

FY 13 CALENDAR (OCTOBER 2012- SEPTEMBER 2013)

PERSONAL DEVELOPMENT & ADMINISTRATIVE	COST	COURSE DATES											
		OCT 12	NOV 12	DEC 12	JAN 13	FEB 13	MAR 13	APR 13	MAY 13	JUN 13	JUL 13	AUG 13	SEP 13
Advanced Presentation Skills	\$225							02-03				13-14	
Advanced Public Speaking Presentation Skills	\$225									11-12			
Effective Business Writing	\$275	30 Oct-01 Nov				12-14			07-09		16-18		24-26
Effective Interpersonal Communication Skills	\$225			05			12			18			17
Getting Started as a New Leader	\$200		14		14			09			09		
Grammar in a Nutshell	\$125		27				26				22		
High Impact Feedback and Listening-Leadership Training	\$225			04		05			13			12	
Improving Your Resume	\$195			11				02					
Leading High Performance Teams	\$225		15		15			10			10		
Planning for Retirement	\$210		27-28				05-06	30 Apr-01 May		25-26		06-07	25-26
Presentation Skills	\$275		05-08		28-31		11-14		06-09		15-18		16-19
Presentation Survival Skills with Power Point	\$300					12-14				04-06			
Retirement Foundations	\$110		29				07			27		08	
Stress Management	None		04 FULL			21			13			08	
Team Building Essentials	\$185							18					
Time Management with Organization	\$175									04			
Toastmasters	\$78	Please refer to the course description											
Writing for Business Purposes	\$275			10-12 FULL		04-06		15-17		24-26		26-28	
Writing to Get Things Done	\$435				08-09				14-15				10-11

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: 02-03 April 13 13-14 August 13	NOMINATION DEADLINE: 02 March 13 13 July 13
TIME:	8:00 a.m.-3:30 p.m.
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 have attended Presentation Skills and 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 . Select NAVAIR Course Catalog then Personal Development. 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:	College of Southern Maryland (CSM) Leonardtown Campus
DATE: 11-12 June 13	NOMINATION DEADLINE: 11 May 13
TIME:	8:00 a.m.-3:30 p.m.
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 . Select NAVAIR Course Catalog then Personal Development. 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:	College of Southern Maryland (CSM) Leonardtown Campus
DATE: 30 October-01 November 12 12-14 February 13 07-09 May 13 16-18 July 13 24-26 September 13	NOMINATION DEADLINE: 01 October 12 12 January 13 07 April 13 16 June 13 24 August 13
TIME:	8:00 a.m.-3:30 p.m.
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 . Select NAVAIR Course Catalog then Personal Development. 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: 05 December 12 12 March 13 18 June 13 17 September 13	NOMINATION DEADLINE: 05 November 12 12 February 13 18 May 13 17 August 13
TIME:	8:00 a.m.-3:30 p.m.
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 . Select NAVAIR Course Catalog then Personal Development. 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: 14 November 12 14 January 13 09 April 13 09 July 13	NOMINATION DEADLINE: 14 October 12 14 December 12 09 March 13 09 June 13
TIME:	8:00 a.m.-3:30 p.m.
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 . Select NAVAIR Course Catalog then Personal Development. 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: 27 November 12 26 March 13 22 July 13	NOMINATION DEADLINE: 27 October 12 26 April 13 22 June 13
TIME:	8:00 a.m.-3:30 p.m.
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 . Select NAVAIR Course Catalog then Personal Development. 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: 04 December 12 05 February 13 13 May 13 12 August 13	NOMINATION DEADLINE: 04 November 12 05 January 13 13 April 13 12 July 13
TIME:	8:00 a.m.-3:30 p.m.
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 . Select NAVAIR Course Catalog then Personal Development. 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>IMPROVING YOUR RESUME</i>
VENDOR:	College of So MD Corporate & Community Training Institute PO Box 910 LaPlata MD 20646
LOCATION:	College of Southern Maryland (CSM) Leonardtown Campus
DATE: 11 December 12 02 April 13	NOMINATION DEADLINE: 11 November 12 02 March 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	The purpose of a resume is to get a job interview; therefore, it is important that you have a resume that makes you stand out as a superior candidate for the job you are seeking. In this training, you will learn tips, examples, and format choices to make your resume stand out from the competition. You will also learn how to write the objective, the summary and other sections.
OBJECTIVE:	Upon completion of this course, the student should be able to: <ul style="list-style-type: none"> ❖ Learn tips to get your resume read and reviewed ❖ Discover different templates to use to make your resume stand out ❖ Understand how to positively present your skill set
AUDIENCE:	Employees at all levels in the organization.
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 . Select NAVAIR Course Catalog then Personal Development. 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:	\$195
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: 15 November 12 15 January 13 10 April 13 10 July 13	NOMINATION DEADLINE: 15 October 12 15 December 12 10 March 13 10 June 13
TIME:	8:00 a.m.-3:30 p.m.
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. Select NAVAIR Course Catalog then Personal Development.</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: 27-28 November 12 05-06 March 13 30 Apr-01 May 13 25-26 June 13 06-07 August 13 25-26 September 13	NOMINATION DEADLINE: 27 October 12 05 February 13 30 March 13 25 May 13 06 July 13 25 August 13
TIME:	8:00 a.m.-3:30 p.m.
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:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil. Select NAVAIR Course Catalog then Personal Development.</p> <p>NOTE: Contractor personnel are not eligible to attend.</p>
COST:	\$210
POC:	(301)757-4123

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: 05-08 November 12 28-31 January 13 11-14 March 13 06-09 May 13 15-18 July 13 16-19 September 13	NOMINATION DEADLINE: 05 October 12 28 December 12 11 February 13 06 April 13 15 June 13 16 August 13
TIME:	8:00 a.m.-3:30 p.m.
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 . Select NAVAIR Course Catalog then Personal Development. 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:	College of Southern Maryland (CSM) Leonardtown Campus
DATE: 12-14 February 13 04-06 June 13	NOMINATION DEADLINE: 12 March 13 04 May 13
TIME:	8:00 a.m.-3:30 p.m.
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:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil. Select NAVAIR Course Catalog then Personal Development.</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:	\$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: 29 November 12 07 March 13 27 June 13 08 August 13	NOMINATION DEADLINE: 29 October 12 07 February 13 27 May 13 08 July 13
TIME:	8:00 a.m.-3:30 p.m.
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 . Select NAVAIR Course Catalog then Personal Development. NOTE: Contractor personnel are not eligible to attend.
COST:	\$110
POC:	(301)757-4123

COURSE TITLE:	<i>STRESS MANAGEMENT</i>
VENDOR:	NAVAIR
LOCATION:	Employee Development Center, Building #2189
DATE: 01 November 12 21 February 13 13 May 13 08 August 13	NOMINATION DEADLINE: FULL 21 January 13 13 April 13 08 July 13
TIME:	8:00 a.m.-3:00 p.m.
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:	<p>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.</p> <p>The students will develop their own individual priorities and define what each priority means in their own words. After development of their individual priorities the information will be consolidated with other student's information to allow the students to compare/contrast their individual priorities versus others within the class. NO personal information will be disclosed but only priority areas will be developed using inputs from the students.</p>
AUDIENCE:	Anyone who is in an organization that will be or is undergoing significant changes and who needs to be able to effectively manage the stressors involved.
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil. Select NAVAIR Course Catalog then Personal Development.</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:	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: 18 April 13	NOMINATION DEADLINE: 18 March 13
TIME:	8:00 a.m.-3:30 p.m.
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 . Select NAVAIR Course Catalog then Personal Development. 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: 04 June 13	NOMINATION DEADLINE: 04 May 13
TIME:	8:00 a.m.-3:30 p.m.
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 . Select NAVAIR Course Catalog then Personal Development. 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:	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. 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.
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:	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 NOTE: An Adhoc Training request should be submitted.
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: 10-12 December 12 04-06 February 13 15-17 April 13 24-26 June 13 26-28 August 13	NOMINATION DEADLINE: FULL 04 January 13 15 March 13 24 May 13 26 July 13
TIME:	8:00 a.m.-3:30 p.m.
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 . Select NAVAIR Course Catalog then Personal Development. 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: 08-09 January 13 14-15 May 13 10-11 September 13	NOMINATION DEADLINE: 08 December 12 14 April 13 10 August 13
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 . Select NAVAIR Course Catalog then Personal Development. 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