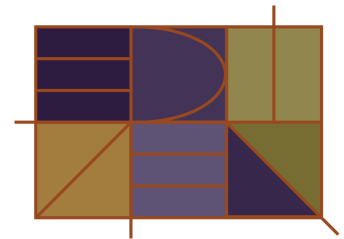




Mastering the Art of Business through Workforce Training



EDIZEN

Workshop **Creating a Federal Resume**

Summary Knowledge, Skills and Abilities (KSA) statements are a key component for Federal jobs and promotions. Many individuals overlook the importance of having well-written, well thought-out KSA statements. KSA's are not only useful for job applications; they help employees at all levels prepare for the interview process. Today, Federal employers are looking for key competencies in their employees. Applicants must demonstrate, verbally and in writing, the specific responsibilities of current and/or past roles. This interactive workshop will show participants how to approach writing KSA statements. It will also provide ample opportunity to practice writing those statements and getting feedback.

Format Half day course

Target Audience Employees at all levels

- Topics Covered and Learning Objectives**
- Defining a KSA statement?
 - Knowing core competencies?
 - Reviewing behavioral interviewing and behavior-based KSA examples
 - Learning what to include and what not to include in KSA statements
 - Writing and feedback

Edizen's experienced facilitators consistently receive the highest evaluations for delivering workshops that are interactive and meaningful.

Contact Edizen today

to learn more about how we can help you and your organization meet your goals.

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