

HROM-SPONSORED TRAINING



CIVILIAN MARINE COURSE CATALOG

4th QUARTER FY18

**Headquarters United States Marine Corps (HQMC)
Human Resources and Organizational Management Branch (HROM)**

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**Headquarters United States Marine Corps (HQMC)
Human Resources and Organizational Management Branch (HROM)**

**Civilian On-Site Training Schedule
Fourth Quarter FY18**

Date(s)	Time	Course Title	Location
JULY			
17-18 Jul	0800-1600	<u>Influencing for Business Results</u> **	Quantico, Mann Hall, Room 110A
18 July	0800-1600	<u>Naval Correspondence</u> **	Pentagon, 2B248A
19 July	0800-1600	<u>Naval Correspondence</u> **	Quantico, Mann Hall, Room 110A
19-20 July	0800-1600	<u>Influencing For Business Results</u> **	Pentagon, 2B248A
25 July	0800-1600	<u>Powerful Presentations</u> **	Quantico, Mann Hall, Room 110A
26-27 July	0800-1600	<u>Effective Writing Workshop - Level One</u> **	Quantico, Mann Hall, Room 110A
31 July	0800-1600	<u>Essential Supervision Skills</u> **	Pentagon, 2B248A
AUG			
1 Aug	0800-1600	<u>Essential Supervision Skills</u> **	Quantico, Mann Hall, Room 110A
2-3Aug	0800-1600	<u>Getting Results Without Authority</u> **	Pentagon, 2B248A
7-8 Aug	0800-1600	<u>Teamwork Skills for Non-Supervisors</u> **	Pentagon, 2B248A
8 Aug	0800-1200	<u>Position Description (PD) Writing Workshop for Supervisors and Managers</u>	Quantico, Mann Hall, Room 110A
8-9 Aug	0800-1600	<u>Marine Corps Acculturation Program (MCAP)</u>	Quantico, The Clubs, Ballroom
9-10Aug	0800-1600	<u>Teamwork Skills for Non-Supervisors</u> **	Quantico, Mann Hall, Room 110A
14-15 Aug	0800-1600	<u>The Leadership Edge</u> **	Pentagon, 2B248A
15-16 Aug	0800-1600	<u>Effective Writing Workshop - Level Two</u> **	Quantico, Mann Hall, Room 110A

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16 Aug	0800-1600	<u>Effective Writing, Grammar, and Proofreading Training</u> **	Pentagon, 2B248A
21-22 Aug	0800-1600	<u>Retirement, Benefits, and Financial Planning for Late Career FERS Employees</u>	Quantico, Mann Hall, Room 110A
23 Aug	0800-1600	<u>Aligning Employees with the Organizational Mission</u> **	Pentagon, 2B248A
24 Aug	0800-1600	<u>Aligning Employees with the Organizational Mission</u> **	Quantico, Mann Hall, Room 110A
28 Aug	0800-1600	<u>Life Balance and Stress Reduction</u> **	Quantico, Mann Hall, Room 110A
29 Aug	0800-1600	<u>Life Balance and Stress Reduction</u> **	Pentagon, 2B248A
30 Aug	0800-1600	<u>New Supervisor Orientation (NSO)</u>	Pentagon, 2B248A
SEP			
13-14 Sep	0800-1600	<u>Retirement, Benefits, and Financial Planning for Late Career FERS Employees</u>	Pentagon, 2B248A
18 Sep	0800-1600	<u>New Supervisor Orientation (NSO)</u>	Quantico, Mann Hall, Room 110A
19 Sep	0830-1130 1330-1530	<u>Equal Employment Opportunity (EEO) and Diversity Training</u>	Pentagon, 2B248A
19-20 Sep	0800-1600	<u>Marine Corps Acculturation Program (MCAP)</u>	Quantico, The Clubs, Ballroom
20 Sep	0830-1130 1330-1530	<u>Equal Employment Opportunity (EEO) and Diversity Training</u>	Quantico, Mann Hall, Room 110A
25-26 Sep	0800-1600	<u>Retirement, Benefits, and Financial Planning for Mid-Career FERS Employees</u>	Quantico, Mann Hall, Room 110A
27-28 Sep	0800-1600	<u>Retirement, Benefits, and Financial Planning for Mid-Career FERS Employees</u>	Pentagon, 2B248A

** Indicates recommended IDP courses. Please see course description for more information.

**Headquarters United States Marine Corps (HQMC)
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Civilian On-Site Course Descriptions

Aligning Employees with the Organizational Mission**

A contributing factor to an organizations sustainable competitive advantage is the ability of its organizational leaders to align followers with the mission and vision of the organization. The strategic management process can only be successful when the employees are properly aligned to the mission and vision of the organization. Upon completion of this class participants should be able to understand the role of human capital as a strategic partner in the overall organizational mission and strategy. Develop and align the operational function strategic plan with the organization's strategic plan.

Audience: All Civilian Employees and Supervisors

Effective Writing Workshop - Level One**

Effective writing skills are very important to the career success of Federal Civilian Employees. Writing forces the need to think clearly, organize and make sense of ideas, and to believe what one is writing. Effective writing takes time and requires skills. This course will help you enhance your writing skills, learn plain language techniques, avoid common mistakes, write precise and concise sentences and paragraphs, discover new methods in organizing your documents and much more.

Audience: All Civilian Employees

Effective Writing Workshop - Level Two**

This course is designed to enhance your existing skills, and provide some new tips, tools, and techniques for you to incorporate in your writing. You will learn to take your writing to the next level, write all your documents with clarity, plan and build your documents while considering the purpose, audience, and scope. Understand why active voice is usually preferred over passive voice, The 8 C's for professional written communication, and characteristics of good government writing.

Pre-requisite: While not mandatory, participants should complete Writing Workshop Level One prior to attending this class. Registrants who have completed Writing Workshop Level One will be given priority.

Audience: All Civilian Employees

Effective Writing, Grammar, and Proofreading Training **

The purpose of the course is to explain and demonstrate the principles of effective writing for the participants. This course will address effective writing concepts such as, foundations of effective writing; recognition of readers' needs; organization of relevant information; and application of effective writing in day-to-day activities within the context of the participant's roles.

Audience: All Civilian Employees

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Equal Employment Opportunity (EEO) and Diversity Training

Become familiar with current EEO and diversity policies and trends, and better understand your rights and role(s). Learn about the EEO complaint process, diversity in the workplace, the Civil Rights Act and Americans with Disability Act, sexual harassment and hostile work environments, and more. Complete ALL of your EEO training at once; this course meets the annual and biannual EEO training requirements for civilians and their supervisors (Prevention of Sexual Harassment, No-FEAR Act, and Supervisory EEO Training).

Audience: All Civilians and their Supervisors. **Please note:** NAF and Military personnel can register but will be placed on stand-by, and are advised to consult with their training POC prior to registering.

Essential Supervision Skills**

Develop core leadership skills all effective supervisors must master. Turn problem employees and underachievers into positive contributors. Build a high-performance team eager to accomplish team goals. Eliminate costly time-wasters in your day and watch productivity soar. Improve morale and retention by establishing a positive work environment. Motivate your people to work harder, faster and more efficiently. Enhance your supervisory strengths and enjoy the supervisory success and respect you deserve.

Audience: All Supervisors and Managers

Getting Results without Authority**

In today's work environment, quite often employees are required to get work done through peers, management and frequently contractors, over whom they have no control! Successful employees use persuasion and influences to get the results they desire. This course will focus on building your power base, understanding your work style and the styles of others, and learning the art of persuasion and negotiating for what you want.

Audience: All Civilian Employees

Influencing For Business Results**

Influencing For Business Results™ is a core training program that teaches professionals to become more effective in meeting workplace goals. By learning to leverage personal power, align relationships and communicate influentially, participants learn skills needed to get results at work. The *Influencing For Business Results™* training program deepens understanding of how to secure what you want and need through positive, cooperative connection with others. This session will unveil 6 Proven Social Science Principles and helps participants build influential relationships, avoid conflict and gain buy-in from others.

Audience: All Civilian Employees

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Life Balance and Stress Reduction**

Learn the secrets hundreds of business professionals use to deal with the pressure when things get tense. Participants will learn many tactics for identifying stressful situations and coping with stress in the office and at home. Learn the difference between good and bad stress - internal and external stress. Identify the physical symptoms of stress. Understand the difference between how men and women handle stress. Define the signs of burnout and how to overcome it. Create an action plan to simplify your lives at work and at home.

Audience: All Civilian Employees

Marine Corps Acculturation Program (MCAP)

The Marine Corps Acculturation Program (MCAP) educates Civilian Marines on the history, culture, and organizational structure of the Marine Corps, as well as all the civilian workforce development opportunities available to Civilian Marines. The MCAP was deployed throughout the Marine Corps in December 2007, so Civilian Marines truly feel part of the team and understand what it means to work for the Corps.

Audience: All Civilian Employees

Naval Correspondence**

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

- Detailed review of the fundamentals and principles for the preparation of naval correspondence
- Standards and procedures set forth in the Navy Correspondence Manual
- Uniform standards for letters, memorandums, e-mails, etc.
- Navy Records Management Program Standards Subject Identification Codes (SSIC)
- Guide to naval writing for correct format for both internal and external correspondence
- Techniques for proofreading, revisions and editing

Audience: All Civilian Employees

New Supervisor Orientation (NSO)

Obtain an overview of information on Civilian Workforce Management, Equal Employment Opportunity, Employee/Management Advisory Services, Training & Development, Security (Quantico only), and Safety (Quantico only).

Audience: All New Supervisors (Civilian & Military) in the position as the rating official of Civilian employee(s)

**Headquarters United States Marine Corps (HQMC)
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Position Description (PD) Writing Workshop

Headquarters Marine Corps, Human Resources (HR) Classification Section provides Position Description Writing workshops for Supervisors and Managers identified as hiring officials for civilians employees. Position Descriptions (PDs) form the basis for many HR actions, including compensation, hiring, and performance based actions. It is essential that supervisors include important duties, organizational relationships, and essential knowledge in PDs. Class participants will learn the responsibilities for writing position descriptions; understand the format requirements for General Schedule and Federal Wage System positions (including Supervisory and Team Leader); and understand the basic principles and application of OPM Classification Standards and Guidelines.

Audience: Supervisors and Managers identified as hiring officials for civilians employees

Powerful Presentation**

Powerful Presentations™ is an experiential workshop that prepares high-level professionals to fully engage their audience using professional speaking techniques. The curriculum will focus on structure, speaking skills, and presence. Through a combination of instruction, demonstration and practice, participants finesse their presentation skills. Instructor feedback leads to greater mastery of delivery skills. By the end of the session, professionals exude control confidence and can masterfully deliver dynamic presentations to all levels of audience members in the organization.

Audience: All Civilian Employees

Retirement, Benefits, & Financial Planning for Late Career FERS Employees

Wienken Advisors has an individualized approach to retirement and financial planning by breaking down the FERS Benefit Package within the context of the "Building Your Financial Home" planning model. This course will cover a variety of financial planning topics and strategies such as: Qualified Retirement Money (TSP, IRA's, 401K, etc.); Retirement Benefit Analysis; Asset Allocation, Tax and Estate Tax Strategies; Disability, Health, and Life Insurance; Emergency Fund; Long Term Care; Medicare/Medicaid and Non-Qualified Investment Strategies.

Audience: Federal government employees under the Federal Employee Retirement System (FERS) who are in the latter stages of their federal careers (with five or less years before retirement).

Retirement, Benefits, & Financial Planning for Mid-Career FERS Employees

Wienken Advisors has an individualized approach to retirement and financial planning by breaking down the FERS Benefit Package within the context of the "Building Your Financial Home" planning model. This course will cover a variety of financial planning topics and strategies such as: Qualified Retirement Money (TSP, IRA's, 401K, etc.); Retirement Benefit Analysis; Asset Allocation, Tax and Estate Tax Strategies; Disability, Health, and Life Insurance; Emergency Fund; Long Term Care; Medicare/Medicaid and Non-Qualified Investment Strategies.

Audience: Federal Government employees under the Federal Employee Retirement System (FERS) with 10-15 years of federal service.

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Teamwork Skills for Non-Supervisors**

This interactive workshop helps you explore your preferred method of communication and gain insight into the pet peeves and preferences of others so you can enhance interactions, reduce miscommunication and preserve your self-esteem. Recognize what you can do to strengthen rapport, boost listening skills and clearly get your message across in a mutually beneficial way. Practice newly learned communication skills to reinforce your ability to easily use these methods outside of the workshop environment. Use the True Colors philosophy and assessment tool to explore the importance that individuals, teams, and client interactions have to the success of any organization.

Audience: All Civilian Employees

The Leadership Edge**

The Leadership Edge is a dynamic program that moves participants to powerful self-discoveries that dramatically strengthen their capacity to lead in changing times. This highly interactive program uses experiential learning techniques to help leaders at all levels remove personal barriers and develop previously hidden strengths. Using the principles of R.E.S.P.E.C.T., that are at the essence of authentic leadership, professionals in positions of responsibility will discover how becoming more proficient at Responsiveness, Empathy, Service, Perspectives, Self Esteem, Courage and Truth-telling will transform the way they lead, the relationships they create, and the results they produce.

Audience: All Civilian Employees

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Civilian On-Site Training Notes

New CAC Scanner Sign-in Process: We have implemented a new class sign-in process this quarter utilizing a CAC Scanner. All participants **MUST** bring their Common Access Card to attend all classes. This process places all participants names unto a excel spreadsheet making the uploading of your training into TWMS a much faster, easier process after attending a class.

To Register or for Additional Information: Please visit the HROM-Sponsored Training website: <http://www.hqmc.marines.mil/hrom/SponsoredTraining.aspx>. **Please note:** You should always obtain supervisor approval before registering.

**** Individual Development Plan (IDP):** We have recommended on-site training classes that may be beneficial as part of your Individual Development Plan (IDP). The IDP is a developmental tool that creates a partnership between the individual employee and supervisor. It was designed to help employees reach performance objectives and career goals within the context of the organization's mission and goals. It works best when the employee and the supervisor work together to create the IDP. Employees benefit by enhancing their knowledge, skills, and experiences to help them achieve personal and career goals. The organization benefits by developing improved employee capabilities and job performance. **For more information** regarding the development and implementation of an IDP, including a template for developing your own plan, **please refer to** the HQMC IDP Handbook located at:
http://www.hqmc.marines.mil/Portals/143/Docs/HROM/IDP_Handbook.pdf

Reasonable Accommodation: Please let us know when you register if you require reasonable accommodation to participate in this training.

Locations: You **MUST** bring your **Common Access Card (CAC)** to all training locations:

- Pentagon – Washington, D.C.
- The Clubs of Quantico – 3017 Russell Rd, Quantico, VA 22134
- Little Hall – Building 2034 (Base Theater)
- Mann Hall – Building 2004, MCB Quantico, VA.

****Please Note:** There is **NO ACCESS** to **Mann Hall Building 2004** or **Classroom 110a** until **0730** hours for all scheduled training dates.**

Parking:

- Pentagon – Due to the I-395 Express Lane Project, we **HIGHLY** encourage and recommend use of **PUBLIC TRANSPORTATION**. Visitor parking is **EXTREMELY** limited and if you have to drive to the Pentagon, you **MUST** contact our office at least one week prior to attending your scheduled training to obtain approval.

Certificate of Completion: Every participant who registers for any HQMC-funded training must do so with the intent to attend the required class hours for course completion. All classes are from 0800-1600 unless otherwise specified.

Questions or Problems: Please contact the Organizational and Workforce Management Section (ARHM) at: 703-614-9088 or SMB.HQMC.ARHB.TRNG@USMC.MIL.