

Take Decisive Action – Communicate Like a Leader

Course Number: CLIO-60-041

Dates: 1 through 3 December 2015

Time: 0800 to 1630

Location: Southern Maryland Higher Education Center

Building II, Room 135

44219 Airport Road, California, MD 20619

Provider: One Source / The Leadership eCademy

Instructor: Jim Hogan

Cost: No Cost

Course Description:

Day One: Enhance your skills during day one as we investigate the value of being decisive, creating a framework to help you make better decisions. We will help you make better decisions with incomplete information and focus on how to overcome procrastination. *“Take Decisive Action”* is a hands-on, interactive course that will support you becoming a person who “gets things done.”

Day Two: In today’s fast-paced work environment, high level communication skills are one of the most important skills you can master. This course focuses on the foundational communication skill that professional at all levels of an organization need. You will learn how to identify the needs of your audience, target your message and deliver that message through the most effective method. We will also address communications upward in an organization and practice handling difficult conversations.

The course covers the following competencies.

- **Advanced Communication**
- **Difficult Conversations**
- **Team Cohesion**

These interactive courses provide you support of a performance coach who will privately deliver immediate feedback and reinforcement on learned skills applied through exercise simulations. Reinforcement is the key to real learning and returning to the classroom for the 3rd day will allow you to interact directly and privately with a performance coach.

We expect that as you return to work and you implement the skills you have learned and simulated in the classroom, coupled with the guidance and support of your performance coach, you will notice a difference!

Target Audience: Logistics Acquisition Workforce Members
Point of Contact can be reached at 301-757-0984.

To register visit the NAVAIR University Portal:

- <https://navairu.navair.navy.mil> (CAC required to access)
- If you do not have a NAVAIRU account, select "Register" in the upper left corner of the screen, complete the profile information and click the "Save" button.
- Click on the "Classes" tab on the top menu bar
- Enter course number (e.g., CLIO-60-041) in the "Search" field and click the blue "Search" button.
- Click on "Register" in the "Register" column for the session you wish to attend.
- Click the "Yes" button to enroll in the session

Special Accommodations:

Please complete the following steps before registering if special accommodations are required:

- Access <https://navairu.navair.navy.mil/MyProfile/Edit>
- Click "Yes" next to "Special Accommodations" (at bottom of page)
- Click "Save"