

GAO Evaluator Curriculum

TRAINING CATEGORIES	FOR STAFF LEVEL ONLY	FOR STAFF & SENIOR LEVELS			FOR SENIOR LEVEL ONLY	FOR SENIOR & MANAGEMENT LEVELS		FOR MANAGEMENT LEVEL ONLY	FOR MANAGEMENT LEVEL & SES			FOR SES ONLY
TRANSITION	Introductory Evaluator Training				Senior Level Promotion Program	Senior Orientation Seminar		Management Level Promotion Program				Executive Candidate Development Program
TECHNICAL Standards & Policies	Update on Government Auditing Standards*	Practical Internal Control Studies	Evidence: Standards & Applications	Referencing GAO Products		Fraud Awareness	Ethics in the Federal Government					CG Series
Assignment Planning & Execution <i>Design & Methods</i>		Approach & Methodology Selection Workshop	Compliance Auditing	Economy & Efficiency Reviews					Approach & Methods Overview	Evaluation Design for Executives	Sampling for Executives	
		Program Evaluation	Policy Analysis	Introduction to Procurement & Contracts					Survey Methods for Executives	Policy Analysis for Executives	Budgeting in Review for Executives	
		Introduction to Federal Financial Management	Budgeting in Review									
<i>Data Collection</i>	Preparing Workpapers	Data Collection Methods & Sources	Questionnaires & Structured Interviews	Qualitative Methods					Qualitative Methods for Executives			
		Advanced Interviewing										
<i>Analysis</i>		Applied Statistics Introduction	Applied Statistics Refresher	Applied Sampling Workshop		Economics Series			Analyzing Data for Executives			
		Multivariate Analysis	Categorical Data Analysis	Categorical Data Analysis Using Log-Linear Models								
		Time Series Analysis	Causal Modeling									
Communication <i>Oral</i>	Preparing Effective Presentations	Meeting Effectively Every Time			Preparing Effective Presentations Refresher	New Instructor Training	Instructor Training Advanced	Media Communications for Managers	Executive Briefing Skills	Delivering Testimony		Media Communications for Executives
					Advanced Presentation Techniques							
<i>Written</i>	Intermediate Writing Workshop	Graphics Workshop*	Writing Seminar	Strategies for Overcoming Writer's Block	Report Writing & Message Development	Report Review	Writing Testimony	Managing Writing				
	Producing											

Lotus 1-2-3 Introduction*	Quattro Pro	Spreadsheet Quality Assurance
dBASE III PLUS Introduction*	Crosstalk XVI Introduction	Local Area Network Overview*
SAS on the Mainframe	SAS on the Personal Computer	Statistical Package for the Social Sciences
SPSS on the PC	Additional elective computer applications courses available; see course matrix in catalog.	

Technology

Elective computer applications courses and computer assistance available for management level evaluators and senior executives.

MANAGEMENT
Assignment & Issue Area Management

Assignment Management

Issue Area Management

Time Management for Managers

Managing Staff & Workplace Relations

Workplace Relations & Communication

Skills and Strategies for Supervisors

Preventing Sexual Harassment

Management Briefing: EEO Responsibilities

Managing Organizational Change

Human Resource Management Series

Preventing Sexual Harassment

Workshop Series (choose 3)
Managerial Assessment & Planning
Situational Leadership
Problem Solving & Decisionmaking
Adv. Communication & Negotiations
Managing Involvement
Managing Interdisciplinary Teams
Managing for Productivity
Valuing Workforce Diversity

Managing Multiple Responsibilities

Management Briefing: EEO Responsibilities

GAO-wide Leadership

Recruiting for the 1990s

Emerging Issues Workshop

Executive Speakers Program

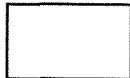
External Relations

Public Policy Processes & Issues

GAO, Congress, and the Environment

* Self-paced course also available; see curriculum matrices in catalog for course title.

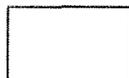
LEGEND



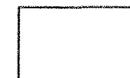
Required courses provide evaluators with knowledge and skills fundamental to performing GAO work effectively, cover issues and approaches unique to GAO and unattainable elsewhere, and present pressing subject matter which evaluators are to receive in a fixed period of time.



Core courses also provide evaluators with the knowledge and skills critical to performing GAO work effectively, but it is recognized that such knowledge and skills may have been acquired elsewhere.



Elective courses, while important, are not necessarily appropriate for all evaluators. Individual experiences, assignments, and interests will help evaluators to determine which elective courses to enroll in.



Special courses are open to evaluators by nomination or are provided on an as-needed basis to respond to current organizational interests.