

FY 12 CALENDAR (OCTOBER 2011-SEPTEMBER 2012)

PERSONAL DEVELOPMENT & ADMINISTRATIVE	COST	COURSE DATES											
		OCT 11	NOV 11	DEC 11	JAN 12	FEB 12	MAR 12	APR 12	MAY 12	JUN 12	JUL 12	AUG 12	SEP 12
Advanced Presentation Skills	\$225		08-09	13-14		07-08	13-14	11-12		12-13			
Advanced Public Speaking Presentation Skills	\$225		08-09	06-07		14-15	20-21 Cancelled	10-11		05-06			
Effective Business Writing	\$275					06-08 21-23	05-07 26-28	02-04 23-25	21-23	18-20			24-26
Effective Interpersonal Communication Skills	\$225		29	05	25	21	26	16		18		06	10
Getting Started as a New Leader	\$200	18	30	13	17	07	12	23		25	30		24
Grammar in a Nutshell	\$125		07	12	18			02		07			
High Impact Feedback and Listening-Leadership Training	\$225	19		14	18	08	13	24		26	31		25
Leading High Performance Teams	\$225			05		09		25		27 FULL			
Planning for Retirement	\$210			13-14			13-14	17-18		26-27 FULL		21-22	18-19
Presentation Skills	\$275	24-27			30 Jan-02 Feb		05-08	23-26	21-24	25-28 FULL		13-16 FULL	17-20 FULL
Presentation Survival Skills with Power Point	\$300	31 Oct-02 Nov			23-25		26-28	16-18		18-20 FULL		06-08	10-12
Retirement Foundations	\$110			15			15			28			
Retirement Now	\$110											23	
Smart E-Mail Etiquette	\$100		15			08			09				
Stress Management	None									13 28			
Team Building Essentials	\$185							09					12
Time Management with Organization	\$175					22						08	
Toastmasters	\$78	AD HOC REQUEST REQUIRED											
Writing for Business Purposes	\$275					13-15 27-29	19-21 26-28	16-18	01-03 14-16	04-06 18-20			10-12
Writing to get Things Done	\$435	25-26		20-21					08-09				11-12

COURSE TITLE:	<i>ADVANCED PRESENTATION SKILLS</i>
VENDOR:	Hawkins and Associations, LLC 20296 Poplar Ridge Road Lexington Park, MD 20653
LOCATION:	Employee Development Center, Building #2189
DATE: 08-09 November 11 13-14 December 11 07-08 February 12 13-14 March 12 11-12 April 12 12-13 June 12	NOMINATION DEADLINE: 08 October 11 13 November 11 07 January 12 13 February 12 11 March 12 12 May 12
DESCRIPTION:	This course is designed to help you sharpen or refine your presentation skills. This 2 day course is focused on assisting with the transformation of an average presenter into a super presenter
OBJECTIVE:	By the end of this training, participants should: <ul style="list-style-type: none"> ❖ Be better able to apply knowledge of effective presentations by giving appropriate feedback for improving presentations. ❖ Conduct improved presentations by utilizing verbal, nonverbal and visual strategies appropriately. ❖ Apply knowledge ascertain from audience to develop a more interesting presentation. ❖ Handle hostile audiences effectively. ❖ Present realistic self critiques after every presentation and present appropriate critiques of others after their presentation.
AUDIENCE:	All Employees
PREREQUISITES:	Participants must be ready to present a 15-20 minute work-related presentation utilizing power point. The presentation should be saved on CD with hard copy of the presentation being e-mailed to the Instructor prior to the 1 st day of class. (drhawk@erols.com)
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFMSMD/training/indextraining.html
COST:	\$225
POC:	(301)757-4123

COURSE TITLE:	<i>ADVANCED PUBLIC SPEAKING PRESENTATION SKILLS</i>
VENDOR:	College of So MD Corporate & Community Training Institute PO Box 910 LaPlata MD 20646
LOCATION:	Employee Development Center, Building #2189
DATE: 08-09 November 11 06-07 December 11 14-15 February 12 20-21 March 12 10-11 April 12 05-06 June 12	NOMINATION DEADLINE: 08 October 11 06 November 11 14 January 12 CANCELLED 10 March 12 05 May 12
DESCRIPTION:	This 2-day Advanced Presentation skills training course is designed to coach experienced presenters to improve their delivery so as to enhance the impact on the audience. This advanced presentation skills course assumes that the participant is an experienced presenter who is already familiar with planning, structuring and preparing a presentation, including questions and power point
OBJECTIVE:	By the end of this training, participants should: <ul style="list-style-type: none"> ❖ Receive feedback on their presentation style and development needs ❖ Assess how they can package their message content to improve impact ❖ Explore how their body language affects their delivery ❖ Plan for improvements ❖ Deal with difficult audiences ❖ Practice improvements where appropriate
AUDIENCE:	Participants who have had limited or some experience with presenting, but who do not feel confident about their skills
PREREQUISITES:	Participants must be ready to present a 15-20 minute presentation utilizing power point.
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFMSMD/training/indextraining.html
COST:	\$225
POC:	(301)757-4123

COURSE TITLE:	<i>EFFECTIVE BUSINESS WRITING</i>
VENDOR:	College of So MD Corporate & Community Training Institute PO Box 910 LaPlata MD 20646
LOCATION:	CSM Training Center Lexington Park
DATE: 06-08 February 12 21-23 February 12 05-7 March 12 26-28 March 12 02-04 April 12 23-25 April 12 21-23 May 12 18-20 June 12 24-26 September 12	NOMINATION DEADLINE: 06 January 12 21 January 12 05 February 12 26 February 12 02 March 12 23 March 12 21 April 12 18 May 12 24 July 12
DESCRIPTION:	Many career-minded men and women know how to succeed at all levels of management, marketing, and other business undertakings, but struggle with writing. Effective Business Writing helps make business writing easy, with tips on matching business language to the proper format—memos, reports, proposals, letters, and more. Participants will learn how to organize their thoughts and present messages in a positive manner. They will learn to recognize and fix common business writing problems
OBJECTIVE:	Upon completion of the course, attendees should be able to: <ul style="list-style-type: none"> ❖ Identify your personal writing style. ❖ Edit and proofread. ❖ Describe the differences in e-mail correspondence. ❖ Organize your thoughts and put them in writing
AUDIENCE:	All Employees
PREREQUISITES:	None
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
COST:	\$275
POC:	(301)757-4123

COURSE TITLE:	<i>EFFECTIVE INTERPERSONAL COMMUNICATION SKILLS</i>
VENDOR:	College of So MD Corporate & Community Training Institute PO Box 910 LaPlata MD 20646
LOCATION:	Employee Development Center, Building #2189
DATE: 29 November 11 05 December 11 25 January 12 21 February 12 26 March 12 16 April 12 18 June 12 06 August 12 10 September 12	NOMINATION DEADLINE: 29 October 11 05 November 11 25 December 11 21 January 12 26 February 12 16 March 12 18 May 12 06 July 12 10 August 12
DESCRIPTION:	This course explores the technical and social aspects of communication between employees. Participants learn to choose and apply appropriate levels of assertiveness and use assertiveness skills effective to work through barriers to effective communication.
OBJECTIVE:	Upon completion of the course, attendees should be able to: <ul style="list-style-type: none"> ❖ Identify tips for opening communication and making friends with strangers; ❖ Discuss the major barriers to communication; ❖ Discuss common myths about communication; ❖ Discuss important communication models; ❖ Learn new communication strategies ❖ Develop Personal Programs of actions to put the new knowledge to work.
AUDIENCE:	All Employees
PREREQUISITES:	None
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
COST:	\$225
POC:	(301)757-4123

COURSE TITLE:	<i>GETTING STARTED AS A NEW LEADER</i>
VENDOR:	College of So MD Corporate & Community Training Institute PO Box 910 LaPlata MD 20646
LOCATION:	Employee Development Center, Building #2189
DATE: 18 October 11 30 November 11 13 December 11 17 January 12 07 February 12 12 March 12 23 April 12 25 June 12 30 July 12 24 September 12	NOMINATION DEADLINE: 18 September 11 30 October 11 13 November 11 17 December 11 07 January 12 12 February 12 23 March 12 25 May 12 30 June 12 24 August 12
DESCRIPTION:	Getting Started as a New Leader arms new leaders with the knowledge and skills they need to confront the challenges associated with getting their footing - and getting results more quickly – in their new leadership role. They learn how to focus their time and efforts on tasks that are most important to the organization’s success. New leaders learn an approach that will accelerate their ability to achieve results through others.
OBJECTIVE:	Upon completion of this course, the student should be able to: <ul style="list-style-type: none"> ❖ Effectively lead teams to contribute to the organization’s business strategies ❖ Achieve results through others by building strong relationships with team members ❖ Focus time and efforts on high-priority tasks
AUDIENCE:	All Non Supervisory Employees
PREREQUISITES:	None
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
COST:	\$200
POC:	(301)757-4123

COURSE TITLE:	GRAMMAR IN A NUTSHELL
VENDOR:	Hawkins and Associations, LLC 20296 Poplar Ridge Road Lexington Park MD 20653
LOCATION:	Employee Development Center, Building #2189
DATE: 07 November 11 12 December 11 18 January 12 02 April 12 07 June 12	NOMINATION DEADLINE: 07 October 11 12 November 11 18 December 11 02 March 12 07 May 12
DESCRIPTION:	Do you often find yourself asking questions about grammatical usage? Are you reliant on others to proof read for grammatical errors? Do you often know the answer to a question regarding grammar, but you don't know the rule? Is your only comma rule related to whether or not you pause? If your answer to any of these questions is "yes", " Grammar in a Nutshell " is the course for you.
OBJECTIVE:	By the end of " Grammar in a Nutshell " participants should be better able to do the following: <ul style="list-style-type: none"> ❖ Define Standard English grammar and describe its importance; ❖ Determine the parts of speech and the parts of a sentence; ❖ Differentiate a sentence from other structures; ❖ Make a sentence agree in number, gender and tense; ❖ Conjugate verbs according to various tenses; ❖ Correctly use modifiers; ❖ Punctuate and capitalize according to grammar rules.
AUDIENCE:	All Employees
PREREQUISITES:	None
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
COST:	\$125
POC:	(301)757-4123

COURSE TITLE:	<i>HIGH IMPACT FEEDBACK AND LISTENING-LEADERSHIP TRAINING</i>
VENDOR:	College of So MD Corporate & Community Training Institute PO Box 910 LaPlata MD 20646
LOCATION:	Employee Development Center, Building #2189
DATE: 19 October 11 14 December 11 18 January 12 08 February 12 13 March 12 24 April 12 26 June 12 31 July 12 25 September 12	NOMINATION DEADLINE: 19 September 11 14 November 11 18 December 11 08 January 12 13 February 12 24 March 12 26 May 12 31 June 12 25 August 12
DESCRIPTION:	When sharing feedback is part of an organization's culture, it is an effective business tool that reaches across all levels. In this training, individual performers learn how to effectively deliver both positive and developmental feedback. They also learn how to be receptive to feedback and to listen to accurately understand the speaker's intended message. In the workplace, these skills help them to optimize and sustain their own and their coworker's performance.
OBJECTIVE:	Upon completion of this course, the student should be able to: <ul style="list-style-type: none"> ❖ Support colleagues' job performance, growth, and development ❖ Build authentic, trusting relationships with colleagues ❖ More wisely choose opportunities to give and seek feedback ❖ Handle, reduce or eliminate defensiveness or negative emotions that can occur in a feedback discussion ❖ Help create a culture of teamwork and performance.
AUDIENCE:	New ESDP's with 10 years experience in other work areas
PREREQUISITES:	None
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
COST:	\$225
LENGTH:	1 Day
POC:	(301)757-4123

COURSE TITLE:	<i>LEADING HIGH PERFORMANCE TEAMS</i>
VENDOR:	College of So MD Corporate & Community Training Institute PO Box 910 LaPlata MD 20646
LOCATION:	Employee Development Center, Building #2189
DATE: 05 December 11 09 February 12 25 April 12 27 June 12	NOMINATION DEADLINE: 05 November 11 09 January 12 24 March 12 27 May 12
DESCRIPTION:	<p>Today's organizations demand that their teams do more. Good, solid or adequate team outputs won't produce maximum results, but high-performing teams will. The secret to helping teams perform their best is the leader. The leader's knowledge, skills and abilities can transform an acceptable team into an exceptional one.</p> <p>This course provides team leaders with the tools and skills to perform three primary responsibilities – diagnose, coach and reinforce - that support their team's growth. Leaders learn to diagnose behaviors and conditions that limit team performance. They are equipped to assess team strength and weakness, as well as to use coaching and reinforcing skills to be a catalyst for high performance and continuous improvement.</p>
OBJECTIVE:	<p>Upon completion of this course, the student should be able to:</p> <ul style="list-style-type: none"> ❖ Focus their team's efforts on high-priority actions that directly support the organization's goals and strategies ❖ Enhance their team effectiveness by identifying and eliminating conditions that are preventing them from achieving high levels of performance ❖ Accomplish and surpass team and organizational goals and objectives ❖ Create an environment in which team members are moved to strive harder to realize the potential of the team. ❖ Accomplish more by capitalizing on the unique talents of each individual team member
AUDIENCE:	All Employees
PREREQUISITES:	None
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil</p> <p>NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html</p>
COST:	\$225
POC:	(301)757-4123

COURSE TITLE:	<i>PLANNING FOR RETIREMENT</i>
VENDOR:	Financial Alternative in Retirement (FAIR) PO Box 8263 Cherry Hill, NJ 08002
LOCATION:	Employee Development Center, Building #2189
DATE: 13-14 December 11 13-14 March 12 17-18 April 12 26-27 June 12 21-22 August 12 18-19 September 12	NOMINATION DEADLINE: 13 November 11 13 February 12 17 March 12 FULL 21 July 12 18 August 12
DESCRIPTION:	<p>This course provides employees with information, materials and methods to cope with the changes and uncertainties of retirement.</p> <p>The following topics will be covered:</p> <ul style="list-style-type: none"> ❖ Federal Retirement Systems – CSRS, Offset, FERS, Transfers ❖ FEGLI, FEHB and Social Security ❖ Preparing for Retirement & the Retirement Paperwork Process ❖ The most beneficial time to retire ❖ Your approximate retirement benefits and how to compute them ❖ Survivor benefits ❖ Thrift Savings Plan options including loans, withdrawals and rollovers ❖ Insurance benefits ❖ Basic Financial Planning including wills, financial plans and investments as well as tools to assist in planning.
OBJECTIVE:	To increase employees understanding of the retirement process and the components of his/her retirement benefits. The intent is to expose the student to maximizing his/her financial options proactively.
AUDIENCE:	Civilian employees interested in receiving information on retirement planning and financial planning. Spouses are invited to attend at no additional charge.
PREREQUISITES:	None
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil
COST:	\$210
POC:	(301)757-4123
	NOTE: Contractor personnel are not eligible to attend.

COURSE TITLE:	<i>PRESENTATION SKILLS</i>
VENDOR:	Hawkins and Associates, LLC 20296 Poplar Ridge Road Lexington Park, MD 20653
LOCATION:	Employee Development Center, Building #2189
DATE: 24-27 October 11 30 January-02 February 12 05-08 March 12 23-26 April 12 21-24 May 12 25-28 June 12 13-16 August 12 17-20 September 12	NOMINATION DEADLINE: 24 September 11 20 December 11 05 February 12 23 March 12 21 April 12 FULL FULL FULL
DESCRIPTION:	This course is designed to increase participants' ability to make effective oral presentations. It focuses on increasing participants' knowledge of presentation principles and on sharpening their skills in the areas of planning, researching, organizing, writing, practicing, delivering and evaluating verbal briefs. Specifically, the participants learn and practice strategies enabling them to design and conduct goal-oriented, comprehensible and interesting briefings. This course presents an opportunity for participants with limited to some experience and/or confidence to learn additional skills and to practice their skills within a safe, non-threatening learning environment.
OBJECTIVE:	By the end of this course, participants should be better able to do the following: <ul style="list-style-type: none"> ❖ Identify the 5 phases of a presentation ❖ Frame verbal messages in a clear palatable manner ❖ Convert nervous energy into productive energy ❖ Capture and maintain audience interests ❖ Use visual aids to complement a brief ❖ Recite strategies for handling a hostile audience, forgetting one's place, and dealing with a question that you cannot answer ❖ Critique briefs presented by themselves in terms of specific strengths and weaknesses ❖ Utilize strategies that give the appearance of confidence ❖ Present effective impromptu and extemporaneous speeches
AUDIENCE:	Participants who have had limited or some experience with presenting, but who do not feel confident about their skills
PREREQUISITES:	None
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
COST:	\$275
POC:	(301)757-4123

COURSE TITLE:	<i>PRESENTATION SURVIVAL SKILLS WITH POWERPOINT</i>
VENDOR:	College of So MD Corporate & Community Training Institute PO Box 910 LaPlata MD 20646
LOCATION:	CSM Lexington Park Training Center
DATE: 31 October-02 November 11 23-25 January 12 26-28 March 12 16-18 April 12 18-20 June 12 06-08 August 12 10-12 September 12	NOMINATION DEADLINE: 31 September 11 23 December 11 26 February 12 16 March 12 FULL 06 July 12 10 August 12
DESCRIPTION:	Public speaking is an essential skill to have in both the workplace and community settings. Managers present reports and results to their superiors. Supervisors are called upon to motivate employees. Team members must keep their peers and management up-to-date on current projects. How does an effective public speaker impress an audience while appearing poised and natural? Learn how to prepare for business and personal speaking situations; how to write, organize and deliver speeches; and how to incorporate humor into your speech. You can overcome the fear of public speaking in this fun, informative and hands-on class.
OBJECTIVE:	<p>Additionally, the training incorporates Power Point training into the curriculum, completing the circle of what is needed for presentations. The goal is to give the participant more experience in getting ready to present effectively. Learn how to make the most of using PowerPoint as an aid including how to incorporate and import graphs, tables, videos, etc. (Students should have a basic knowledge of Power Point.)</p> <ul style="list-style-type: none"> ❖ Deliver different types of effective speeches: impromptu, introductory, persuasive, informative and entertaining. ❖ Adapt to an audience. ❖ Incorporate Power Point effectively and organize materials strategically. ❖ Speak with increased confidence and comfort
AUDIENCE:	Participants who have had limited or some experience with presenting, but who do not feel confident about their skills
PREREQUISITES:	None
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFMSMD/training/indextraining.html
COST:	\$300
POC:	(301)757-4123

COURSE TITLE:	<i>RETIREMENT FOUNDATIONS</i>
VENDOR:	Financial Alternatives in Retirement (FAIR) PO Box 8263 Cherry Hill, NJ 08002
LOCATION:	Employee Development Center, Building #2189
DATE: 15 December 11 15 March 12 28 June 12	NOMINATION DEADLINE: 15 November 11 15 February 12 28 May 12
DESCRIPTION:	Course Content Covered: <ul style="list-style-type: none"> ❖ Federal Employees Retirement System (FERS) ❖ Types of Retirement ❖ Minimum Retirement Age ❖ Eligibility & Service Requirements ❖ Deposit Rules ❖ Overview of FEHB, FEGLI, and TSP ❖ Agency Contributions ❖ Loans ❖ TSP Funds ❖ Withdrawal Options ❖ IRA – Traditional & Roth ❖ Basics of Financial Planning – Wills, Budgets, Debt Management
OBJECTIVE:	To assist the newer civilian employee with a better understanding of the retirement system and the choices available to provide a more secure retirement. To inform students as to how to take a proactive approach for maximizing his/her financial options.
AUDIENCE:	Civilian employees under the FERS with less than 10 years of service.
PREREQUISITES:	None
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel are not eligible to attend.
COST:	\$110
POC:	(301)757-4123

COURSE TITLE:	<i>RETIREMENT NOW</i>
VENDOR:	Financial Alternatives in Retirement (FAIR) PO Box 8263 Cherry Hill, NJ 08002
LOCATION:	Employee Development Center, Building #2189
DATE: 23 August 12	NOMINATION DEADLINE: 23 July 12
DESCRIPTION:	Practical information on how to start the retirement process, determining annuity amount, determining credible service, service credit buy back options, carrying benefits into retirement, withdrawals or roll over of TSP, when annuity will start, how to complete retirement package forms, where to get information before and after retirement, etc.
OBJECTIVE:	Basic information on the retirement process. To increase employees understanding of the retirement process and the components of his/her retirement benefits.
AUDIENCE:	Federal employees planning to retire within 6 months. Spouses are not eligible to attend.
PREREQUISITES:	None
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel are not eligible to attend.
COST:	\$110
POC:	(301)757-4123

COURSE TITLE:	<i>SMART E-MAIL ETIQUETTE</i>
VENDOR:	College of Southern Maryland PO Box 910 LaPlata MD
LOCATION:	CSM Leonardtown or CSM Annex Lexington Park
DATE: 15 November 11 08 February 12 09 May 12	NOMINATION DEADLINE: 15 October 11 08 January 12 09 April 12
TIME:	8:00 a.m. - 3:30 p.m.
DESCRIPTION:	Email communication is the most often used tool to communicate with your peers, boss, suppliers, and customers. Develop effective email messages that convey a professional image and develop an awareness of potential email risks that may lead to a costly lawsuit or a public blunder for you and your employer. Apply solid techniques to address the challenges associated with the interpersonal component of e-mail messages to ensure you send only smart e-mail
AUDIENCE:	All civilian/military personnel
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSSMD/training/indextraining.html
LENGTH:	1 Day
COST:	\$100
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).
POC:	(301) 757-4123

COURSE TITLE:	STRESS MANAGEMENT
VENDOR:	NAVAIR
LOCATION:	Employee Development Center, Building #2189
DATE:	13 June 12 28 June 12
TIME:	0800-1200 (4 hours)
DESCRIPTION:	This course enables students to evaluate themselves and to learn about the main stressors within their lives. Students learn to recognize stress and the techniques to deal with them. Stress and change is a fundamental fact of life. Students who follow the material presented will be able to gain control of many facets of stress and change and eventually their lives.
OBJECTIVE:	To educate each student on how stress causes both physical and mental strain on their bodies. To teach each student how to reduce this strain and to provide them with tools to use in managing the many stressors of life. The student will learn how change can cause an individual to become even more stressed and show them techniques in which to manage change effectively. Finally, the student will be presented with a method in which to reduce stress and to allow them to focus on what is really important.
AUDIENCE:	Employees that will be or are undergoing significant changes and who need to be able to effectively manage the stressors involved.
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
COST:	None
POC:	(301) 757-4123

COURSE TITLE:	<i>TEAM BUILDING ESSENTIALS</i>
VENDOR:	College of So MD Corporate & Community Training Institute PO Box 910 LaPlata MD 20646
LOCATION:	Employee Development Center, Building #2189
DATE: 09 April 12 12 September 12	NOMINATION DEADLINE: 09 March 12 12 August 12
DESCRIPTION:	This training will introduce strategies and techniques that will enable participants to build, energize and maintain a cohesive work team that is committed to a common mission. Team building is critical to high productivity, good morale and an effective workplace atmosphere. This course helps team members learn to build involvement through the use of feedback and effective interaction skills. Participants will identify key principles of effective communication which will help team members maximize creativity, influence decisions and continually improve quality and productivity. Learn the characteristics of high performance teams, while learning your own team behaviors through interaction team activities
OBJECTIVE:	Upon completion of the team, students should be able to: <ul style="list-style-type: none"> ❖ Implement strategies and techniques to form working teams. ❖ Articulate group dynamics that impact team work. ❖ Recognize the value of team trust by separating issues from people ❖ Enhance efficiency and effectiveness of communication with others ❖ Develop an open environment conducive to better communication and team work
AUDIENCE:	All Employees
PREREQUISITES:	None
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
COST:	\$185
POC:	(301)757-4123

COURSE TITLE:	<i>TIME MANAGEMENT WITH ORGANIZATION</i>
VENDOR:	College of So MD Corporate & Community Training Institute PO Box 910 LaPlata MD 20646
LOCATION:	Employee Development Center, Building #2189
DATE: 22 February 12 08 August 12	NOMINATION DEADLINE: 22 January 12 08 July 12
DESCRIPTION:	This course will show participants how to do more with less. Learn how to regain up to an hour per day in productively-spent time—that translates to more than nine, 40-hour work weeks per year. The drive to find creative ways to achieve goals, pay attention to multiple efforts, respond quickly to customer needs, and enjoy life outside of work is even more intense in today's less structured, information driven workplace. This workshop can help to achieve improved, overall performance and productivity. Setting priorities and managing time effectively is basic to influencing individual and organizational performance. Supporting materials include a Participant Resource Manual and other supporting materials.
OBJECTIVE:	At the completion of this course, the student will have the tools necessary to effectively: <ul style="list-style-type: none"> ❖ Identify time management strengths ❖ Develop new skills for improved performance ❖ Focus on priorities, goals, and objectives ❖ Define the content of interruptions and procrastination ❖ Increase overall productivity ❖ Respond to opportunities with planning and scheduling ❖ Manage teamwork, paperwork, and meetings
AUDIENCE:	All individuals who would like to get more done in less time.
PREREQUISITES:	None
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
COST:	\$175
POC:	(301)757-4123

COURSE TITLE:	<i>TOASTMASTERS</i>
VENDOR:	Toastmasters
LOCAL POC:	Chesapeake – http://chesapeake.freetoasthost.us IPT – http://ipt.freetoasthost.us Patuxent River – http://pax.freetoasthost.us Talk of the Town – http://club9410.freetoasthost.info
DATE:	Each club meets bi-weekly at various locations. Please visit the local website listed above for additional information.
DESCRIPTION:	<p>Toastmasters is a world-wide, non-profit organization devoted to helping men and women learn the arts of speaking, listening and thinking-vital skills that promote self-actualization, enhance leadership potential and foster human understanding.</p> <p>Participants are provided a basic manual consisting of ten speech assignments. Each speech has specific goals and objectives (icebreaker introduction, working with words, gestures, persuasion, vocal variety, etc.). Upon completion of the ten speech program, participants are recognized as a Competent Toastmaster and earn the rating of “CTM”. From there, participants can devote their development to specialized speaking programs such as Speeches by Management, Speaking to Inform, Public Relations, The Discussion Leader, Technical Presentations, Communicating on Television, Interpretive Reading, and more. Toastmasters is a self-paced education opportunity.</p>
OBJECTIVE:	To develop and enhance communication and leadership skills in a supportive environment.
AUDIENCE:	Employees who want to learn to listen and speak more effectively in public and interpersonal settings.
PREREQUISITES:	None
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should request training through the Employee Self Service Portal by logging into Navy ERP via: https://ep.erp.navy.mil</p> <p>NOTE: An Adhoc Training request should be submitted.</p>
COST:	\$78/year or pro rated depending on month enrolled
POC:	(301)757-4123

COURSE TITLE:	<i>WRITING FOR BUSINESS PURPOSES</i>
VENDOR:	Hawkins and Associations, LLC 20296 Poplar Ridge Road Lexington Park, MD 20653
LOCATION:	Employee Development Center, Building #2189
DATE: 13-15 February 12 27-29 February 12 19-21 March 12 26-28 March 12 16-18 April 12 01-03 May 12 14-16 May 12 04-06 June 12 18-20 June 12 10-12 September 12	NOMINATION DEADLINE: 13 January 12 27 January 12 19 February 12 26 February 12 16 March 12 01 April 12 14 April 12 04 May 12 17 May 12 10 August 12
DESCRIPTION:	In today's business world, to be able to write effectively and efficiently is fast becoming one of the most important skills demanded of the workforce. Yet, writing for many is a very difficult task. "WRITING FOR BUSINESS PURPOSES" is a 3-day course designed to increase its participants' ability to communicate more effectively and efficiently in writing. Specifically, the participants learn how to identify and generate effective individual and group writing samples by focusing on the three components of writing: content, structure and style. The process for generating writing samples in a timely manner to meet the pressures of deadlines at work is, also, taught.
OBJECTIVE:	By the end of "Writing for Business Purposes" participants should be better able to do the following: <ul style="list-style-type: none"> ❖ List and define the three components of writing. ❖ List the attributes of "good" writing. ❖ Generate content topic, central theme, main points and objectives when given a title. ❖ List and define the parts of a message. ❖ Revise words and structure of writing samples according to stylistic preferences.
AUDIENCE:	All Employees
PREREQUISITES:	Participants should know basic English Grammar
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
COST:	\$275
POC:	(301)757-4123

COURSE TITLE:	<i>WRITING TO GET THINGS DONE</i>
VENDOR:	Berry Writing Group, Inc 16230 15 th Avenue North Plymouth MN 55447
LOCATION:	Employee Development Center, Building #2189
DATE: 25-26 October 11 20-21 December 11 08-09 May 12 11-12 September 12	NOMINATION DEADLINE: 25 September 11 20 November 11 08 April 12 11 August 12
DESCRIPTION:	The focus is on improving participants' actual on-the-job writing skills. Writing clear, easy-to-read emails and reports will be a primary focus, along with how to express and document the analysis of technical information in an organized manner as well as composing convincing justification decision.
OBJECTIVE:	<ul style="list-style-type: none"> ❖ The skills/concepts provided in this program teach people to present their ideas clearly in all business communications, regardless of length or medium; including letters, memos, reports, business decision documents, and e-mail messages. ❖ Participants will learn how to: Clarify thoughts before writing; separate the readers' needs from the writer's needs; use the inverted-pyramid principle of organization; use a listing paragraph format to highlight key ideas; use the language of getting things done vs. business speak; develop a professional tone that encourages cooperation; use our three models of organization for all business writing/emails and write technical information to non-technical people.
AUDIENCE:	All Employees
PREREQUISITES:	Submit no more than 5 pages to the vendor via e-mail (stan@berrywritinggroup.com) 7 days prior to training
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
COST:	\$435
POC:	(301)757-4123