

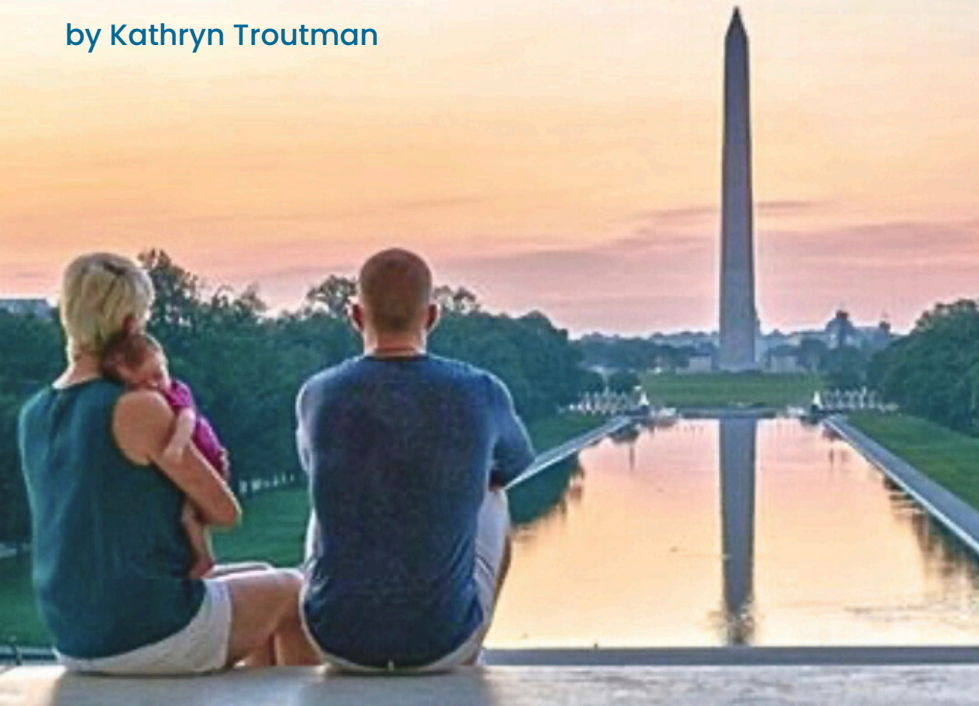
# HONOLULU HAWAII

2026 LIVE CLASS

TEN STEPS TO A FEDERAL JOB®

HOW TO LAND A HIGH-QUALITY CAREER FOR MILITARY AND SPOUSES

by Kathryn Troutman



AUGUST 25-27

3 DAYS

9:00 AM TO 5:00 PM (HST)



Ten Steps to a Federal Job



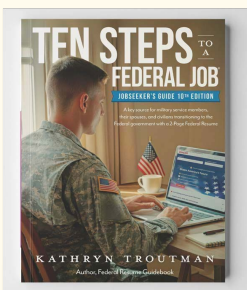
JOB SEARCH JUST GOT MORE COMPETITIVE FOR 2025-2026

All Federal Job Search Materials are updated to cover and include samples of the New 2-Page Federal Resume (as of May 29, 2025, OPM Memo)

RATES
One person: \$3,312
Two or more per organization: \$2,866
Four or more per organization: \$2,300

Each rate includes 26 books. Shipping for the books is \$35 per box.

YOU WILL BE CERTIFIED TO TRAIN AND COACH FROM THESE 5 BOOKS



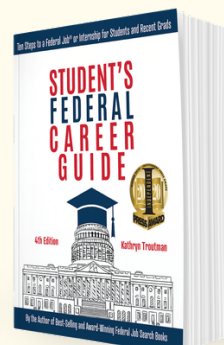
Jobseeker's Guide, Ten Steps to a Federal Job® Curriculum for 2 hours to full-day



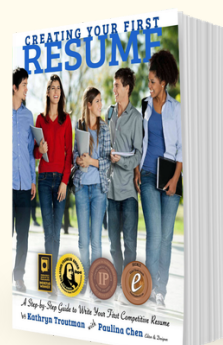
Transitioning Your Federal Resume to Private Industry Curriculum for 1.5 to 2 hours



The Stars are Lined Up For Military Spouses® Curriculum for 3 hours



Student's Ten Steps to a Federal Job® Curriculum for 90 minutes, 3 hours



Creating Your First Resume® Curriculum for 90 minutes

# CERTIFICATION

## 2026 LIVE CLASS

### TRAINING FACILITY



### The Hub Coworking Hawai'i

Workshop Room

📍 1050 Queen St. Suite #100  
Honolulu, HI 96814  
(808) 664-3306

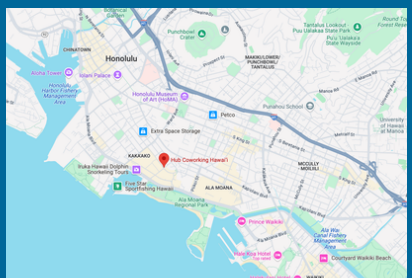
Walk to Ala Moana Beach Park, Whole Foods, Honolulu Coffee, and the shops at Ward Village.



### NEARBY HOTELS

Within walking distance to training location:

- Ala Moana Hotel Honolulu
- Renaissance Hotel & Spa Honolulu – part of the Marriott family of hotels



## AUGUST 25-27

3 DAYS

9:00 AM TO 5:00 PM (HST)

### FEATURED INSTRUCTORS AND SPEAKERS



**Kathryn Troutman**  
CFJST / CFCC  
Ten Steps to a  
Federal Job®  
Curriculum Designer,  
Author, Instructor



**Charles Clark**  
HR Day Curriculum  
Designer and Senior  
HR Specialist  
Featured Instructor -  
Friday, August 27  
9:00 am to 1:00 pm  
HST

## PREPARING FOR THE TEN STEPS CERTIFICATION COURSE

### Ten Steps to a Federal Job Trainer's Guide

Before the class begins, we will send the Ten Steps Trainer's Guide to you. This is a 90-page synopsis of the 180-page Jobseeker's Guide, 10th Edition and most important lessons for instructors for Ten Steps to a Federal Job®.

The Trainer's Guide was requested by Ten Step Trainers to prepare them MORE for the class instruction and the individual coaching.

### We're requesting that you spend 6 hours preparing for the Course:

- Reviewing / reading the Trainer's Guide
- Setting up / reviewing your own USAJOBS account
- Reviewing your own resume—you will be improving your federal resume



**Scan to Register!** Register for the  
Ten Steps Certification Program  
<https://resume-place.com/get-certified/ten-steps-trainer-certification/ten-steps-certification-program-registration/>



Ten Steps to a  
Federal Job®