

HROM-SPONSORED TRAINING



CIVILIAN MARINE COURSE CATALOG

4th QUARTER FY19 **(SCHEDULE UPDATES)**

**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 FY19**

Date(s)	Time	Course Title	Location
AUG			
1-2 Aug	0800-1600	<u>Engaging Facilitation Training</u> **	Quantico, Mann Hall, Room 110a
6 Aug	0900-1100 (Supervisors)	<u>Workers' Compensation Training</u>	Quantico, Mann Hall, Room 110a
7 Aug	1300-1500 (Employees)	<u>Workers' Compensation Training</u>	Quantico, Mann Hall, Room 110a
7-8 Aug	0800-1600	<u>Marine Corps Acculturation Program (MCAP)</u>	Pentagon, 2B248A
8 Aug	0800-1600	<u>Naval Correspondence</u> **	Quantico, Mann Hall, Room 110a
9 Aug	0800-1600	<u>Email Etiquette in the Workplace</u> **	Pentagon, 2B248A
9 Aug	0800-1600	<u>Aligning Employees with the Organizational Mission</u> **	Quantico, Mann Hall, Room 110A
13 Aug	0800-1600	<u>Leadership Competencies Training</u> **	Quantico, Mann Hall, Room 110a
14 Aug	0800-1600	<u>Leadership Competencies Training</u> **	Pentagon, 2B248A
15 Aug	0800-1600	<u>New Supervisor Orientation (NSO)</u>	Quantico, Mann Hall, Room 110a
20 Aug	0800-1600	<u>Unconscious Bias: Understanding Bias to Unleash Potential (for Non-Supervisors)</u> **	Pentagon, 2B248A

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20-21 Aug	0800-1600	<u>Retirement, Benefits, and Financial Planning for Late Career FERS Employees</u>	Quantico, Mann Hall, Room 110a
21 Aug	0800-1600	<u>Unconscious Bias: Understanding Bias to Unleash Potential (for Supervisors)**</u>	Pentagon, 2B248A
22-23 Aug	0800-1600	<u>Retirement, Benefits, and Financial Planning for Late Career FERS Employees</u>	Pentagon, 2B248A
22-23 Aug	0800-1600	<u>Teleworking: Managing and Leading Virtual Teams**</u>	Quantico, Mann Hall, Room 110a
27 Aug	0900-1100 (Supervisors) 1300-1500 (Employees)	<u>Workers' Compensation Training (for Supervisors)</u> <u>(for Non-Supervisors)</u>	Pentagon, 2B248A
28-29 Aug	0800-1600	<u>Teleworking: Managing and Leading Virtual Teams**</u>	Pentagon, 2B248A
SEPT			
4 Sept	1300-1500 (Employees)	<u>Workers' Compensation Training</u>	Quantico, Mann Hall, Room 110a
5 Sept	1300-1500 (Supervisors)	<u>Workers' Compensation Training</u>	Quantico, Mann Hall, Room 110a
5-6 Sept	0800-1600	<u>Engaging Facilitation Training**</u>	Pentagon, 2B248A
10 Sept	0800-1600	<u>Interpersonal Skills Training**</u>	Quantico, Mann Hall, Room 110A
11 Sept	0800-1600	<u>Interpersonal Skills Training**</u>	Pentagon, 2B248A
11-12 Sept	0800-1600	<u>Marine Corps Acculturation Program (MCAP)</u>	Quantico, The Clubs Ballroom
12 Sep	0800-1600	<u>New Supervisor Orientation (NSO)</u>	Pentagon, 2B248A

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17 Sept	0900-1100 (Supervisors) 1300-1500 (Employees)	<u>Workers' Compensation Training</u> <u>(for Supervisors)</u> <u>(for Non-Supervisors)</u>	Pentagon, 2B248A
17-18 Sept	0800-1600	<u>Retirement, Benefits, and Financial Planning for</u> <u>Mid-Career FERS Employees</u>	Quantico, Mann Hall, Room 110a
18 Sept	0830-1130 1230-1530	<u>Equal Employment Opportunity (EEO) and</u> <u>Diversity Training</u>	Pentagon, 2B248A
19 Sept	0830-1130 1230-1530	<u>Equal Employment Opportunity (EEO) and</u> <u>Diversity Training</u>	Quantico, Mann Hall, Room 110a
19-20 Sept	0800-1600	<u>Retirement, Benefits, and Financial Planning for</u> <u>Mid-Career FERS Employees</u>	Pentagon, 2B248A
24 Sept	0900-1100 (Supervisors)	<u>Workers' Compensation Training</u>	Quantico, Mann Hall, Room 110a
26 Sept	0900-1100 (Employees)	<u>Workers' Compensation Training</u>	Quantico, Mann Hall, Room 110a

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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 Marine Employees and Supervisors

Email Etiquette in the Workplace **

Course Description: In any organization today, email is the preferred and often most efficient form of communication, yet email etiquette policies are often overlooked. This course provides participants the skills and techniques necessary to professionally write, manage, and structure emails for clarity and purpose.

Learning Objectives:

- Learn to master the inbox using some core principles and email functions
- Learn how to structure emails to achieve clarity
- Learn to make the most of "email real estate"
- Learn how to identify and write for the appropriate email recipient
- Learn to format messages for readability
- Learn to avoid senders regret by proof reading
- Understand netiquette

Audience: All Civilian Marines

Engaging Facilitation Training**

Do you or your team need to facilitate learning within the organization? Feeling rusty about how to deliver your content in a way that keeps the audience interested and engaged? How would you like to use accelerated learning strategies in your next educational session? Not sure where to start? Let our expert instructor assist you in developing accelerated learning strategies that build 100% participant engagement. Learn how to co-actively facilitate discussions and learning solutions within your own organization. Through hands on learning, discussion and application, trainers come away with dozens of new techniques to add to their tool bag.

Audience: All Civilian Marine Employees

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,

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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.

Interpersonal Skills Training**

The seminar teaches the participants methods of effectively dealing with others and how to approach human relations situations. The seminar addresses critical areas such as identification of behavior, communication techniques, and interpersonal interactions.

Learning Objectives:

- Define effective relationship management within various situations.
- Develop individual and group communication, listening, decision-making skills.
- Explain the patterns and qualities of relationship management.
- Demonstrate techniques for establishing trust, credibility and influence.

Audience: All Civilian Marine Employees

Leadership Competencies Training**

In today's environment, it is often those in informal leadership roles who can make the most significant impact in an organization. This seminar will help individuals learn to influence others and make a difference in their organization. In this seminar participants will learn how to handle different personality types, influence effectively, overcome conflict without engendering negativity, and build stronger professional relationships.

Learning Objectives:

- Defining and mastering essential leadership roles and responsibilities
- Overcoming inherent organizational obstacles to corporate change
- Establishing, maintaining and restoring trust
- Collaborating with stakeholders to build new business opportunities

Audience: All Civilian Marine Employees

Teleworking: Managing and Leading Virtual Teams **

Course Description: Virtual teams have become a fact of business life, so what does it take to make them work effectively? In the global marketplace, people can work practically anywhere and anytime. Virtual teams cut across the boundaries of time, space, culture, and sometimes even organizations. Rising costs, global locations, and advances in technology are top reasons why virtual teams have increased. In this course, you will develop the knowledge and skills that you need to lead and manage a high performance virtual team.

Learning Objectives:

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- Understand why virtual teams are growing so rapidly
- Understand the benefits and challenges of virtual teams
- Learn how to define virtual team goals and purpose
- Learn how to build a strong virtual team
- Learn how to structure and assemble your virtual team
- Learn how to develop a virtual team working culture and environment
- Manage the differences in gender, generation, and culture
- Learn how to build trust and rapport for virtual teams
- Learn best practices for virtual team communication
- Learn how to measure virtual team success
- Identify virtual teaming technology

Audience: All Civilian Marine Supervisors and Managers

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

Planning Inc. will provide sound advice and guidance to navigate thru the federal retirement and benefits system. 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

Planning Inc. will provide sound advice and guidance to navigate thru the federal retirement and benefits system. 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.

Unconscious Bias (Addressing Bias Lets Your People Thrive)**

Bias is a natural part of the human condition—of how the brain works. But it affects how we make decisions, engage with others, and respond to various situations and circumstances, often limiting potential. *Unconscious Bias: Understanding Bias to Unleash Potential* helps participants:

Identify Bias -	Recognize the impact of bias on behaviors, decisions, and performance.
Cultivate Connection	Increase empathy and curiosity in personal interactions to surface and explore bias.
Choose Courage	Explore ways to face bias with courage and create the space where everyone is respected, included, and valued. Commit to actions to address the biases that limit individual performance and the performance of others.

Audience: Separate training dates are scheduled specifically for Civilian Marine Employees and HR Liaison designated positions (AND) Supervisors and Managers of Civilian Marine Employees

Workers' Compensation Training

Learn the workers' compensation process, from internal agency handling of a claim through the Office of Workers' Compensation Program (OWCP) process. In this information-packed class, you'll learn how workers' compensation works, when to report a workplace injury and illness, processing a claim through ECOM, how sufficient medical documentation may help your claim, applying benefits to cover lost wages and medical costs, tips for contesting (or controverting) claims, proper coding of lost time, return to work strategies, and much more!

Audience: All Civilian Marine Employees and Supervisors

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Civilian On-Site Training Notes

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

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

Locations:

- Mann Hall – Building 2004, MCB Quantico, VA.
****PLEASE NOTE:** There is **NO ACCESS** to **BUILDING 2004** or **CLASSROOM 110a** until **0730** hours for all scheduled training dates. ******
- Pentagon – Washington, D.C. (**MUST** bring Common Access Card to attend classes)
- The Clubs of Quantico – 3017 Russell Rd, Quantico, VA 22134

Parking:

- Pentagon – Due to Interstate 395 Express Lane Extension Project, Pentagon visitor parking is **EXTREMELY** limited, and we **HIGHLY** encourage use of **PUBLIC TRANSPORTATION**. If you are driving to the Pentagon, you **MUST** contact our office at least one week prior to attending your scheduled training to request visitor parking. Please contact us at: SMB.HQMC.ARHB.TRNG@USMC.MIL

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: SMB.HQMC.ARHB.TRNG@USMC.MIL or call 703-614-9088