

AUGUST/SEPTEMBER 2011



HEADQUARTERS MARINE CORPS Civilian Training Announcement

NAVAL CORRESPONDENCE

4 Aug 11 Quantico, Mann Hall, Rm 110a

Learn the rules, regulations, and guidelines of Naval Correspondence and techniques for creating documents that are accurate and effective.

FIRST TERM RETIREMENT PLANNING FOR NEW FEDERAL EMPLOYEES

9-10 Aug 11 Quantico, Mann Hall, Rm 110a

11-12 Aug 11 Navy Annex, Rm 1110

Audience: Only civilian employees covered by Federal Employee Retirement System (FERS) with 0-5 years of federal service.

NEW EMPLOYEE ORIENTATION

18 Aug 11 Quantico, Mann Hall, Rm 110a

13 Sep 11 Quantico, Mann Hall, Rm 110a

Audience: All new civilian employees.

MARINE CORPS ACCULTURATION PROGRAM (MCAP)

23-24 Aug 11 Quantico, GRC, Rm 164-165

20-21 Sep 11 Quantico, Museum, Trailer #2

Audience: All employees new to the Marine Corps or who want to learn more about the Marine Corps.

FERS MID CAREER RETIREMENT PLANNING

23-24 Aug 11 Pentagon, Rm 2C253

Audience: ONLY civilian employees covered by Federal Employee Retirement System (FERS) who have at least 5 years of federal service and at least 10-15 years until retirement.

NEW SUPERVISOR ORIENTATION

31 Aug 11 Quantico, Mann Hall, Rm 110a

15 Sep 11 Quantico, Mann Hall, Rm 110a

Audience: All new supervisors of civilians.

FEDERAL BUDGET OVERVIEW

1-2 Sep 11 Quantico, Mann Hall, Rm 110a

6-7 Sep 11 Navy Annex, Rm 1110

Participants will obtain an overview of the Federal Budget process and procedures.

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TRIPLE YOUR MEMORY

6 Sep 11

Quantico, Mann Hall, Rm 110a

Learn how to memorize names, numbers, speeches, and everything else to increase your productivity and effectiveness.

LEADERSHIP: THE CRITICAL DIFFERENCE

20-21 Sep 11

Navy Annex, Rm 1110

For non-supervisor employees who desire to increase their interpersonal dynamics and success by applying leadership traits and abilities.

METHODS AND TECHNIQUES OF SUCCESSFUL MANAGERS AND SUPERVISORS

22-23 Sep 11

Navy Annex, Rm 1110

For managers and supervisors wanting to increase their managerial skills and abilities for achieving goals and objectives.

CSRS PRE-RETIREMENT PLANNING

27-28 Sep 11

Quantico, Mann Hall, Rm 110a

Open only to civilian employees covered by Civil Service Retirement System (CSRS).

FERS PRE-RETIREMENT PLANNING

29-30 Sep 11

Quantico, Mann Hall, Rm 110a

Open only to civilian employees covered by Federal Employee Retirement System (FERS).

All classes are scheduled from 0800 to 1600, unless otherwise specified

REASONABLE ACCOMMODATIONS: Please let us know when you register if you require reasonable accommodations to participate in this training.

To register for a class, please visit the HROM training registration website:

<http://hqmc03d.hqmc.usmc.mil/hromtrain.nsf> . Please remember that you should always obtain supervisor approval before registering.

If you have any questions or problems, please contact us at: 703-614-4111, 703-614-2409 or SMB.HQMC.ARHB.TRNG@USMC.MIL

PLEASE NOTE: Navy Annex PARKING is at a premium, and we encourage use of PUBLIC TRANSPORTATION. If you are driving to the Navy Annex, you MUST contact our office at least one week prior to attending your scheduled training.