# Professional Skills Available to All Civilian Marines

The On-Site Training Program **HAS GONE COMPLETELY VIRTUAL**. Please take a look at the lineup of courses scheduled for August and September carefully curated to support your learning and development. A "How to Register for HROM Courses" guide is attached to facilitate course registration.

## Teleworking: Managing and Leading Virtual Teams

6-7 August 8am - 3:30pm | Hosted online
**To register visit:**
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx
What does it take to make teams work effectively?  Now more than ever, is the time to learn how to define virtual team purpose and goals, develop a virtual team working culture and foster increased employee engagement.  This class will provide the knowledge and skills to strategically develop a virtual plan to manage, lead, and maintain a high-performance virtual team.
**Audience:**  All HQMC Supervisors and Managers (Civilian, Military and NAF) of Civilian Marine Employees

## Influencing for Business Results

6-7 August 8am - 3:30pm | Hosted online
**To register visit:**
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx
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 helps participants build influential relationships, avoid conflict and gain buy-in from others.
**Audience:**  All Civilian Marines

## Managing Multiple Projects, Objectives, and Deadlines

11 August 8am - 3:30pm | Hosted online
**To register visit:**
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx
In Today's environment of doing more with less and the notion that technology improves efficiency, managers and employees alike are on overload.  How do you get it all done in 8, 9, 10 or more hours per day?  The

answer is to **WORK SMARTER.** This one-day program will provide proven tools to get it all done!
**Audience:** All Civilian Marines


## Interpersonal Communication: Building Professional Workplace Relationships

12-13 August 8am - 3:30pm | Hosted online
**To register visit:**
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx
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. We will review transactional analysis and ego states to adapt how we engage in dialogue to enhance workplace culture.
**Audience:** All Civilian Marines


## Naval Correspondence

13 August 8am - 3:30pm | Hosted online
**To register visit:**
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx
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


## Productive on Purpose - Time Management for Busy People

14 August 8am - 3:30pm | Hosted online
**To register visit:**
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx
Everyone has the same 24 hours in a day yet some people are so much more productive than others. Why is that? The answer is that productive people

have learned to work smarter, not harder. They understand the difference between being active and being productive. Do you?  In this one-day class learn to implement strategies that increase productivity and decrease stress.
**Audience:**  All Civilian Marines


## Increasing Resilience and Reducing Stress

18-19 August 8am - 3:30pm | Hosted online
**To register visit:**
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx
Resilience At Work™ is an experiential training program that enables participants to master the competencies of professional resilience, even during times of tremendous external change. Participants learn to assess and grow their own individual resilience by exploring factors that can support or detract from resilience.
**Audience:**  All Civilian Marines


## Mind Mapping for Success

25 August 8am - 3:30pm | Hosted online
**To register visit:**
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx
Mind Mapping is a whole-brain tool that allows you to use your brain more effectively and efficiently. It is a method of using pictures, colors, and key words to help you organize your thoughts and execute your vision.  In this one-day interactive, activity-driven Mind Mapping seminar, you will learn techniques that will enhance your communication, creativity, learning and thinking skills, which are all key to succeeding in business and in life.
**Audience:**  All Civilian Marines


## Writing Effective Performance Appraisals

26 August (2 sessions to choose from) 8-11am or 1-3pm | Hosted online
27 August (2 sessions to choose from) 8-11am or 1-3pm | Hosted online
**To register visit:**
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx
The HQMC performance review process is right around the corner.  Learn how to write effective performance appraisals to position yourself and your employees in their best light and showcase their achievements and accomplishments.  The three-hour class will provide you an opportunity to draft an actual assessment.  You are encouraged to have copies of your critical

elements and any performance documentation to facilitate the drafting of an effective appraisal.
**Audience:**  All Civilian Marines


## Interpersonal Communication: Building Professional Workplace Relationships

26-27 August 8am - 3:30pm | Hosted online
**To register visit:**
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx
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. We will review transactional analysis and ego states to adapt how we engage in dialogue to enhance workplace culture.
**Audience:**  All Civilian Marines


## COR Refresher

27 August 8am - 3:30pm | Hosted online
**To register visit:**
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx
Refresh your knowledge of the post-award phase of the federal acquisition process in this one-day course. Review key information needed by the contracting officer's representative (COR), project officer, or task manager to ensure successful contract administration. Update your knowledge by learning about regulatory changes to the acquisition process.
*Audience:*  All HQMC CORs, especially at level I who need to refresh their knowledge and meet continuous learning requirements. Those needing additional training to satisfy FAC-COR requirements should consider Comprehensive COR Workshop (ACQI7523D) or Advanced COR Workshop (ACQI9008D).


## Mind Set Matters

28 August 9 - 11am | Hosted online
**To register visit:**
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx
Do you sometimes struggle with trying something new? Do you believe you were born with certain limitations, like not being good at math? If so, you might have a fixed mindset. Carol Dweck, Professor of Psychology at Stanford University, well known for her work on "the fixed mindset vs. the growth

mindset." By understanding the difference between these two mindsets you can positively impact your performance at school, work, and home.
**Audience**:  All Civilian Marine


## Generational Leadership and Communicating with Tact and Diplomacy

1-2 September 8am - 3:30pm | Hosted online
**To register visit:**
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx
In today's workplace, there can be up to five generations working together. As a leader, it is imperative that you know how to interact with the various groups and how to get them interacting with each other in a cooperative manner to get the work done. Knowing how to lead the different generations and communicate with them can be challenging, but it is not impossible. In this two-day workshop, you will learn strategies to help you get the most out of your diverse team by leading and communicating with ease. At the end of this training, participants will be able to understand generational differences, understand the preferred communication styles of the different generations, manage cross-generational conflicts, use the information and tools shared to lead productive cross-generational teams, and communicate with tact to insure respectful interactions.
**Audience:** All Civilian Marines


## COMP TIA Project+ Certification Exam Preparation

1-3 September 8am - 3:30pm | Hosted online
**To register visit:**
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx
The course is designed for any individual who wants to validate their project management experience.  Participants will receive a clear understanding of the Comp TIA® Project + Certification Exam requirements and process, concepts, terminology and format.  A deep detailed review of all topics, insight and recommendations of study methods, test-taking techniques, tips and tricks to prepare for the exam.
*Audience:*  All Civilian Marines


## Dealing with Difficult People

3-4 September 8am - 3:30pm | Hosted online
**To register visit:**
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx

The Dealing With Difficult People™ workshop is an engaging onsite training seminar that provides concrete tools for handling challenging interactions with staff, customers or suppliers. By better understanding causes of difficult behavior and the resulting reactions, participants learn to anticipate & prevent conflict escalations. By exploring how people differ in their needs and perceptions participants can approach difficult situations with a calm & positive demeanor. Participants also learn to focus on productive results in relationships rather than on challenging elements of the interaction. Through a deep exploration of attitudes, tools and strategies for working productively with all types of people, each participant grows in their professionalism, poise and productivity.

*Audience:* All Civilian Marines

These webinars are open for ALL HQMC **Civilians.**

**To register, use the following URL:**
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx

**Select "AUTHENTICATION CERTIFICATE" to access the registration portal.**

**Any further questions about the class content, please send an email to SMB.HQMC.ARHB.TRNG@USMC.MIL**

To register for these courses, you **MUST** have an eHQMC/HQI account. If you need to obtain an eHQMC/HQI account, experience any problems registering with your eHQMC/HQI system access or have issues with the HROM Training Registration Portal, please contact the HQMC Applications Service Desk at 703-697-1041 or send an email to HQMCITAS.fct@usmc.mil.

# How to Register for HROM Courses

HQMC Workforce Development

# Step 1

- Visit the HROM Training Registration Portal (link below)
  https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx

- Select "Authentication Certificate" to access the registration portal
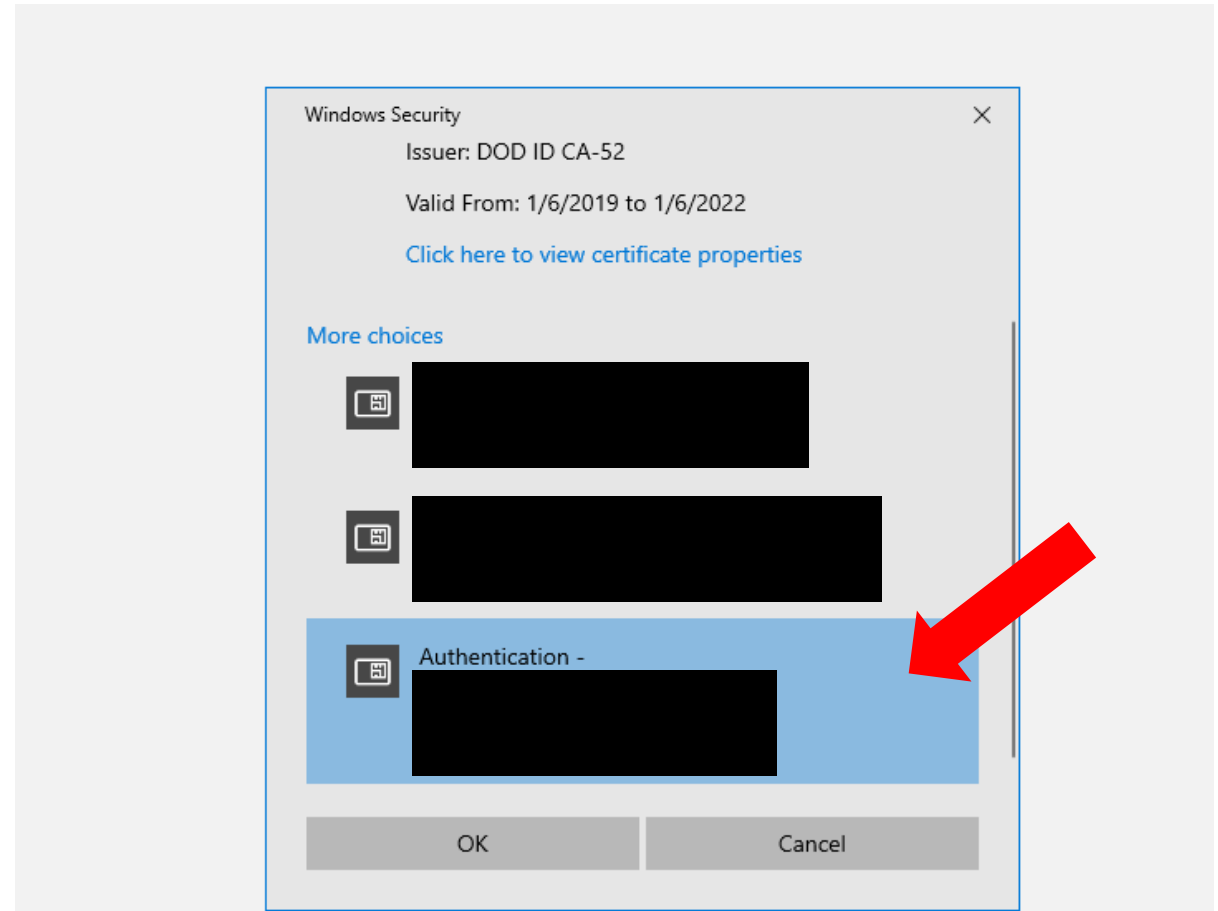
# Step 2

- Click "I Accept"
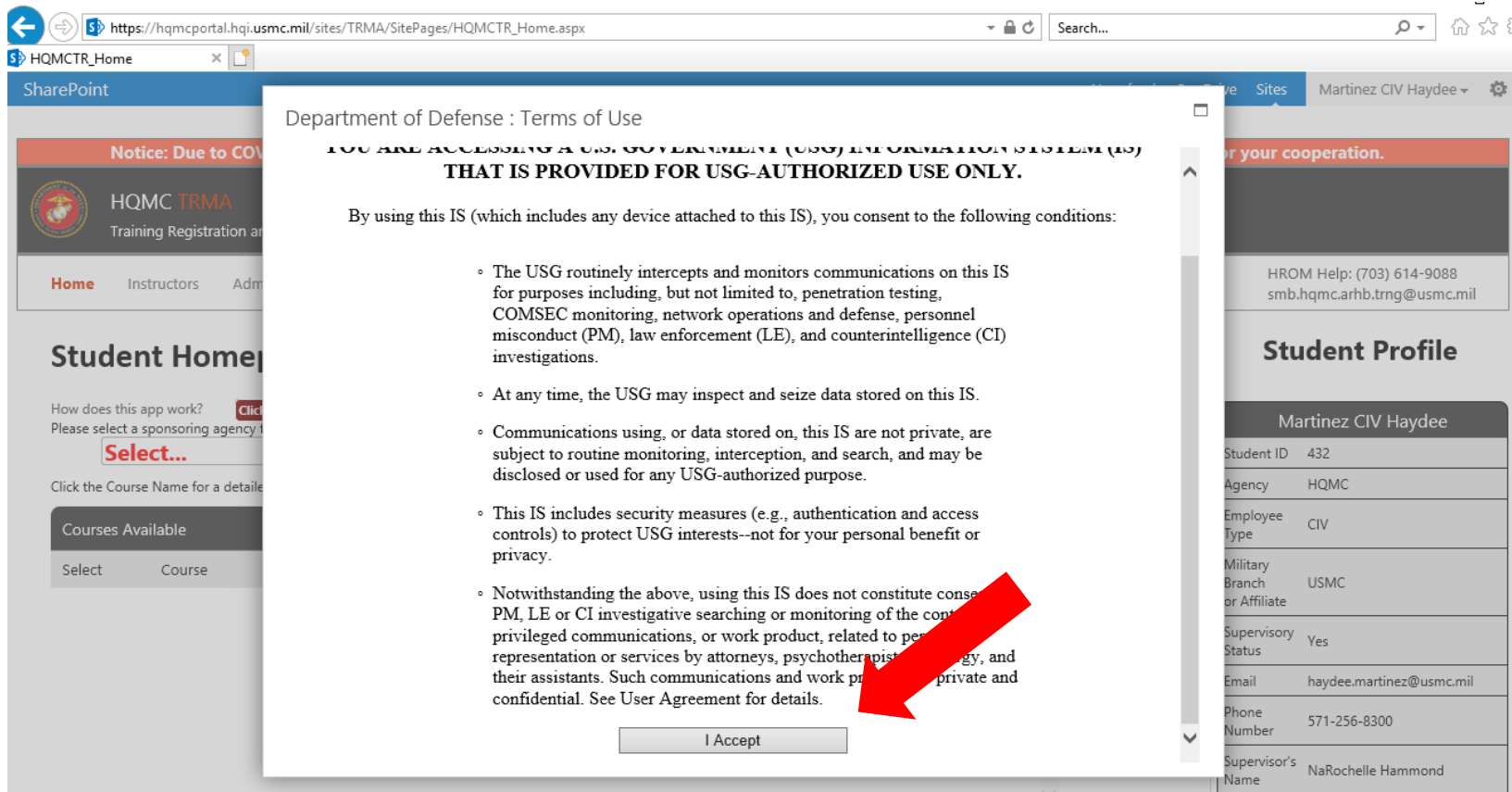
# Step 3

- Select HROM from the dropdown menu

# Step 4

- Select the course you'd like to register for and click "Register yourself"

# Step 5

- Check the following three areas

# Step 6

- The following box will open confirming your course seat, click OK
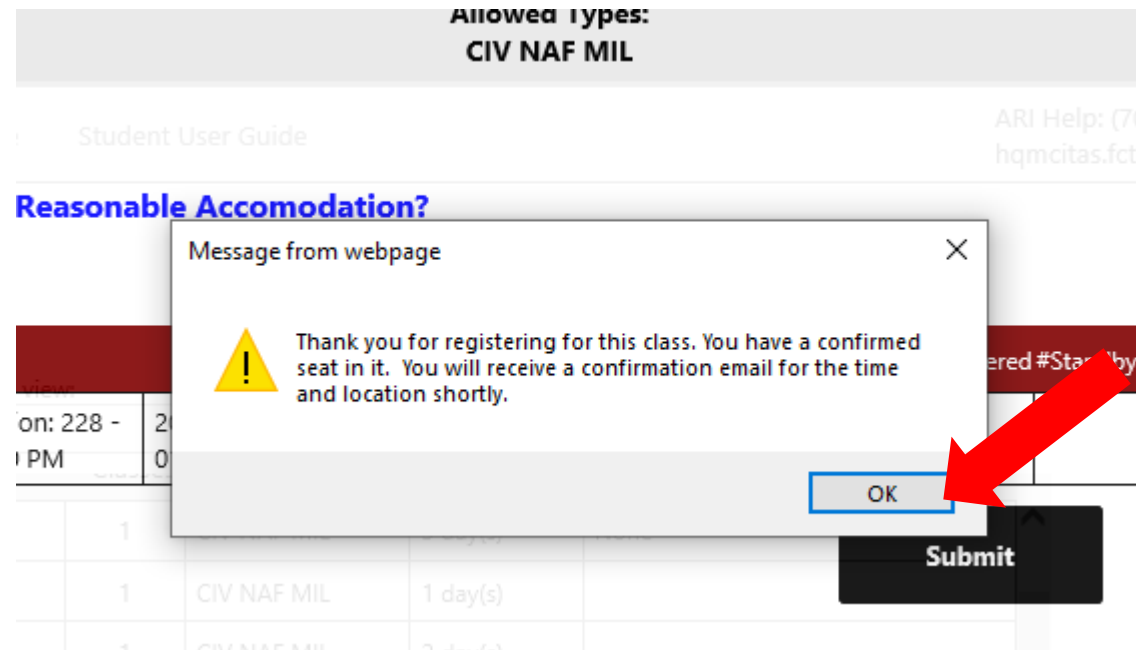
# Step 7

- You can see a full list of registered courses in your Student Homepage

# Step 8

- An email from TRMA will confirm your seat in the course and provide you an online access link to the course



Tue 8/4/2020 11:13 AM
TRMA <no-reply-eHQMCPortal@usmc.mil>
**TRMA  Confirmed Registration for Class - CompTIA Project+ Exam Preparation**
To    Martinez CIV Haydee
Cc   SMB HQMC ARHB TRNG; Acherman CTR Lawrence O

This is to notify you that Haydee Martinez has been registered as Confirmed for the following course:
CompTIA Project+ Exam Preparation: 228 - 9/1/2020 8:00 AM - 9/3/2020 4:00 PM
Location:  Virtual-As Applicable

Virtual Instructions:

All participants MUST register to the invitation link below in order to enter the virtual classroom.  Upon registering, you will receive a confirmation email that contains the "live" link for the class.  Please use the same "live" link to attend both class days and, again, we highly recommend using your personal home computer or tablet.

Invitation link to:  "CompTIA Project + Exam Preparation" (September 1-3, 2020)

https://us02web.zoom.us/meeting/register/tZYsc-irrz0vGt1X_RudlruWlBVXKmhWjBXV

# Registration, Tech, and Access Support

- Email [SMB.HQMC.ARHB.TRNG@usmc.mil](mailto:SMB.HQMC.ARHB.TRNG@usmc.mil)
- If you cannot access the HROM Training Registration Portal, you may need to request an eHQMC/HQI account. Its easy, simply email [HQMCITAS.fct@usmc.mil](mailto:HQMCITAS.fct@usmc.mil) or call 703-697-1041 to request an account.