vo-tech or high school	CC	2	3 semester hours	K2 Printing materials and resources K5 Pre-press
Time Management	NISC	SS	3	Self-paced	A6 Planning and evaluation
Understanding Color Reproduction	Dynamic Graphics Educational Foundation	FC	2	2 days	K2 Printing materials and resources
Understanding Color Separation	Assoc. of the Graphic Communications	FC	2	1 day	K2 Printing materials and resources
Understanding Color Theory	Assoc. of the Graphic Communications	FC	2	1 day	K2 Printing materials and resources
TYPE:	FC FORMAL CLASSROOM	SS SELF-STUDY	CC COLLEGE COURSE		