

## **GRA Develops and Delivers High-Quality Training Courses for Federal Managers, Supervisors and Employees**

World-class instructors are former federal managers and executives who possess an exceptional level of knowledge regarding the applicable laws, policies, practices, and procedures that govern federal agency business operations.

Customized for on- or off-site presentation or through open enrollment offerings (D.C. Metro area and soon in other key federal sites).

### **Catalog of more than 75 courses offerings:**

- Management and Supervisory Development
- Human Resources Management
- Conflict Management
- Labor and Employee Relations
- Federal Sector Bargaining Skills
- Performance Management
- Equal Employment Opportunity
- Retirement Planning and Career Transition
- Legal Writing for Non-Lawyers
- Effective Writing
- Wide range of "Soft Skills"

**Contact Dennis Hermann  
Director, Training Services  
(757) 723-1051**

## **GRA Contract Vehicles**

- **HR and EEO (Consulting and Training) - GSA Schedule 738X**
- **Management, Organizational and Business Improvement Services (MOBIS) - GSA Schedule 874**
- **Training - GSA Schedule 69**
- **OPM Training and Management Assistance - (TMA Partner)**

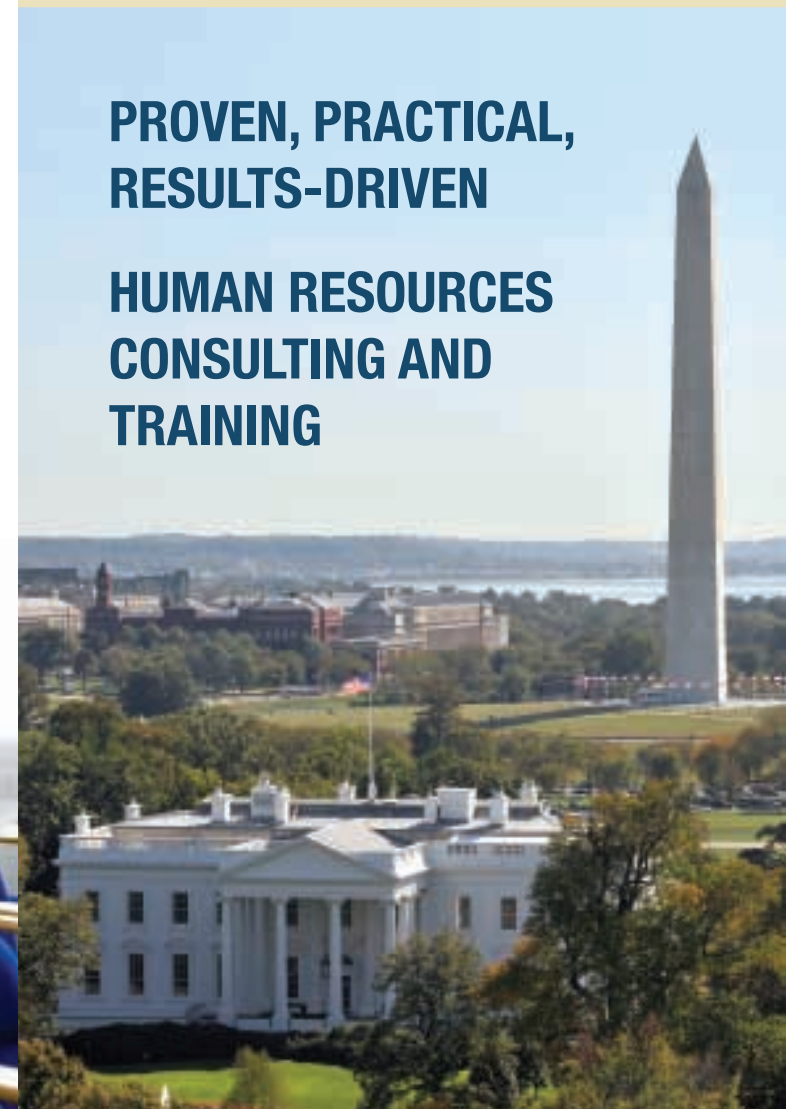
**2317 Falling Creek Road  
Silver Spring, MD 20904-5208  
(703) 560-0145**



**LEADERS IN  
HR CONSULTING & TRAINING**

**PROVEN, PRACTICAL,  
RESULTS-DRIVEN**

**HUMAN RESOURCES  
CONSULTING AND  
TRAINING**



[www.grainc.com](http://www.grainc.com)

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## The Premier Federal Employee Relations and Labor Relations Consulting Team

More than 100 ER/LR consultants and trainers with real world experience

### LABOR RELATIONS

#### Pre-bargaining, Bargaining, Post-Bargaining

- Bargaining strategy and tactics; ground rules development
- Training for the chief negotiator and the bargaining team that builds skills and knowledge essential to federal sector negotiations
- Collective bargaining proposal development, review and analysis
- Technical support and advocacy assistance – ULPs, negotiability, mediation, impasse, and arbitration
- On-going research and counsel (case law, regulations, history, other contracts)

### EMPLOYEE RELATIONS

- Technical advice and support on Performance, Conduct and Suitability Issues
- Performance plan development: SMART Objectives/NSPS/Pay for Performance
- Disciplinary Actions
- Family Friendly and Worklife Programs
- Reasonable Accommodation (Disabilities, Medical Issues and Substance Abuse)

## GRA's Associates are Nationally Recognized Experts in Human Capital for the Workforce of Today and Tomorrow

- Development of Human Capital Plans aligned with Agency Mission and Strategic Planning
- Development and Assessment of Critical Skills and Competencies
- Career Path and Succession Planning
- Workforce Restructuring, Reductions-in-Force, Separations Management
- Classification of Positions in Traditional and Pay-banding Formats
- Recruitment and Staffing Services for the Next Generation of Federal Employees
- Diversity Recruitment Plans
- Leadership Development and Training
- Human Capital Policy Development and Support in Mandatory Reporting



## Human Resources Core Services

In 2008, GRA's 200 associate consultants and trainers supported 80 federal customers in more than 140 contracts. GRA offers knowledgeable, reliable, and agency focused support in:

- Position Classification and Management
- Recruitment and Staffing
- Employee and Labor Relations
- Employee Benefits and Retirement
- Performance Management
- Human Resources Training
- Outplacement/Career Transition
- Investigations (EEO and Misconduct)
- Alternative Dispute Resolution
- EEO and Diversity Programs

## Policy "Tune Ups"

GRA's experts in federal HR policy and procedure assist in updating agency policies and directives and deliver effective, associated refresher training to responsible managers.

A great value to small agencies and over-worked HR staff in big agencies!

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GRA, Inc. Ranked among the fastest growing American companies by Inc.com.