



COMPANY CATALOG



**Certified Woman-Owned Small Business (WOSB)
GSA Schedule (in process, 10% discount)**

DUNS 072532991 CAGE 8BZ94

NAICS: 541611, 541612, 541613, 541614, 541618, 611430, 611699, 611710, 624310, 813319, 813910

NAICS (Cybersecurity Consulting): 541512, 541519, 541611, 541990

The World Bank Group (WBG) Vendor #191230
WBG Business Communications Training Contract #8007016



Engaged in Your Success

www.FederalTrainingAcademy.com



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ABOUT US

Since 1999, Federal Training Academy has provided specialized training, coaching, and consulting for thousands of employees from every department in the U.S. Federal Government. With our proven and consistent success partnering with employees at all levels on high-profile teams, we earned word-of-mouth recommendations expanding our client list across the globe.

Our services are curated by award-winning experts based on neuroscience research. With mindful attention to each clients' unique needs, we gladly customize our off-the-shelf content for your in-house sessions.

We are dedicated to your upward mobility and stay *Engaged in Your Success*. We are not merely contractors with our eyes on the clock; we are your learning partners for long-term success. Try one of Federal Training Academy's offerings; you can count on us to exceed your expectations.

LEADERSHIP



With her education at the University of Virginia's McIntire School of Commerce and Darden School of Business (MBA), Angela Evans Kochuba founded Federal Training Academy in 1999. She leveraged successful experiences at a top change management consulting firm in Washington, D.C. and her family's administrative training business, which she co-founded at the age of 15.

Joseph Masanobu Kochuba joined as the Information Technology Director. He is a security and networking expert with extensive experience providing solutions for industry and the U.S. Federal Government, including the military, intelligence agencies, Pentagon, White House, State Department including all embassies worldwide, Federal Reserve, and other sensitive clients.

OUR TEAM

The Federal Training Academy team has outstanding credentials for both in-person and virtual deliveries serving 170+ countries. A high percentage of doctorates and master's degrees combined with many years of relevant experience and earned awards are the signature trademark of our educators, speakers, facilitators, and coaches. With high engagement levels and enthusiastic interaction, we ensure learning absorption for practical on-the-job application.

Visit FederalTrainingAcademy.com for specific credentials.



**Doctorates,
master's
degrees,
certifications,
and awards**

**Serving 170+
countries**

**Extensive and
relevant
experience
with
outstanding
evaluations**

CORE VALUES

Engaged in Your Success is our motto as we embody our core values.

DEPENDABILITY

INNOVATION

DIVERSITY

HONOR & INTEGRITY

TEAMWORK & COLLABORATION



DEPENDABILITY

YOU CAN COUNT ON FEDERAL TRAINING ACADEMY. WE ARE ENTHUSIASTIC AND COMMITTED TO OUR CLIENTS, OUR TEAM, AND QUALITY WORK WITH CONSISTENT PROFESSIONALISM.

DIVERSITY

SINCE OUR FOUNDING IN 1999, OUR PROGRAMMING HAS INCLUDED DIVERSITY, EQUITY, INCLUSION, ACCESSIBILITY, AND BELONGING (DEIA&B). AS A WOMAN-OWNED, MINORITY-OWNED BUSINESS, WE EMPHASIZE AND EMBRACE DEIA&B AND PURPOSEFULLY INCORPORATE DEIA&B INTELLIGENCE INTO EVERY OFFERING. WE HAVE GLOBAL EXPERIENCE WITH 50+ COUNTRIES AND UNDERSTAND THE IMPACT OF CULTURAL DIFFERENCES. WE RESPECT OTHERS AND ENSURE WE MAINTAIN EACH PERSON'S DIGNITY.

TEAMWORK & COLLABORATION

WE STRIVE TO BE THE BEST, AND WE KNOW THAT DOESN'T REQUIRE COMPETING WITH ONE ANOTHER. WE SHARE AND GROW TOGETHER KNOWING THERE'S NOTHING TO GAIN BY KEEPING A COLLEAGUE DOWN. ELEVATING EACH OTHER'S PROGRESS MEANS PROGRESS FOR ALL. WE CREATE AND MAINTAIN STRONG, LONG-LASTING RELATIONSHIPS BENEFITTING OUR CLIENTS AND STAFF.

HONOR & INTEGRITY

OUR WORD IS OUR BOND. WE DEMONSTRATE PERSONAL COURAGE AND SELFLESS SERVICE CHOOSING THE HARD RIGHT OVER THE EASY WRONG. WE ARE SINCERE AND STRAIGHT-FORWARD IN OUR COMMUNICATION AND ACTIONS, AND YOU CAN TRUST US TO SERVE YOU AT THE HIGHEST OF STANDARDS.

INNOVATION

WE HAVE GROWTH MINDSETS. OUR EXPERTS ARE ACTIVE IN THEIR FIELDS, ARE INVOLVED IN RESEARCH, AND ATTEND LEARNING OPPORTUNITIES TO ACQUIRE NEW CERTIFICATIONS, KNOWLEDGE, AND SKILLS TO BOOST OUR TEAM'S COMPETENCIES AND APPLY THEM IN EACH SESSION.

DISTINCT ADVANTAGES



01

Specialize in government.

We exist to serve you. We are honored to focus on and serve the public sector. We speak the language, know the system, and understand the culture. Our team of outstanding professionals focuses on your growth and achieving the mission. With mindful attention to each clients' unique needs, we gladly tailor our off-the-shelf content and create custom programs.

02

Create culturally intelligent and ideal learning environments.

We are approachable and ensure psychological safety during and after our time with you. We skillfully shape interactive, engaging environments with positive energy and helpful insights. Our services are curated by award-winning experts based on neuroscience research and extensive, relevant experience.

03

Develop strong POWER SKILLS.

We maximize growth and accelerate your organizational and career development. You deserve superior instruction with up-to-date content delivered by experts who understand the government and your specific needs.

04

Share real-life, relevant experiences.

We make content come to life. We collaborate with you for deeper understanding to unearth your "aha moments," share government-specific stories and examples, resolve challenges, and ensure practical on-the-job application.

05

Successfully master change.

We link people and missions in an agile world with custom, purposeful, and regularly updated content to best navigate change. With Federal Training Academy by your side, you won't merely manage change well; you'll master it as a change catalyst and leader.

06

Guarantee high Return-On-Investment (ROI).

Implement our Method of Action Planning (M.A.P.) for habit-forming and life-long learning. Our team's dedication supports learning absorption and enhanced productivity, and our exceptional course evaluations and return rates prove Federal Training Academy's success formula works.



DELIVERY

- 100+ off-the-shelf courses
- Custom design and development services for professional training and cybersecurity solutions
- Professional coaching, mentorship, and consulting

Typical training course lengths range from 10-minute microlearning to 5-day programs.

Our award-winning team is comfortable and well-versed in multiple online platforms, such as MS Teams, Webex, Zoom, Adobe Connect, etc.



Face-to-Face (F2F)

Live, in-person instructor-led delivery at your location or ours



Hybrid

Live instructor-led delivery paired with additional technology and a producer to ensure high engagement levels for both audiences



Online

Live instructor-led delivery or asynchronous, self-paced e-learning options with engagement tools and strategies for immersive learning



OFF-THE-SHELF

COURSE CATEGORIES

1. Communication
 - a. Oral
 - b. Written
2. Diversity, Equity, Inclusion, Accessibility, & Belonging (DEIA&B)
3. Influence & Interpersonal Skills
4. Leadership
5. Planning, Analysis, & Critical Thinking
6. Teamwork & Collaboration
7. Coaching, Mentoring, & Well-Being Programs and Training



OFF-THE-SHELF

ORAL COMMUNICATION

- 1.Ability to Communicate Orally
- 2.The Art of Speaking
- 3.Basic Communication Skills
- 4.Best Practice Guide for Hybrid Training & Meetings
- 5.Bottom Line Up Front for Oral Communication
- 6.Briefing Skills
- 7.Communicating with Impact
- 8.Compelling Communication
- 9.Confident Communication
- 10.Conscious Communication
- 11.Convey Information Effectively
- 12.Data-Driven Storytelling
- 13.Effective and Concise Public Speaking
- 14.Effective Feedback for Positive Change
- 15.Facilitate Authentic Culture Dialogue
- 16.The Importance of Powerful Communication
- 17.Individual Communication Skills for On-the-Job Results
- 18.Inclusive Leadership and Communication
- 19.Increase Your Ability to Communicate Orally
- 20.Intermediate Communication Skills
- 21.Learning Leader U (Train-the-Trainer Program for Subject-Matter Experts and HR Professionals)
- 22.Mastering Q&A
- 23.Poised Presence
- 24.Presentation Skills: Core Level
- 25.Presentation Skills: Advanced Level
- 26.Strength in Storytelling
- 27.Successful Interviewing Skills
- 28.Talking Clearly and Effectively
- 29.Virtual & Hybrid Presentation Skills



OFF-THE-SHELF

WRITTEN COMMUNICATION

- 1.Ability to Communicate in Writing
- 2.Ability to Prepare and Review Correspondence
- 3.Ability to Prepare and Review Written Material
- 4.Basic Communication Skills
- 5.Bottom Line Up Front for Written Communication
- 6.Business Writing Skills
- 7.Communicating with Impact
- 8.Compelling Communication
- 9.Constructing Goals
- 10.Data-Driven Storytelling
- 11.Federal Writing Skills
- 12.Grammar Skills
- 13.Knowledge of Grammar, Spelling, Punctuation, and Format
- 14.Individual Communication Skills for On-the-Job Results
- 15.Increase Your Ability to Communicate in Writing
- 16.Intermediate Communication Skills
- 17.Plain Language Writing Skills
- 18.Résumé Writing and Interviewing Skills
- 19.Strength in Storytelling
- 20.Speech Writing
- 21.Technical Writing Skills
- 22.Writing Effective Business Letters
- 23.Writing Effective Emails
- 24.Writing Knowledge, Skills, and Abilities
- 25.Writing Rules Refresher



OFF-THE-SHELF

DEIA&B

1. 5 Stages to Create Psychological Safety
2. Ability to Work Effectively and Tactfully with Others
3. Black Federal Employee's Seminar
4. Black Women's Conference (Parts I-III)
5. Black Women's Forum
6. Building Relationships with All Generations
7. Conscious Communication
8. Diversity to Belonging
9. Exploring the DEIA Index of the Federal Employee Viewpoint Survey (FEVS)
10. Facilitate Authentic Culture Dialogue
11. Federal Women's Seminar
12. Inclusive Leadership and Communication
13. Influence of Allies on the Development of an Inclusive Culture
14. Juneteenth: Creating Connection
15. Knowledge of Diversity, Equity, Inclusion, Accessibility, & Belonging
16. A Leader's Guide to Managing a Multigenerational Workforce
17. Leadership Skills for Asian Professionals
18. Leadership Development for People of Color
19. Leadership Positions and Powerful Communication for Women
20. Leveraging Diversity in the Workplace
21. Managing Micro-inequities
22. Mindful and Effective Diversity, Equity, Inclusion, & Belonging
23. New Century Skills for Women
24. Racial Diversity Awareness
25. Stress Management for Black Women
26. Stress Management for Women
27. Today's Professional Woman

For detailed descriptions, please contact
info@FederalTrainingAcademy.com or visit our website.



OFF-THE-SHELF

INFLUENCE & INTERPERSONAL SKILLS

- 1.Ability to Coach and Mentor
- 2.Ability to Handle Difficult and Stressful Situations
- 3.Ability to Work Effectively and Tactfully with Others
- 4.How Trustworthy Leaders Excel
- 5.Boosting Motivation and Engagement
- 6.Building Relationships with All Generations
- 7.Building and Sustaining Trust
- 8.Building Strategic Relationships
- 9.Building Your Brand
- 10.Conscious Communication
- 11.Cultivating Relationships
- 12.Facilitate Authentic Culture Dialogue
- 13.Delivering Exceptional Customer Experience and Responsiveness
- 14.Excelling as an Introvert
- 15.Effective Feedback for Positive Change
- 16.The Importance of Powerful Communication
- 17.Inclusive Leadership and Communication
- 18.Influencing for Results
- 19.Interpersonal Skills
- 20.Maximize Your Impact with Others
- 21.Navigating Conflict
- 22.Compelling Communication
- 23.Positive Image and Productivity
- 24.Positive Intelligence Workshop
- 25.Practical Emotional Intelligence in the Workplace
- 26.Resolving Conflicts in a Positive and Constructive Manner
- 27.Transform Insight into Influence



OFF-THE-SHELF

LEADERSHIP

Leadership courses are mapped to the Federal Supervisory and Managerial Frameworks for aspiring leaders, supervisors, and managers as well as the Executive Core Qualifications (ECQs) for Senior Executive Service candidates.

1. A 3-Step Communication Strategy for Leaders to Navigate Change
2. 5 Essential Questions Every Leader Should Ask to Solve Problems and Make Decisions
3. 5 Stages to Create Psychological Safety
4. How Trustworthy Leaders Excel
5. Ability to Coach and Mentor Others
6. Best Practices for Leading Virtual & Hybrid Meetings
7. Building Trust Through Giving and Receiving Feedback
8. Compelling Communication
9. Conscious Communication
10. Cultivating Adaptability
11. Diagnosing Conflict
12. Emerging Leadership Skills for Non-Supervisors
13. Employee Engagement Versus Employee Experience
14. Establishing a Productive and Positive Workplace Mindset
15. Exploring the DEIA Index of the Federal Employee Viewpoint Survey (FEVS)
16. Exploring the Employee Engagement Index of the Federal Employee Viewpoint Survey (FEVS)
17. Exploring the Innovation Section of the Federal Employee Viewpoint Survey (FEVS)
18. Exploring the Performance Confidence Index of the Federal Employee Viewpoint Survey (FEVS)
19. Facilitate Authentic Culture Dialogue
20. Goal-Setting for Goal-Getting
21. How to Build Success: Collaboration, Innovation, Integration, & Accountability
22. Leadership Positions and Powerful Communication for Women
23. Inclusive Leadership and Communication
24. Influencing Principles and Strategies for Results
25. Invigorate Your Virtual Workforce
26. Lead Yourself and Others with the Platinum Journey

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OFF-THE-SHELF

LEADERSHIP, CONTINUED

Leadership courses are mapped to the Federal Supervisory and Managerial Frameworks for aspiring leaders, supervisors, and managers as well as the Executive Core Qualifications (ECQs) for Senior Executive Service candidates.

27. Leadership Development: Executive and Senior Tier
28. Leadership Development: Mid-Level Tier
29. Leadership Development: New Supervisory Tier
30. Leadership Development: Non-Supervisory Tier for Aspiring Leaders
31. Leadership Development for People of Color
32. A Leader's Model for Delivering Feedback to E.F.F.E.C.T. Positive Change
33. Leadership Skills for Administrative Assistants and Office Managers
34. Leadership Skills for Asian Professionals
35. Leadership Skills for STEM Professionals
36. Leadership Skills for Women
37. Leading Change
38. Leading Through Change for an Engaged Workforce
39. Leading in Times of Crisis
40. Learning Leader U (Train-the-Trainer Program for Subject-Matter Experts and HR Professionals)
41. Managing the Squeeze: Managing Relationships, Priorities, and How to Say No
42. Maximize Your Impact with Others
43. Navigating Conflict
44. Powerful and Positive Image
45. Prevent Collaboration Overload and Boost Productivity
46. Resolving Conflicts in a Positive and Constructive Manner
47. Shaping a People-First Team Culture
48. Transform Insight into Influence
49. Transformational Leadership
50. Vital Mentoring Skills for Leaders

For detailed descriptions, please contact
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OFF-THE-SHELF

PLANNING, ANALYSIS, & CRITICAL THINKING

- 1.Ability to Analyze and Evaluate for Problem Solving
- 2.Ability to Deal Effectively with Pressure
- 3.Ability to Plan and Organize
- 4.Agile Project Management
- 5.Analytical and Critical Thinking
- 6.Building Resolution
- 7.Creativity and Innovation
- 8.Critical Reading Skills
- 9.Cultivating Adaptability
- 10.Cultivating a Growth Mindset
- 11.Data-Driven Storytelling
- 12.Decision-Making in 7 Practical Steps
- 13.Essential Questions for Successful Solutions
- 14.Exploring the Innovation Section of the Federal Employee Viewpoint Survey (FEVS)
- 15.Facilitate Authentic Culture Dialogue
- 16.Increase Your Ability to Analyze and Evaluate
- 17.Increase Your Ability to Plan and Organize
- 18.Innovation
- 19.Leading Change
- 20.Managing Your Workload
- 21.Office Management Skills for Administrative Support Staff
- 22.The Power of &
- 23.Problem-Solving for Federal Employees
- 24.Project Management Fundamentals
- 25.Project Management: People, Processes, & Climate
- 26.Reasoning Skills
- 27.Self-Management for Government Employees
- 28.Strategic Planning Skills

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OFF-THE-SHELF

TEAMWORK & COLLABORATION

- 1.5 Stages to Create Psychological Safety
2. Ability to Coach and Mentor Others
3. Ability to Work Effectively and Tactfully with Others
4. Advanced Collaboration for Innovative Results
5. How Trustworthy Leaders Excel
6. Accountability
7. Accountable and Resilient Teams
8. Best Practices for Leading Virtual & Hybrid Meetings
9. Boosting Motivation and Engagement
10. Building and Sustaining Trust
11. Building Relationships with All Generations
12. Building Strategic Relationships
13. Building Trust Through Giving and Receiving Feedback
14. Collaboration for Innovative Results
15. Conscious Communication
16. Constructing Teams & Team Architecture
17. Cultivating Relationships
18. Cultivating a Growth Mindset
19. Delivering an Exceptional Customer Experience and Responsiveness
20. Developing a Team Charter
21. Effective Feedback for Positive Change
22. Effective Team Building Skills
23. Emotional Intelligence: Social Awareness and Relationship Management
24. Establishing a Productive and Positive Workplace Mindset
25. Establishing Team Confidence
26. Facilitate Authentic Culture Dialogue
27. Fostering Team Commitment
28. How to Build Success Together
29. Innovation
30. Integration
31. Maximize Your Impact with Others
32. Practical Emotional Intelligence for the Workplace
33. Prevent Collaboration Overload and Boost Productivity
34. Positive Intelligence Workshop
35. Navigating Team Conflict
36. Resolving Conflicts in a Positive and Constructive Manner
37. Shaping a People-First Team Culture

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OFF-THE-SHELF

COACHING, MENTORING, & WELL-BEING

We offer the following coaching and mentoring programs.

- Collaboration to Produce Results (Foursight for teams)
- Cultivating Collaboration to Produce Results (Foursight for leaders)
- DiSC Profile (for individuals and teams)
- Emotional Intelligence
- Energy Leadership
- Executive Coaching to Achieve Results
- Habits of Heroes (for individuals and teams)
- Positive Intelligence
- PrinciplesYou
- Professional Coaching and/or Mentorship (GS-1 to SES/C-suite)
- Wellbeing in the Workplace (Burnout, Trauma, PTSD, & SHARP Coaching)
- Unconscious Bias
- Upward Mobility (résumé writing and interviewing skills)

In addition to our individual and team coaching and mentoring programs, we also offer the following related training courses.

- 1.5 Stages to Create Psychological Safety
2. Ability to Coach and Mentor Others
3. Ability to Deal Effectively with Pressure
4. Ability to Work Effectively and Tactfully with Others
5. Boosting Individual Motivation and Engagement for Well-Being
6. Building Your Brand & Network
7. Constructing Goals
8. Cultivating a Growth Mindset
9. Emotional Intelligence: Self-Awareness and Self-Management
10. Excelling as an Introvert
11. Habits of Heroes
12. Learning Leader U (Train-the-Trainer Program for Subject-Matter Experts and HR Professionals)
13. Managing Change for Individual Productivity
14. Managing Micro-inequities
15. Managing Your Workload
16. Mindfulness: Present, Aware, and Focused
17. Obtain Your Dream Federal Job: How to Make the Connection Between a Résumé and Landing the Job
18. Positive Image and Productivity
19. Positive Intelligence Workshop
20. The Power of &
21. Résumé Writing and Interviewing Skills
22. Self-Management Skills
23. Smart Retirement and Benefits Planning
24. Vital Mentoring Skills for Leaders

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OUR S.U.M.M.I.T. COACHING PROCESS

01

SET

goals & determine needs

02

UNEARTH

skills & potential progress

03

MAXIMIZE

self-awareness & co-create strategies for success

04

MAP

custom plan using our neuroscience-based method of action planning

05

IMPACT

accountability & results with practical, on-the-job application & evaluation

06

TRANSFORM

challenges into progress & continued growth

PRICING INFORMATION



01

Class Size

Classes are designed to allow up to **25 participants.**

Content may be tailored to fit your specific needs.

02

Materials

Pricing includes electronic course materials as PDFs, M.A.P., and certificates.

Our Method of Action Planning (M.A.P.) is included to encourage lesson absorption, on-the-job application, and life-long learning.

Participant Guides include the slide deck and brief notes.

Optional assessments are billed at cost.

03

Travel & Food

We have consultants throughout the globe, and may have local options.

Prices do not include travel or food. Costs will be prearranged and approved by the client.

FTA can arrange for private conference rooms, break refreshments, full meals, etc. All related costs will be pre-arranged and approved by the client and billed at cost.

Open enrollment pricing varies. Open enrollment offerings allow individuals to attend specific courses not offered in-house at group rates.

OFF-THE-SHELF CONTRACT PRICING FOR GROUPS

Course Length	Core Level Course Price	Advanced Level Course Price
Microlearning (10-15 minutes)	\$625 (price varies for custom work)	\$825 (price varies for custom work)
1-2 hours	\$2420	\$2675
Up to 4 hours	\$3575	\$3825
Up to 8 hours	\$6835	\$7425

Session Length	1:1 Executive Coaching, Mentoring, Consulting (supervisory GS-13 to SES)	1:1 Coaching, Mentoring, Consulting at all levels	Team Coaching, Mentoring, Consulting (Up to 6 members)
1-hour session	\$495	\$425	\$595
6-hour package	5% discount	5% discount	5% discount
12-hour package	10% discount	10% discount	10% discount

We also offer speciality coaching and mentoring programs listed in the catalog.

Contract course pricing listed above is for in-house teams. Listed prices are for continuous hours. Two hours of tailoring an off-the-shelf course is included; prices vary for custom work. Additional discounts are provided for large groups. Open enrollment pricing varies per course.



CONTRACTING INFORMATION

Company Contracting Information

Certified Woman-Owned Small Business (WOSB)

GSA Schedule (in process, 10% discount)

DUNS: 072532991

CAGE: 8BZ94

NAICS: 541611, 541612, 541613, 541614, 541618, 611430, 611699, 611710, 624310, 813319, 813910

NAICS (Cybersecurity Consulting): 541512, 541519, 541611, 541990

The World Bank Group (WBG): 191230

WBG Business Communications Training Contract: 8007016

Payment

We accept:

- Fully-executed SF-182 or purchase order
- Credit cards and government purchase cards: American Express, VISA, and MasterCard
- Check or direct deposit

Terms: Payment in full is due 30 calendar days after delivery is complete.

Note: We recommend a fully-executed order for delivery be received at least 20 calendar days prior to the scheduled delivery.

Canceling & Rescheduling

Cancellations:

- Cancellations in writing are accepted with no fee if received 30 calendar days prior to the delivery start.
- Cancellations in writing received 21 calendar days prior to the delivery starting date pay 50% of the course price.
- Cancellations in writing received 7 calendar days prior to the delivery starting date pay 100% of the course price.

Rescheduling:

Rescheduling once is permitted with no fee if received in writing 21 calendar days prior to the delivery starting date. The mutually agreeable rescheduled date must be no later than 3 months from the original starting date, and cancellations of the rescheduled date pay 100% of the course price.



THANK YOU

Contact us :



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(703)300-7647 USA



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