
CHRO TRAINING ANNOUNCEMENT: MANAGING YOUR PRIORITIES AND WORKLOAD

DATE: 5 September 2025 (course is subject to rescheduling)

TIME: 08:30 – 15:30 JST

This training will be done via Zoom.

COURSE DESCRIPTION:

This workshop is full of fresh ideas and incorporates the latest prioritization tools and project management techniques. You will learn new ways to make the most of your valuable time, get your priority work done effectively and efficiently, and practice daily habits common to successful people.

LEARNING OBJECTIVES:

- Gain control of your projects and your priorities.
- Recognize true priorities and learn to act on what is important.
- Become more efficient and more effective.
- Understand that there really is no such thing as “multi-tasking.”
- Learn how to plan your work, and then work your plan!
- Recognize what is holding you back from completing tasks.
- Discover what “managing time” really means.
- Identify old habits and ways of thinking that rob you of time, efficiency, and effectiveness.

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.

Deadline for submission is 22 Aug 25.

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

e-mail: MCBBUTLERCHROTraining@usmc.mil; phone: 645-7689