



TRAINING ANNOUNCEMENT

It's Your Mission (IYM) – It's Your Plan

Date: 17 -18 June 2015
Time: 0800 to 1600 (17 June)
1200 to 1600 (18 June)
Location: Southern Maryland Higher Education Center (SMHEC)
Building I, Room 123
44219 Airport Road
California, MD 20619
Cost: No Cost

Course Description:

In this class you will gain tools and techniques to be more productive in a chaotic environment by planning short term (day to day) and long term project goals and objectives.

Course Objectives:

- Communicate how individual work affects the big picture schedule
- Set goals & objectives
- Determine priorities in light of objectives
- Accurately estimate the length and difficulty of tasks
- Develop individual work schedules
- Establish work planning habits
- Adapt plans to changing circumstances

THREE KEY COMPONENTS TO THE PROGRAM



Target Audience: 6.0 Civilian Workforce Members

Registration: To register for this session, send an email to Wanda Cricchi, wanda.cricchi@navy.mil

Notes: (1) If you successfully completed the It's Your Mission – Planning session during the pilot phase, you do not need to retake the session. You may but not required!

(2) Each session will be conducted over 1.5 days. The first day in classroom and the half day return to classroom for your completion and submission of exercises to the coach.