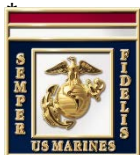


FEBRUARY/MARCH 2013



HEADQUARTERS MARINE CORPS Civilian Training Announcement

*****NEW COURSES COMING SOON*****

- Leadership for Supervisors and Managers
- Organizational Communication and Collaboration
- Research and Analytical Skills
- Customer Focus in the Federal Government
- Change Management
- Presentation and Briefing Skills
- Written Communication
- And More!

PLEASE NOTE: Schedule of new courses will be posted as soon as they are confirmed.

MARINE CORPS ACCULTURATION PROGRAM (MCAP)

19-20 Feb 13

Pentagon, 2C253, Conference Room #3

20-21 Mar 13

Quantico, Museum, Trailer #2

Audience: All employees new to the Marine Corps or who want to learn more about the Marine Corps.

PLAIN LANGUAGE WRITING FOR FEDERAL EMPLOYEES

26-27 Feb 13

Quantico, Mann Hall, Room 110a

Audience: All civilian employees who want to learn what plain language is and is not, and effectively apply principles to improve clarity to their writing skills.

NAVAL CORRESPONDENCE

05 Mar 13

Pentagon, 2C253, Conference Room #3

06 Mar 13

Quantico, Mann Hall, Room 110a

Audience: All civilian employees who want to learn the rules, regulations, and guidelines of Naval Correspondence and techniques for creating documents that are accurate and effective.

NEW EMPLOYEE ORIENTATION

12 Mar 13

Quantico, Mann Hall, Room 110a

Audience: All new civilian employees.

PROJECT MANAGEMENT

12-13 Mar 13

Pentagon, 2C253, Conference Room #3

Audience: All civilian employees who want to learn and practice the latest tools and techniques necessary for project management success.

NEW SUPERVISOR ORIENTATION

14 Mar 13

Quantico, Mann Hall, Room 110a

Audience: All new supervisors of civilians.

FEBRUARY/MARCH 2013

PRE-RETIREMENT PLANNING – MID CAREER

19-20 Mar 13

Quantico, Mann Hall, Room 110a

21-22 Mar 13

Pentagon, Room 2C253

Audience: Civilian employees under the Federal Employee Retirement Systems (FERS) with 10-15 years of federal service.

LEADERSHIP FOR NON-SUPERVISORS

26-28 Mar 13

Quantico, Mann Hall, Room 110a

Audience: All civilian employees who are **not** currently in a supervisory position, but want to learn how to become an exceptional leader and make a difference in your organization.

To register for a class or find additional course information, please visit the HROM-Sponsored Training website: <http://www.hqmc.marines.mil/hrom/SponsoredTraining.aspx>

Remember that you should always obtain **supervisor approval** before registering. Should you have schedule meetings during the time you are required to attend any On-Site Training Classes, we recommend that you register for another class at a later date.

All classes are scheduled from 0800 to 1600, unless otherwise specified. Each participant who registers for HQMC funded training should do so with the intent to **fulfill the required hours for course completion**. **LATE** arrivals greater than 10 minutes will not be seated and **MUST** reschedule.

REASONABLE ACCOMMODATIONS: Please let us know when you register if you require reasonable accommodations to participate in this training.

LOCATIONS:

- Mann Hall – (Building 2004), MCB Quantico, VA
- Pentagon – Washington, D.C. (**MUST** bring Common Access Card)
- National Museum of the Marine Corps – 18900 Jeff Davis Hwy, Triangle, VA

PLEASE NOTE: Pentagon **PARKING** is very limited, and we 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. Participants attending classes at the Pentagon **MUST** bring Common Access Card. There is **NO** eating in the Pentagon class room; however, drinks with a lid or cap will be allowed.

If you have any questions or problems, please contact us at: 703-604-2755 or SMB.HQMC.ARHB.TRNG@USMC.MIL.