
CHRO TRAINING ANNOUNCEMENT: ORGANIZATIONAL SKILLS FOR THE OVERWHELMED!

DATE: 9 September 2025 (course is subject to rescheduling)

TIME: 08:30 – 15:30 JST

This training will be done via MS Teams.

COURSE DESCRIPTION:

Regarding your workload, do you feel overcommitted, scattered, and that you are constantly having to catch up? Well, this course is built for professionals who want practical strategies to gain control of their workload. Participants will learn to manage physical, digital, and mental clutter, prioritize effectively, streamline their systems, and implement habits that reduce the daily overwhelm. The approach is simple, direct, and results focused.

LEARNING OBJECTIVES:

By the end of this training, participants will be able to:

- Identify common causes and consequences of disorganization in professional settings
- Apply task prioritization techniques to reduce daily stress
- Develop systems for managing digital and physical clutter
- Use calendars, to-do lists, and planning tools to manage time more effectively
- Create personal strategies to maintain organization and reduce overwhelm

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 29 Aug 25.

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

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