

FY 05 CALENDAR (OCTOBER 2004-SEPTEMBER 2005)

PERSONAL DEVELOPMENT & ADMINISTRATIVE	COST	COURSE DATES											
		OCT 04	NOV 04	DEC 04	JAN 05	FEB 05	MAR 05	APR 05	MAY 05	JUN 05	JUL 05	AUG 05	SEP 05
American Sign Language, Intro	\$235			06-10				11-15					
Career Development	None						30					31	
Conflict Management	\$99						28					15	
Creative Thinking	\$212					07-08					11-12		
Customer Service	\$99						29				26		
Diversity Awareness	\$72						14					22	
Emotional Intelligence	\$212				24-25							01-02	
Interpersonal Communication Skills	\$212					14-15						15-16	
Interviewing Techniques	\$99					14					18		
Leading Change	None			15						21			
Math Refresher	None												
Outclass the Competition	None					15				22			
Planning for Retirement	\$139		08-09	13-14		22-23	21-22	25-26		20-21	18-19	29-30	26-27
Presentation Skills	\$250						07-10			06-09		01-04	
Professionalism in the Office	\$95					07							12
Retirement Foundations	\$75			15				27				31	
Stress/Change Management	\$100					24						02	
Team Building	\$95						14				25		
Time Management with Organization	\$95					28				13			
Writing for Business Purposes	\$225						28-30				18-20		
Your Attitude is Showing	\$95				24					06			
Toastmasters	TBD	Each Chapter meets bi-weekly at various locations. Please contact the Chapter directly for additional information.											

COURSE TITLE:	AMERICAN SIGN LANGUAGE, INTRO	
VENDOR:	College of Southern Maryland Corporate & Community Training Institute 8730 Mitchell Road PO Box 910 La Plata, MD 20646	
LOCATION:	Employee Development Center, Building #2189	
	DATES: 06-10 DEC 04 11-15 APR 05	NOMINATION DEADLINE: 06 NOV 04 11 MAR 05
TIME:	0800-1200 (20 hours / 1.8 CEUs)	
DESCRIPTION:	Build the basic signing skills to communicate in American Sign Language. Understand expressive and receptive skills including object identification, body language and gestures. Receptive and expressive finger spelling will also be covered using American Sign Language (ASL) protocol. Gestures and expressions, which are universally recognizable across international and cultural boundaries, are included.	
OBJECTIVE:	At the end of this course students will be able to: ❖ Conduct basic communication using sign language. ❖ Use body language and gestures for signing. ❖ Conduct receptive and expressive finger spelling.	
AUDIENCE:	Anyone wanting to learn American Sign Language skills.	
PREREQUISITE:	None	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
COST:	\$235.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
POC:	(301) 757-4122	

COURSE TITLE:	CAREER DEVELOPMENT	
VENDOR:	Career Development Office NAVAIR 7.3.3 Patuxent River, MD 20670	
LOCATION:	Employee Development Center, Building #2189	
	DATES: 30 MAR 05 31 AUG 05	NOMINATION DEADLINE: 30 FEB 05 31 JUL 05
TIME:	0800-1530 (8 hours)	
DESCRIPTION:	This course is designed to help employees set career goals and create their career plan. It will help you understand how to set goals for your career that take into consideration your personal values and priorities. This course is introspective and will help you to understand your personal preferences through use of the Myers-Briggs Type Indicator survey and other tools designed to help you better understand your strengths and weaknesses, and your likes and dislikes.	
OBJECTIVE:	At the completion of this class participants should be able to: <ul style="list-style-type: none"> ❖ Identify the elements of goals ❖ Determine if a goal is well defined ❖ Develop career goals ❖ Create a career development plan ❖ Understand your own characteristics (MBTI preferences) ❖ Recognize characteristics in others (MBTI preferences) 	
AUDIENCE:	Employees interested in taking control of their career development.	
PREREQUISITE:	None	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at : Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator.	
COST:	None	
METHOD OF PAYMENT:	None	
POC:	(301) 757-4122	

COURSE TITLE:	CONFLICT MANAGEMENT	
VENDOR:	College of Southern Maryland Corporate & Community Training Institute 8730 Mitchell Road PO Box 910 La Plata, MD 20646	
LOCATION:	Employee Development Center, Building #2189	
	DATES: 28 MAR 05 15 AUG 05	NOMINATION DEADLINE: 28 FEB 05 15 JUL 05
TIME:	0800-1530 (8 hours / .6 CEUs)	
DESCRIPTION:	It is said that conflict is no more than a by-product of growth, change or innovation. In today's rapidly changing work environment, managers, supervisors, and staff must address organizational change in an atmosphere of technological change, diversity, and conflicting modes of communication that tend to produce toxic results. This training explores conflict and helps participants develop mediation and conflict resolution skills.	
OBJECTIVE:	<ul style="list-style-type: none"> ❖ Develop a keen sense of understanding of the source of conflict ❖ Create long-term win-win outcomes ❖ Apply the mediation process to resolve conflicts 	
AUDIENCE:	Any employee wanting to improve skills in conflict management and mediation.	
PREREQUISITE:	None	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$99.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
POC:	(301) 757-4122	

COURSE TITLE:	CREATIVE THINKING	
VENDOR:	Progressive Success Corporation P.O. Box 2388 Fairfax, VA 22031	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 07-08 FEB 05 11-12 JUL 05	NOMINATION DEADLINE: 07 JAN 05 11 JUN 05
TIME:	0800-1530 (16 hours)	
DESCRIPTION:	Everyone has the ability to think creatively, but we have been taught not to use it. Lessons learned such as “stay within the lines” and “use a tool only for the job it was intended” has severely limited our capabilities. To overcome these limitations and expand our capabilities, we should learn “creative thinking”. This thinking focuses on exploring ideas, generating possibilities, looking for many right answers rather than just one – opening new doors to organizational effectiveness and problem solutions. This seminar introduces some creative thinking techniques and gives participants an opportunity to practice them.	
OBJECTIVE:	By the end of this course, participants will be able to: ❖ Understand why we are not creative ❖ Use 12 techniques to enhance creative ability ❖ Develop personal programs for enhanced effectiveness in the future	
AUDIENCE:	Any employee wanting to develop and improve thinking creative skills.	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
PREREQUISITE:	None	
COST:	\$212.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
POC:	(301) 757-4122	

COURSE TITLE:	CUSTOMER SERVICE	
VENDOR:	College of Southern Maryland Corporate & Community Training Institute 8730 Mitchell Road PO Box 910 La Plata, MD 20646	
LOCATION:	Employee Development Center, Building #2189	
	DATES: 29 MAR 05 26 JUL 05	NOMINATION DEADLINE: 29 FEB 05 26 JUN 05
TIME:	0800-1530 (8 hours / .6 CEUs)	
DESCRIPTION:	Frontline employees impact an organization's success through positive customer interactions and a strong customer service reputation. Develop effective communication skills and customer service practices that improve your relationship with customers. Listen for what the customer really wants and respond appropriately. Apply proven techniques to evaluate and handle universal customer service scenarios. Learn to satisfy and handle even the most difficult customers.	
OBJECTIVE:	Upon completion of the class, students will be able to: <ul style="list-style-type: none"> ❖ Utilize various methods to communicate with customers ❖ Effectively handle service disruptions and difficult customers ❖ Ask effective questions and listen better for customer's needs and concerns ❖ Develop skills to evaluate customer service situations as they occur ❖ Model listening styles and non-listening scenarios 	
AUDIENCE:	Anyone wishing to improve his or her customer service skills.	
PREREQUISITE:	None	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
COST:	\$99.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
POC:	(301) 757-4122	

COURSE TITLE:	DIVERSITY AWARENESS	
VENDOR:	College of Southern Maryland Corporate & Community Training Institute 8730 Mitchell Road PO Box 910 La Plata, MD 20646	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 14 MAR 05 22 AUG 05	NOMINATION DEADLINE: 14 FEB 05 22 JUL 05
TIME:	0800-1200 (4 hours)	
DESCRIPTION:	This workshop is designed to provoke thought and facilitate change. The dynamics of understanding people goes far beyond finding a correct term for someone who is different or eliminating a word that someone finds offensive. Understanding and honoring our differences involves changing our mind about the way we think about and view the world. Jane Elliot's award winning "The Essential Blue-eyed" video will be shown as the foundation for this workshop.	
OBJECTIVE:	Students will learn to: <ul style="list-style-type: none"> ❖ Identify the steps in the change process ❖ Demonstrate respect and acceptance for another person's beliefs, values and attitudes ❖ Identify methods for overcoming discrimination and prejudice by choosing a different way of thinking 	
AUDIENCE:	The course is open to all employees that are interested in diversity awareness.	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
COST:	\$72.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
POC:	(301) 757-4122	

COURSE TITLE:	EMOTIONAL INTELLIGENCE	
VENDOR:	Progressive Success Corporation P.O. Box 2388 Fairfax, VA 22031	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 24-25 JAN 05 01-02 AUG 05	NOMINATION DEADLINE: 24 DEC 04 01 JUL 05
TIME:	0800-1530 (16 hours)	
DESCRIPTION:	Our emotions are a crucial part of our everyday lives. Emotions play a great role in whether we succeed or fail. It is emotional intelligence that propels us down the road to the pot of gold waiting at the end. We can manage the link between our emotions and our behavior. While we may not be able to get any smarter in technical knowledge, we can increase (positive) or decrease (negative) our emotional intelligence.	
OBJECTIVE:	<p>By the end of the course participants will be able to:</p> <ul style="list-style-type: none"> ❖ Define EI and its contribution to productivity ❖ Understand how IQ, expertise, and EI relate to workplace ability ❖ Adapt EI strategies to the work environment ❖ Improve self awareness ❖ Identify how confidence affects career success and how to increase our confidence ❖ Regulate and control our emotions at work ❖ Exemplify the characteristics of integrity, innovation, adaptability ❖ Employ the art of motivation including self-motivation ❖ Choose the ways that commitment benefits the organization and the individual ❖ Make initiative and optimism essential parts of the work environment 	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
PREREQUISITE:	None	
COST:	\$212.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
POC:	(301) 757-4122	

COURSE TITLE:	INTERPERSONAL COMMUNICATION SKILLS	
VENDOR:	Progressive Success Corporation P.O. Box 2388 Fairfax, VA 22031	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 14-15 FEB 05 15-16 AUG 05	NOMINATION DEADLINE: 14 JAN 05 15 JUL 05
TIME:	0800-1530 (16 hours)	
DESCRIPTION:	This course gives participants a grasp of the technical and social aspects of interpersonal communication. They learn to choose an appropriate level of assertiveness and use assertiveness skills effectively. The main products of the course are 10 strategies to help people overcome the barriers and deal in appropriate ways with inappropriate communication behavior.	
OBJECTIVE:	At the completion of this course, participants will: <ul style="list-style-type: none"> ❖ Know the 4 major barriers to communication. ❖ Know the 6 major factors that influence our communication behavior. ❖ Use 10 strategies to facilitate and promote effective interpersonal relations through communication. 	
AUDIENCE:	Those wanting to improve their communication skills.	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
PREREQUISITE:	None	
COST:	\$212.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
POC:	(301) 757-4122	

COURSE TITLE:	INTERVIEWING TECHNIQUES	
VENDOR:	College of Southern Maryland Corporate & Community Training Institute 8730 Mitchell Road PO Box 910 La Plata, MD 20646	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 14 FEB 05 18 JUL 05	NOMINATION DEADLINE: 14 JAN 05 18 JUN 05
TIME:	0800-1200 (4 hours / .4 CEUs)	
DESCRIPTION:	This training provides a comprehensive overview of the interviewing process. Through a combination of lecture, role-playing, and other interactive experiences, participants learn that the interview process is more than just being able to “answer the questions.” Special attention is given to both interview preparation and follow-up after the interview – the key areas play a major role in interview success. This training also looks at the interview process from the employers’ perspective which help participants better understand what employers are looking for in interviewees.	
OBJECTIVE:	<ul style="list-style-type: none"> ❖ Develop knowledge of the interview process ❖ Understand the importance of preparing thoroughly for interviews ❖ Gain the skills to complete a job interview successfully 	
AUDIENCE:	Anyone wanting to improve their interviewing skills.	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
PREREQUISITE:	None	
METHOD OF PAYMENT	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
COST:	\$99.00	
POC:	(301) 757-4122	

COURSE TITLE:	LEADING CHANGE	
VENDOR:	Career Development Office NAVAIR 7.3.3 Patuxent River, MD 20670	
LOCATION:	Employee Development Center, Building #2189	
	DATES: 15 DEC 04 21 JUN 05	NOMINATION DEADLINE: 15 NOV 04 21 MAY 05
TIME:	0800-1200 (4 hours)	
DESCRIPTION:	This course is designed to provide NAVAIR employees with the tools to help lead change within the organization. Topics covered include: Change management definitions, Change Management Model, Quick Guide to leading Change in NAVAIR and current change initiatives within the Command.	
OBJECTIVE:	At the conclusion of this course participants should be able to: <ul style="list-style-type: none"> ❖ Describe what Leading change means ❖ Recognize and use the NAVAIR change management model ❖ Be familiar with the current major change initiatives within the Command ❖ Recognize opportunities for leading change 	
AUDIENCE:	This course is designed for all NAVAIR employees.	
PREREQUISITE:	None	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator.	
COST:	None	
METHOD OF PAYMENT:	None	
POC:	(301) 757-4122	

COURSE TITLE:	MATH REFRESHER
VENDOR:	System Safety Competency
LOCAL POC:	Janet Gill, Software Safety Lead (301) 342-2350
DATE:	Every Friday
TIME:	0900-1100
LOCATION	Building 1668, Conference Room, PAX River, MD
DESCRIPTION:	Many people want and need to get a technical college degree to enhance their overall career opportunities, but do not have the math background needed to get into a college algebra class. We are preparing for the math placement tests in order to get into College Algebra at CSM. We will be studying the math covered in the prerequisite classes. Participants will be provided math problems in a tutor-like atmosphere to get prepared for these tests.
OBJECTIVE:	To prepare for college math placement tests in a supportive environment.
AUDIENCE:	<u>Open to all employees</u> who want to prepare for college level placement tests and potentially take college level math classes as a group, on base at PAX River, MD
PREREQUISITE:	None
LENGTH:	2 Hour Meetings
COST:	None *Each student is required to purchase own book – cost app \$20.00
POC:	(301) 342-2350

COURSE TITLE:	OUTCLASS THE COMPETITION	
VENDOR:	Career Development Office NAVAIR 7.3.3 Patuxent River, MD 20670	
LOCATION:	Employee Development Center, Building #2189	
	DATES: 15 FEB 05 22 JUN 05	NOMINATION DEADLINE: 15 JAN 05 22 MAY 05
TIME:	0800-1530 (8 hours)	
DESCRIPTION:	What makes us as individuals stand apart from the next person who is of equal education and professional experience? Today's professional arena is becoming more and more competitive and well-developed personal skills will give you the edge. In this Seminar you will acquire the polish of a knowledgeable, world-class executive. <i>Outclass the Competition – Business Etiquette</i> is an interactive seminar designed to enhance your personal and professional skills. These skills will have a positive impact on your private and professional lives.	
OBJECTIVE:	Students will learn: <ul style="list-style-type: none"> ❖ How to Distinguish Yourself from the Others ❖ How to Make an Entrance and Work the Room ❖ Handshaking – The Ultimate Greeting ❖ Introducing Yourself and Others with Ease ❖ Eye signals ❖ How to Improve Your Mingling Proficiency ❖ And much more..... 	
AUDIENCE:	All Employees that would like to improve their <i>business etiquette</i> skills.	
PREREQUISITE:	None	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	None	
METHOD OF PAYMENT:	None	
POC:	(301) 757-4122	

COURSE TITLE:	PLANNING FOR RETIREMENT	
VENDOR:	Financial Alternatives in Retirement (FAIR) PO Box 8263 Cherry Hill, NJ 08002	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 08-09 NOV 04 13-14 DEC 04 22-23 FEB 05 21-22 MAR 05 25-26 APR 05 20-21 JUN 05 18-19 JUL 05 29-30 AUG 05 26-27 SEP 05	NOMINATION DEADLINE: 08 OCT 04 13 NOV 04 22 JAN 05 21 FEB 05 25 MAR 05 20 MAY 05 18 JUN 05 29 JUL 05 26 AUG 05
TIME:	0800-1530 (16 hours)	
DESCRIPTION:	<p>This course provides employees with information, materials and methods to cope with the changes and uncertainties of retirement. 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.	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development</p> <p>NOTE: Contractor personnel are not eligible.</p>	
PREREQUISITE:	None	
COST:	\$139.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
POC:	(301) 757-4122	

COURSE TITLE:	PRESENTATION SKILLS	
VENDOR:	Hawkins and Associates, LLC 20296 Poplar Ridge Road Lexington Park, MD 20653	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 07-10 MAR 05 06-09 JUN 05 01-04 AUG 05	NOMINATION DEADLINE: 07 FEB 05 06 MAY 05 01 JUL 05
TIME:	0800-1530 (32 hours)	
DESCRIPTION:	This course is designed to increase its 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 comprehensive and interesting briefings. <i>*Day 3 is set aside for individual conferences with the Instructor*</i>	
OBJECTIVE:	At the completion of class, participants should be able to: <ul style="list-style-type: none"> ❖ Identify the five phases of a briefing. ❖ Determine the purpose, objective and central theme of a presentation. ❖ Frame verbal messages in a clear and palatable manner. ❖ Convert nervous energy into productive energy. ❖ Utilize and interpret nonverbal cues to their benefit. ❖ Capture and maintain audience interest. ❖ Develop and use visual aids. ❖ Answer questions accurately; and confidently. ❖ Handle effectively hostile audiences. ❖ Critique briefs presented by themselves. 	
AUDIENCE:	Employees interested in improving their presentation skills.	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
PREREQUISITE:	None	
LENGTH:	4 Days	
COST:	\$250.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
POC:	(301) 757-4122	

COURSE TITLE:	PROFESSIONALISM IN THE OFFICE	
VENDOR:	Software Technology CTC, Inc. 44141 Airport View Drive PAX Professional Bldg II, Suite 101 Hollywood, MD 20636	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 07 FEB 05 12 SEP 05	NOMINATION DEADLINE: 07 JAN 05 12 AUG 05
TIME:	0800-1530 (8 hours)	
DESCRIPTION:	Individuals learn to recognize the qualities and skills that make an employee more professional on the job. Beginning with understanding their role in the organization and what the corporate culture sees as professional behavior, individuals then see the impact that improved performance will have. Throughout the workshop, participants review video presentations, participate in group discussions, practice new skills, and receive immediate feedback. Participant Workbook include exercises, forms and skill practice aids for use during the workshop. A five-part, 30- minute video illustrating workshop concepts by showing both positive and negative behavior modeling.	
OBJECTIVE:	<ul style="list-style-type: none"> ❖ Recognize the qualities that help an employee to be more professional on the job. ❖ Develop an awareness of the standards and abilities required for professional job performance. ❖ Learn how to develop an understanding of their organization's policies, procedures and philosophy. ❖ Improve their outlook and motivation. ❖ Improve interpersonal communication skills. ❖ Enhance teamwork through improved communications with peers, supervisors, and other co-workers. ❖ Increase productivity by organizing work, setting priorities, and managing their time effectively. ❖ Learn how to accept organizational changes and how to benefit from new opportunities. 	
AUDIENCE:	Anyone interested in obtaining the tools needed to develop essential skills required for personal and team success	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
PREREQUISITE:	None	
COST:	\$95.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
POC:	(301) 757-4122	

COURSE TITLE:	RETIREMENT FOUNDATIONS	
VENDOR:	Financial Alternatives in Retirement (FAIR) PO Box 8263 Cherry Hill, NJ 08002	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 15 DEC 04 27 APR 05 31 AUG 05	NOMINATION DEADLINE: 15 NOV 04 27 MAR 05 31 JUL 05
TIME:	0800-1530 (8 hours)	
DESCRIPTION:	<p>Course Content Covered:</p> <ul style="list-style-type: none"> ❖ Federal Employees Retirement System (FERS) ❖ Types of Retirement ❖ Minimum Retirement Age ❖ Eligibility & Service Requirements ❖ Deposit Rules <p>Overview of Federal Employees Health Benefits (FEHB) Federal Employees Group Life Insurance (FEGLI) Thrift Savings Plan (TSP)</p> <ul style="list-style-type: none"> ❖ Agency Contributions ❖ Loans ❖ TSP Funds ❖ Withdrawal Options <p>IRA's – Traditional & Roth Basics of Financial Planning</p> <ul style="list-style-type: none"> ❖ Wills ❖ Budgets <p>Debt Management</p>	
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 of Federal Employees Retirement System (FERS) with less than 10 years of service.	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development</p> <p>NOTE: Contractor personnel are not eligible.</p>	
PREREQUISITE:	None	
COST:	\$75.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
POC:	(301) 757-4122	

COURSE TITLE:	STRESS/CHANGE MANAGEMENT	
VENDOR:	Technology Systems & Business Solutions, LLC Tim Smith PO Box 807 Patuxent River, MD 20670	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 24 FEB 05 02 AUG 05	NOMINATION DEADLINE: 24 JAN 05 02 JUL 05
TIME:	0800-1400 (6 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:	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>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
PREREQUISITE:	None.	
COST:	\$100.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
POC:	(301) 757-4122	

COURSE TITLE:	TEAM BUILDING	
VENDOR:	Software Technology CTC, Inc. 44141 Airport View Drive PAX Professional Bldg II, Suite 101 Hollywood, MD 20636	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 14 MAR 05 25 JUL 05	NOMINATION DEADLINE: 14 FEB 05 25 JUN 05
TIME:	0800-1530 (8 hours)	
DESCRIPTION:	One must learn how to recognize and realize the impact of personal behavior on the people around you. It is sometimes the most difficult Team Building tasks to master. This workshop helps individuals with varying degrees of skill sets get along better, even if they seem "difficult". Learn how to adapt to difficult situations that, today, are seemingly endless. This workshop provides a non-judgmental language for exploring behavioral issues in relationships, and is newly scaled to today's diverse workforce. It offers more choices, more reliability, and once again, sets the standard for behavioral-based learning. Materials supplied are a Participant Manual, interactive skill building practices, plus various other supporting materials.	
OBJECTIVE:	<ul style="list-style-type: none"> ❖ Discover behavioral strengths and limitations in self and others ❖ Recognize and value personal strengths and the strengths of others ❖ Learn how to adjust to difficult situations and people ❖ How to stay out of troubling encounters flawlessly ❖ Learn how to adjust to different co-workers, different managers, different work settings ❖ Interact and manage relationships with others effectively ❖ Foster working together in teams or groups ❖ Improve overall communication skills ❖ Reduce conflict and stress both professionally and personally 	
AUDIENCE:	All employees, intact teams and groups, departments, team leaders and managers.	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
PREREQUISITE:	None	
COST:	\$95.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
POC:	(301) 757-4122	

COURSE TITLE:	TIME MANAGEMENT WITH ORGANIZATION	
VENDOR:	Software Technology CTC, Inc. 44141 Airport View Drive PAX Professional Bldg II, Suite 101 Hollywood, MD 20636	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 28 FEB 05 13 JUN 05	NOMINATION DEADLINE: 28 JAN 05 13 JUL 05
TIME:	0800-1530 (8 hours)	
DESCRIPTION:	This workshop will show you how to do more with less. You can 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. Supplied materials include a Participant Resource Manual, Time Mastery personalized assessment profile, and other supporting materials.	
OBJECTIVE:	<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	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
PREREQUISITE:	None	
COST:	\$95.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
POC:	(301) 757-4122	

COURSE TITLE:	WRITING FOR BUSINESS PURPOSES	
VENDOR:	Hawkins and Associates, LLC 20296 Poplar Ridge Road Lexington Park, MD 20653	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 28-30 MAR 05 18-20 JUL 05	NOMINATION DEADLINE: 28 FEB 05 18 JUN 05
TIME:	0800-1530 (24 hours)	
DESCRIPTION:	This course is designed to increase its participants' ability to communicate more effectively and efficiently in writing. Specifically, the participants learn how to identify and generate effective 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:	At the end of the course, participants should be able to: <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:	Employees who need to improve their writing skills.	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
PREREQUISITE:	Participants should know basic English grammar	
LENGTH:	3 Days	
COST:	\$225.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
POC:	(301) 757-4122	

COURSE TITLE:	YOUR ATTITUDE IS SHOWING	
VENDOR:	Software Technology CTC, Inc. 44141 Airport View Drive PAX Professional Bldg II, Suite 101 Hollywood, MD 20636	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 24 JAN 05 06 JUN 05	NOMINATION DEADLINE: 24 DEC 04 06 MAY 05
TIME:	0800-1530 (8 hours)	
DESCRIPTION:	Building a positive attitude toward yourself and others starts with understanding your own attitudes and how they impel you into action. People often lack the words to articulate why they do what they do or why they feel the way they feel. When applying the principles in this seminar, individuals will understand why they make the decisions they make and why conflicts can arise. They will see why others view the world differently and value different things in life. Attitudes will open an individual's eyes to a new understanding of themselves and the people around them. The student' full color workbook is designed to enhance the "Your Attitude is Showing" seminar. This gives participants practical illustrations along with areas to take notes.	
OBJECTIVE:	<ul style="list-style-type: none"> ❖ Understand each attitude and the interactions of each one. ❖ Know which attitudes drive your life, actions and decisions. ❖ Understand others' viewpoints and be able to interact convincingly by seeing the world through their eyes. ❖ Recognize and appreciate others' attitudes. 	
AUDIENCE:	All individuals wanting to understand why they make the decisions they make and why conflicts can arise.	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
PREREQUISITE:	None	
COST:	\$95.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
POC:	(301) 757-4122	

COURSE TITLE:	TOASTMASTERS
VENDOR:	Toastmasters
LOCAL POC:	Chesapeake – Preston Hopkins (301) 862-8002 IPT – Harry Hughes (301) 757-6852 Patuxent River – Beverly Bowen (301) 342-4998 Talk of the Town – Joe Ryan (240) 925-0182
DATE:	Each Chapter meets bi-weekly at various locations. Please contact the Local POC listed above for additional information.
DESCRIPTION:	<p>Toastmasters is a world-wide, non-profit educational 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 educational 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.
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at: Career Development</p> <p>Note: an Ad Hoc 1556 should be created for this training.</p>
PREREQUISITE:	None
LENGTH:	One Hour Meetings
COST:	TBD
POC:	(301) 757-4122