

HROM-SPONSORED TRAINING



CIVILIAN MARINE COURSE CATALOG

2nd QUARTER FY20

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

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Civilian On-Site Training Notes

WE'RE EXCITED TO ANNOUNCE OUR NEW REGISTRATION SITE FOR HROM ON-SITE TRAINING CLASSES. VISIT OUR WEBSITE BY FOLLOWING THE BELOW INFORMATION

To Register or for Additional Information: You should always obtain supervisor approval before registering. Please visit our "NEW" HROM-Sponsored Training website
https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx

In order to complete your registration, please follow the steps below to register for all HROM-Sponsored On-Site Training:

1. Create a student profile
2. Select the agency "HROM" from the drop down
3. Click on the desired course and view the course outline and objectives
4. Click below on the "Register Yourself" link to select the desired class date to register.

****Please note, everyone MUST have an eHQMC/HQI account (to request an account see notes below) and always select your "AUTHENTICATION CERTIFICATE" when prompt to access the training registration portal**** This certificate can be located by selecting the "more choices" box that will reveal all your personal certificates

Requesting an eHQMC/HQI Account: The below steps will allow you to register for any courses you would like to attend in the future. If you are having issues after following these steps, please let us know and we will assist. Remember, you should always obtain supervisor approval before registering:

Request access to the eHQMC/HQI system via the following website

*******<https://hqmcsupport.hqi.usmc.mil/sites/hqmcars/default.aspx> ******* Once you have access, you should now be permitted access to the HROM Training Registration Portal. This will allow you to register for all of the available HROM-sponsored on-site training courses now and in the future.

Please attempt to register on-line ******* https://hqmcportal.hqi.usmc.mil/sites/TRMA/SitePages/HQMCTR_Home.aspx ******* should you experience any problems registering with your eHQMC/HQI system access or 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 so they may assist you with resolving the issue and/or escalate the issue with the proper IT personnel.

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

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

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Parking:

- Pentagon – 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

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**Civilian On-Site Training Schedule
Second Quarter FY20**

Date(s)	Time	Course Title	Location
JAN			
22 Jan	0800-1100 1200-1500	<u>Writing Effective Performance Appraisals</u>	Quantico, Mann Hall, Room 110a
23 Jan	0800-1100 1200-1500	<u>Writing Effective Performance Appraisals</u>	Pentagon, 2B248A
FEB			
12 Feb	0800-1600	<u>New Supervisor Orientation (NSO)</u>	Pentagon, 2B248A
12-13 Feb	0800-1600	<u>Marine Corps Acculturation Program (MCAP)</u>	Quantico, The Clubs Ballroom
18 Feb	0830-1130 1230-1530	<u>Equal Employment Opportunity (EEO) and Diversity Training</u>	Pentagon, 2B248A
19 Feb	0800-1600	<u>New Supervisor Orientation (NSO)</u>	Quantico, Mann Hall, Room 110a
20 Feb	0830-1130 1230-1530	<u>Equal Employment Opportunity (EEO) and Diversity Training</u>	Quantico, Mann Hall, Room 110a
26 Feb	0800-1100 1200-1500	<u>Writing Effective Performance Appraisals</u>	Quantico, Mann Hall, Room 110a
27 Feb	0800-1100 1200-1500	<u>Writing Effective Performance Appraisals</u>	Pentagon, 2B248A
MAR			
11 Mar	0800-1600	<u>Managing Multiple Projects, Objectives, and Deadlines</u>	Quantico, Mann Hall, Room 110a

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12 Mar	0800-1600	<u>Managing Multiple Projects, Objectives, and Deadlines</u>	Pentagon, 2B248A
17-18 Mar	0800-1600	<u>Retirement, Benefits, and Financial Planning for CSRS Employees</u>	Quantico, Mann Hall, Room 110a
18 Mar	0830-1130 1230-1530	<u>Equal Employment Opportunity (EEO) and Diversity Training</u>	Pentagon, 2B248A
19-20 Mar	0800-1600	<u>Retirement, Benefits, and Financial Planning for CSRS Employees</u>	Pentagon, 2B248A
25 Mar	0830-1130 1230-1530	<u>Equal Employment Opportunity (EEO) and Diversity Training</u>	Quantico, Mann Hall, Room 110a
25-26 Mar	0800-1600	<u>Marine Corps Acculturation Program (MCAP)</u>	Quantico, The Clubs Ballroom

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Civilian On-Site Course Descriptions

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.

Managing Multiple Projects, Objectives and Deadlines

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 1-day session will provide tools to get it all done by:

- *Identifying and Applying Critical Project Management Tools
- *Determining the Difference between Urgent and Critical and Applying to Real-World Scenarios
- *Managing the Life Cycle of Projects and Priorities
- *Planning the Work, Working the Plan
- *Applying Effective Time Management Principles

Audience: All Civilian Marine 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 Marine Employees

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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)

Retirement, Benefits, & Financial Planning for CSRS Employees

Planning Inc. approach to Federal Government employees under the Civil Service Retirement System (CSRS) ranges from Understanding Your Retirement Eligibility, Annuity Computations and Tax Implications of Retirement Annuities, Health and Life Benefits Under Retirement, Legal Aspects of Retirement, Social Security, Medicare and Long Term Care, Financial, Estate, Trust Planning and much more.

Audience: All CSRS Civilian employees to include CSRS Offset eligibility under FERS (transfers from CSRS to FERS).

Writing Effective Performance Appraisals

Have you thought about what words you will use to convey your value to the organization? The performance appraisal process can be daunting for employees and supervisors alike. Don't worry! HROM is presenting **Writing Effective Performance Appraisals**. During this 3-hour session you will learn to write a self-assessment to showcase your achievements and accomplishments to position yourself in the best light!

It is highly encouraged to bring copies of your SMART objectives, past performance appraisals, employee standards or/any performance documentation to aid in drafting of an effective appraisal.

The session will cover:

- *Review the Dos and Don'ts of Appraisal Writing
- *Identify Best Practices of Appraisal Writing
- *Review SAV[®] Appraisal Writing Model
- *Practice Writing an Effective Performance Appraisal

Audience: All Appropriated Fund Civilian Marine Employees, Civilian and Military Supervisors in the position as the rating official of a Civilian Employee(s).