

HROM-SPONSORED TRAINING



CIVILIAN MARINE COURSE CATALOG

3rd 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
Third Quarter FY18**

Date(s)	Time	Course Title	Location
APR			
17 Apr	0800-1600	<u>New Supervisor Orientation (NSO)</u>	Quantico, Mann Hall, Room 110A
17-18 Apr	0800-1600	<u>Marine Corps Acculturation Program (MCAP)</u>	Quantico, The Clubs, Ballroom
18 Apr	0800-1600	<u>Critical Analysis for Executive Decision-Making**</u>	Pentagon, 2B248A
24-25 Apr	0800-1600	<u>Retirement, Benefits, and Financial Planning for Late Career FERS Employees</u>	Quantico, Mann Hall, Room 110A
26-27 Apr	0800-1600	<u>Retirement, Benefits, and Financial Planning for Late Career FERS Employees</u>	Pentagon, 2B248A
MAY			
2 May	0800-1600	<u>New Supervisor Orientation (NSO)</u>	Pentagon, 2B248A
8 May	0800-1600	<u>Communicating Across Cultures**</u>	Pentagon, 2B248A
9 May	0800-1200	<u>Position Description (PD) Writing Workshop for Supervisors and Managers</u>	Pentagon, 2B248A
9-10 May	0800-1600	<u>Retirement, Benefits, and Financial Planning for Mid-Career FERS Employees</u>	Quantico, Mann Hall, Room 110A
10-11 May	0800-1600	<u>Effective Listening Skills**</u>	Pentagon, 2B248A
16 May	0800-1200	<u>Position Description (PD) Writing Workshop for Supervisors and Managers</u>	Quantico, Mann Hall, Room 110A
16-17 May	0800-1600	<u>Marine Corps Acculturation Program (MCAP)</u>	Pentagon, 2B248A
22 May	0800-1600	<u>Optimization of Personal Productivity**</u>	Quantico, Mann Hall, Room 110A

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22-23 May	0800-1600	<u>Conflict Management and Resolution Strategies</u> **	Pentagon, 2B248A
24-25 May	0800-1600	<u>Conflict Management and Resolution Strategies</u> **	Quantico, Mann Hall, Room 110A
JUN			
5 Jun	0800-1600	<u>Naval Correspondence</u> **	Quantico, Mann Hall, Room 110A
6-7 Jun	0800-1600	<u>Retirement, Benefits, and Financial Planning for Late Career FERS Employees</u>	Quantico, Mann Hall, Room 110A
12 Jun	0800-1600	<u>New Supervisor Orientation (NSO)</u>	Quantico, Mann Hall, Room 110A
13 Jun	0800-1600	<u>Optimization of Personal Productivity</u> **	Quantico, Mann Hall, Room 110a
13-14 Jun	0800-1600	<u>Marine Corps Acculturation Program (MCAP)</u>	Quantico, The Clubs, Ballroom
14-15 Jun	0800-1600	<u>Getting Results Without Authority</u> **	Quantico, Mann Hall, Room 110a
19 Jun	0800-1600	<u>Essential Supervision Skills</u> **	Pentagon, 2B248A
19 Jun	0800-1600	<u>Contracting Officer Representative (COR) 1-Day Refresher Course</u> **	Quantico, Mann Hall, Room 110A
20 Jun	0800-1600	<u>Contracting Officer Representative (COR) 1-Day Refresher Course</u> **	Pentagon, 2B248A
20 Jun	0800-1600	<u>Essential Supervision Skills</u> **	Quantico, Mann Hall, Room 110A
26 Jun	0800-1600	<u>How to Perform Under Pressure</u> **	Quantico, Mann Hall, Room 110A
27 Jun	0800-1600	<u>How to Perform Under Pressure</u> **	Pentagon, 2B248A

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

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Civilian On-Site Course Descriptions

Communicating Across Cultures**

From high business negotiations to casual conversations among friends, every interpersonal interaction is shaped by cultural norms and expectations. Seldom is this more clearly brought to light than in encounters between people from different cultural backgrounds, when dissimilar communication practices may lead to frustration and misunderstanding. This class presents a new framework for understanding the impact of culture on communication and for helping students build intercultural communication competence. Students will learn to move effectively and appropriately through a wide range of transcultural situations by combining culture-specific knowledge with mindful listening and communication skills.

Audience: All Civilian Employees

Conflict Management and Resolution Strategies**

Organizational conflict is inevitable and can quickly escalate. This two-day course will help participants identify situations and their own behaviors which contribute to conflict, but more importantly develop tools and techniques to diffuse and manage conflict to achieve win-win outcomes for everyone.

Audience: All Civilian Employees

Contracting Officer Representative (COR) 1-Day Refresher Course

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, monitor contractor performance, assist the contracting officer in interpreting contracts, perform inspections, identify unauthorized commitments, close out a contract, identify conflicts of interest and more.

Audience: CORs, especially at level 1 who need to refresh their knowledge and meet continuous learning requirements.

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Critical Analysis for Executive Decision-Making**

An executive leader's success is highly depended upon his or her ability to critically evaluate data and make effective decisions. This seminar focuses on the process of critical analysis and executive decision-making. The primary objectives of this seminar are to impart a functional ability to reason well and to improve the executive's analytical skills and instincts. In addition to familiarizing the executive with advanced methods of building strong arguments, the course is further designed to aid the executive in understanding the core principles involved in the practice of strategic decision-making.

Audience: All Civilian Employees

Effective Listening Skills**

How well one communicates can make or break their professional image and effective listening skills is a very critical component in communications. This two-day course will help participants learn what it means to be an active/effective listener, identify barriers/obstacles that prevent employees from listening, develop skills to become better listeners, as well as, recognize the benefits of listening actively. As misunderstanding take place, resulting in the loss of productivity, participants will walk through the steps of the listening process and look for ways to improve.

Audience: All Civilian Employees

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

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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

How to Perform Under Pressure**

This course helps develop skills to recognize your personal reaction to pressure and how it impacts your relationships with others. The course will identify ways to consciously control your interpersonal reactions when under pressure and how to avoid unnecessary tensions. Learn techniques for clarifying your perceptions in these situations and creating an action plan to optimize your performance under pressure. Meeting high-pressure challenges is an opportunity for you to excel and build your reputation as someone with whom your colleagues and supervisors can rely.

Audience: All Civilians 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

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)

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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

Optimization of Personal Productivity**

Leaders are not only responsible for ensuring the contributions of others to the organization, but they are also responsible for ensuring their optimal levels of personal productivity. In order executive leaders to be successful in their role; there must be a proper alignment between priorities and executional quota. In this seminar executives will examine contemporary techniques on resource allocation, productivity recapture, and process optimization.

Audience: All Supervisors and Managers

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

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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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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.