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## CHRO TRAINING ANNOUNCEMENT: HOW TO COMMUNICATE & COLLABORATE ON A TEAM

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DATE: 3 September 2025 (course is subject to rescheduling)

TIME: 08:00 – 15:00 JST

This training will be done via Zoom.

### COURSE DESCRIPTION:

In today's work environment, individuals must be able to effectively collaborate to reach organizational goals. Collaboration is particularly important to individuals that aspire to be leaders. In this seminar, participants will learn the keys to the collaborative process and techniques for gaining support for professional projects. This seminar will expose participants to the social science behind the collaborative process, while providing practical steps to develop a successful collaborative initiative.

### LEARNING OBJECTIVES:

- Create clarity, build trust, and optimize individual and team performance.
- Explain the methods of building trust between leaders and team members.
- Recognize and promote team accomplishments to upper management.
- Identify elements for an effective meeting agenda.

### ELIGIBILITY:

This class is open to all USMC U.S. Appropriated Fund (APF) employees and MLC/IHA employees serviced by CHRO Okinawa; priority for this training is as follows:

Priority 1: USMC All APF employees

Priority 2: USMC MLC/IHA employees (required to have LPL-3 or above)

### HOW TO APPLY:

After supervisor's approval, sign-up via [https://usmc.sharepoint-mil.us/sites/mcipac\\_chro\\_WorkforceDevelopment/SitePages/Training-Events-and-Signup.aspx](https://usmc.sharepoint-mil.us/sites/mcipac_chro_WorkforceDevelopment/SitePages/Training-Events-and-Signup.aspx).

**Deadline for submission is 22 Aug 25.**

Point of contact for this course is the Workforce Development, CHRO

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