



Education COI

March 22, 2016

Education COI, 1019 Elliot Rd, Quantico, VA 22134

<http://www.tecom.marines.mil/resources/coi.aspx> usmc_ed&trng_coi@usmc.mil 703-432-0861

INSIDE THIS ISSUE

- 1 Individual Development Plan
- 2 Training Objectives 2016
- 2 Lynda.com
- 3 Mentor Match Service
- 4 Workforce Assessment

"We owe it to our workforce to create an environment that continually seeks to develop and improve their talents and ensure their skills are effectively aligned to current and future work demands. Every civilian employee must be part of an effective community management program."

Mr. Dennis Thompson, Executive Director, Training and Education Command
(TECOM)

Education Community of Interest (COI)

Mission Statement:

To provide every community member with the opportunity to continue to learn and reach their potential, to lead fulfilling and productive careers, and to contribute positively to the mission of the Marine Corps by enabling each of his or her constituents to fully maximize their talents, imagination, skills and character.

Individual Development Plan (IDP)

I encourage each of you to take the initiative to improve your functional and leadership skills. One tool for members to improve their functional and leadership skills is to prepare an Individual Development Plan (IDP) with their supervisors. An IDP gives you and your supervisor an opportunity to establish objectives that support both the organizations and the member's needs and goals. The IDP offers you a clear guide for working toward long-term career goals in ways that help the organization achieve its goals and mission. The IDP is a way to organize and set priorities for learning and development experiences that will help you:

- Learn new skills to improve current job performance
- Maximize current performance in support of organizational requirements
- Prepare for other kinds of work
- Prepare for increased responsibility
- Attached, please find an IDP Handbook you might find beneficial in the development of your own IDP. In addition, through TWMS, you can electronically generate your IDP that is routed directly to your supervisor.

You might find this [IDP Handbook](#) beneficial in the development of your own IDP. You can electronically generate your IDP through TWMS (<https://twms.navy.mil/login.asp>) that is routed directly to your supervisor.

The purpose of training, education and self-development is to provide a competent, efficient, and effective professional workforce equipped to accomplish the mission and goals in their assigned organization and the Marine Corps. The future capacity and capability of the Marine Corps can only be assured if employees are developed to meet projected requirements.

Training Objectives 2016

Training is an investment in human capital aimed at expanding the capabilities of Civilian Marines and their organization to improve performance and increase productivity. The Education COI will utilize Lynda.com to deliver professional, technical and cross-functional training to our members. Our goal is to meet those current and future competency requirements for your current position.

Our 2016 training objectives are:

- Building the skills and competencies necessary to increase organization productivity and efficiency
- Prepare members to carry out mandated programs
- Focus on individual development aligned with organizational priorities
- Invest in members professional growth

Lynda.com

In a continuing effort to provide professional development opportunities for the Education community, a value-added training resource is now available - Lynda.com. So what is Lynda.com, you ask? Lynda.com is online learning environment with a vast library of instructional videos covering the latest software, creative, and business skills taught by accomplished teachers and industry experts. Lynda.com is an online alternative to “brick and mortar” training. Learning, on-line, provides an asynchronous learning environment - on-demand when you want it; easily accessible; designed for all level of learners; and flexibility to time and place as you can view material on your mobile device too.

Online learning can deliver huge impacts through training and professional development activities; employees stay current in their chosen line of work and successfully perform their job responsibilities, as well as learn relevant new skills to achieve personal and professional goals. As a community comprised of education and training professionals, we know you want career development opportunities and resources. Lynda.com is an effective online training resource that can help you develop career paths and achieve your goals. The Lynda library has high-quality instructional videos with over 6,000 courses covering a variety of technologies and disciplines, such as Microsoft Office, Adobe Creative Suite, Project Management, Communication, and the Neuroscience of Learning. Lynda.com is designed for all levels of learners and is available whenever you are ready to learn. Education programs and technologies change rapidly; with access to Lynda.com’s learning library you can meet your self-development needs, maintain your current technical competency requirements as well as learn new skills.

How can you get the most out of Lynda.com?

- ✓ Set aside time every week for online training
- ✓ Visit regularly to find out about new and updated courses
- ✓ Watch the welcome video of a course to check out its training content
- ✓ Use bookmarks to indicate favorite videos or courses
- ✓ Create and share playlists
- ✓ Download exercise files and practice applying knowledge as you go

See [Lynda.com](#) on page 3

Lynda.com from page 2

Education COI Lynda.com

Eligibility/Participation Basics:

- Eighty (80) accounts will be assigned on a first come, first served basis. **So act fast!**
- Be a member of the Education COI (Appropriated Funded members only).
- Submit your first and last name along with your work email address to: USMC_Ed&Trng_COI@usmc.mil or james.hilton@usmc.mil.
- Selected participants will receive an email from Lynda.com with your user access information and directions for accessing their curricula.
- For specific participant responsibilities read MARADMIN 013/16 / <http://www.marines.mil/News/Messages/MessagesDisplay/tabid/13286/Article/175730/community-of-interest-civilian-marine-foundational-skills-training-program.aspx>

So how do you identify those exceptional and generous individuals willing to share what they know with eager recipients?

Mentoring for Mentors:

0830-1600 24 March
MCBQ Education Center, Bldg 3089 Roan St, Rm 8

Mentoring for Mentees

0830-1600 25 March
MCBQ Education Center, Bldg 3089 Roan St, Rm 8

To register: Please contact Mr. Jamie Deets at: Jamie.deets@usmc.mil or call 703-784-3101.

Mentor Match Services

Exciting news! DC M&RA just released [MARADMIN 123/16](#) "Announcing Mentor Match Services." So, what does that mean to you? It means you now have a means of signing up to be someone's Mentor or; beginning in April, being Mentored by one of the many Leaders or professionals already registered. Mentoring isn't just about finding someone older and more experienced than you. It's about fulfilling a technical or professional learning need by finding someone who has the knowledge and expertise to share that information with you. Of course, it can still be about learning and developing Leadership Skills from seasoned Leaders. No matter what, it is the most personal and efficient means of developing professional skills and technical proficiencies. The hardest part about Mentoring is finding a Mentor; or finding someone you would like to mentor. With Mentor Match Services, the hard part just got easier. You can literally register in Mentor Match Services in 5 minutes. Once you identify your strengths or areas of interest, you are now part of a worldwide directory of talent. You can then search for Mentors in your geographic location or even the surrounding areas. Likewise, Mentors can begin to hunt for those looking to enhance their skills and significantly increase their contribution to the mission. Take time to read the MARADMIN, then go to <https://www.manpower.usmc.mil/TWMS> and view the online tutorial for Mentor Match Services. It's quick, easy, and provides you with a great opportunity to form a unique learning relationship. During March, the Marine Corps is looking for a "Few Good Mentors." That way, when the service opens to everyone in April, our workforce will be able to search the directory with greater success. As your Community Manager, I would like to ask everyone who believes they have some skill or knowledge that could benefit other Civilian Marines, to sign up and support Mentoring.

You will be glad you did.

Workforce Assessment

Environmental Factors

A major challenge for the education community is to appropriately leverage technology more effectively and efficiently to better facilitate learning. The educational demands of our customers continue to increase in scope and volume. The education community must become the subject matter experts within their organizations on the use of technology to design and deliver robust training and education services. This expertise becomes increasingly important if we are to meet a wider range of customer needs in a resource-constrained environment. Our challenge is further exacerbated by several trends.

1. Diverse customer requirements demand a tailored approach because a one-size-fits-all program will not meet these needs.
2. Declining resources have hindered recruitment of technologically perceptive digital natives.
3. An aging and shrinking workforce with limited professional development opportunities for current community members.

Community Strategies

To mitigate the challenges the COI will provide professional development aimed at:

- Educating the workforce on the potential of technology to better address increasing customer demands in an era of declining resources
- Provide training and/or education to the members to leverage learning technologies to increase the robustness in the learning environment.

**ONLY 10 LYND.A.COM SEATS
REMAIN AVAILABLE**

**HURRY
REQUEST AN ACCOUNT TODAY
AT**

USMC_ED&TRNG_COI@USMC.MIL

COI Leader:

Executive Director, Training and Education Command (TECOM)

COI Vision Statement:

Successful, skilled, and innovative education workforce

COI Goals:

- Further Education, Adult Learning and Skills
 - Retain a highly-qualified, motivated and supported workforce through strong professional development
- Promote a positive, inclusive and responsive learning environment that contributes to the success of each learner and ensures continuous improvement
- Engage learners through creative, innovative and supported learning programs and environments
- Establish balanced, flexible and responsive learning and training pathways to encourage lifelong learning