FY24 MCIPAC CHRO, Employee Training Interest Survey

As your service provider, one of our responsibilities is to conduct the Annual Training Needs Survey, which includes the analysis, subsequent scheduling, and delivery of general soft skill trainings. The results from the FY24 Training Needs Survey are used to determine what training CHRO will provide for its serviced commands. Since the annual survey is intended for leadership and supervisory personnel to prioritize training and developmental needs for personnel within their organization, this year we have implemented an additional survey that allows input from all Appropriated Fund (APF) Civilians, Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) employees.

The below FY24 Employee Training Interest Survey is intended to assist you in identifying your individual training and developmental needs. The results of this survey will be provided to supervisory personnel to assist them with making informed decisions when they participate in the FY24 Annual Training Needs Survey; the results will reflect the overall interest, by-name reports will not be provided. This survey will be accessible via the link until 12 June 23, thank you for your participation.

* Required

* This form will record your name, please fill your name.

[   ]

1. Grade (ex. E-8, O-3, O-5, GS-11, BWT 1-5, etc.) *

[   ]

2. Please select your employment type *

○ Appropriated Fund (APF) Civilian

○ Master Labor Contract (MLC)

○ Indirect Hire Agreement (IHA)

3. Are you a Supervisor? *

○ Yes

○ No

4. UIC *

○ 67400 - MCB Butler

○ 15017 - Camp Mujuk

○ 20229 - Camp Fuji

○ 63026 - MCAS Futenma

○ 67401 - Camp Blaz

○ 67438 - III MEF

○ 67925 - 3NB/CYNOPS

○ Other

5. Organization *

○ Base Inspector

○ Camp Services

○ CG/CoS

○ Chaplain

○ CHRO

○ COMMSTRAT

○ DPRI

○ G-1

○ G-3

○ G-4

○ G-5

○ G-6

○ G-7

○ G-8

○ GF

○ H&S BN

○ LSS

○ MCCS

○ PACO

○ RCO

6. What is the ideal length of a training for for you (including virtual training)? *

○ Full-day (6-8 hours)

○ Half day (3-4 hours)

7. What is your preferred method of learning? *

○ In-person

○ Virtual

○ Self-paced online learning

Quality of Work Life/Orientation

Indicate your priority for training related to Quality of Work Life/Orientation by selecting essential, needed, or helpful.

8. Working in a Multi-Cultural Workplace

Description: In this training, participants will gain information to better prepare them in a culturally sensitive fashion, become aware of biases and how to address them, gain tools to better communicate with people of different backgrounds, and strategies for mitigating conflict. *

   ○ Essential

   ○ Needed

   ○ Helpful

9. Pre-Retirement Planning (CSRS)

Description: Recommended for Department of Navy civilian employees enrolled in the Civil Service Retirement System (CSRS) who are within ten (10) years of retirement. The purpose of the course is to provide Federal employees who are enrolled in the Civil Service Retirement System (CSRS) with concrete information they need as they consider their retirement. *

   ○ Essential

   ○ Needed

   ○ Helpful

10. Pre-Retirement Planning (FERS)

Description: Recommended for Department of Navy civilian employees enrolled in the Federal Employee Retirement System (FERS) who are within ten (10) years of retirement. The purpose of this course is to provide Federal employees who are enrolled in the Federal Employees Retirement System (FERS) with concrete information they need as they consider their retirement. *

○ Essential

○ Needed

○ Helpful

11. Stress Management

Description: The workplace can be very stressful. If you don't manage it properly, too much stress can affect your body, your mind, your health, and your productivity. This course will teach you to overcome stress, find balance in your professional and personal life, and take control of your future. Moreover, learning how to manage your stress shouldn't be stressful. This course will help you to get the relief you need in a time frame that works for you. *

○ Essential

○ Needed

○ Helpful

12. Wellness & Life Balance

Description: A healthy employee is a happy employee. This program provides the tools needed to stay on top of your life and your workload. Wellness and Life Balance seminar will teach you how to plan, prioritize and balance life's challenges. *

○ Essential

○ Needed

○ Helpful

13. Critical Thinking & Problem Solving

Description: If you're facing tough challenges or struggling to generate innovative ideas, one thing is certain: You'll never come up with new solutions if you're bound to your old assumptions, thinking and problem-solving habits of the past. You can broaden your perspective and break free of ruts when you sign up for Critical Thinking & Problem Solving. This LIVE, virtual, instructor-led course will help you train your brain to look at problems with a critical eye. You'll learn how to carefully analyze current and potential outcomes, assess risks and benefits, come up with fresh creative answers to old questions and make better business decisions across the board. *

○ Essential

○ Needed

○ Helpful

14. Setting, Aligning, and Achieving Goals

Description: The ability to set and align goals provides benefits to individuals at work and in their personal life. But, if a goal is fuzzy, generic, or does not have a timeframe, it is too easy to feel demotivated and procrastinate. We will teach you how to set SMART goals, allowing you to visualize your goals better and work towards a specific timeline. You will learn how to align your goals strategically and create action plans to achieve them. By the end of this course, you will be able to develop high-quality, achievable goals and be able to review and revise those goals as you make progress. *

○ Essential

○ Needed

○ Helpful

15. Developing Your Emotional Intelligence

Description: Researchers and business experts agree that people with high emotional intelligence (EI) are consistently the top performers in their organizations. They're more resilient and flexible when things get tough, and they're held in the highest regard by their bosses, peers, co-workers and others. In this powerful professional development seminar, you'll learn why EI is far more than just a handy set of "people skills" and why many executives feel it's the one skill you must have to be successful in today's workplace! *

○ Essential

○ Needed

○ Helpful

16. Work-Life Balance

Description: You can't do a good job if a job is all you do. Work-life balance is a necessity for professionals in today's complex world, but it takes discipline and effort to achieve that balance. Often obstacles, ranging from unplanned emergencies to conflicting priorities, can prevent you from maintaining that perfect, healthy balance. Being attentive and cautious of how you are devoting your time helps you to pave a path towards a balanced, successful career and life. In this module, participants examine the balance between work, family, community, spirituality, social life, and finances. Assessing satisfaction in these areas allows you to commit to strategies that bring balance and happiness into life and the workplace. *

○ Essential

○ Needed

○ Helpful

Communication Skills

Indicate your priority for training related to Communication Skills by selecting essential, needed, or helpful.

17. Speaking with Confidence

    Description: Use a step-by-step approach to gain skills in speaking before groups more comfortably and confidently. Your presentations are recorded for playback, and your instructor provides helpful coaching and tips. *

    ○ Essential

    ○ Needed

    ○ Helpful

18. Instructor Training

    Description: Sharpen and improve your instructional skills and become a more polished presenter. Discover proven training techniques for large and small groups, in a variety of training venues, including methods for engaging remote participants. *

    ○ Essential

    ○ Needed

    ○ Helpful

19. Active Listening

Description: Active listening encompasses the best of communication, including listening to what others are saying, processing the information, and responding to it in order to clarify and elicit more information. *

○ Essential

○ Needed

○ Helpful

20. Customer Service Skills

Description: The purpose of this course is to provide knowledge and skills necessary to create and maintain a high level of customer service. With results-oriented management, it is increasingly important to deliver outstanding customer service. You will learn how to identify internal and external customers, facilitate better communication, manage telephone class, apply skills to effectively handle problem solutions, and anticipate customer concerns. *

○ Essential

○ Needed

○ Helpful

21. Presentation Skills

Description: This course will teach you how to prepare powerful and persuasive presentations, deliver presentations effectively, develop yourself into a confident and competent speaker, and prompt action from an audience. *

○ Essential

○ Needed

○ Helpful

22. Skillful Listening

Description: There's a difference between hearing and listening. How often do you listen to someone only to realize you don't have a clue what they just said? This seminar teaches you the skill of true listening. You will be able to recall information like never before with a series of mind exercises and tricks that lead to results. *

○ Essential

○ Needed

○ Helpful

23. Working with Difficult People

Description: Almost every office has "that" difficult person – the one who makes life hard for others in the office. This course will reduce your frustration by helping you understand the various types of difficult people. You'll also learn techniques that will help you understand what to do, what to say, and how to say it when dealing with difficult people. *

◯ Essential

◯ Needed

◯ Helpful

24. Workplace Collaboration Strategies

Description: Collaboration is key to getting things done in the workplace. Without it, information is merely shared, and people work side by side, but the work is not optimal. This training can help by sharpening your communication skills and increasing your ability to work effectively with others to find solutions, resolve conflict and successfully meet organizational goals. This course provides you with the knowledge and confidence you need to stand out as an effective collaborator in the workplace. Learn techniques and strategies for improving your own collaboration skills, plus tips for breaking down barriers, eliminating silos, managing conflict and bringing about the best business results possible. You'll also get useful tools to help you create and maintain a collaborative culture at work. *

◯ Essential

◯ Needed

◯ Helpful

25. Managing Difficult Conversations

Description: This interactive workshop shows you how to handle the toughest conversations more effectively and with less anxiety. *

○ Essential

○ Needed

○ Helpful

Writing Skills

Indicate your priority for training related to Writing Skills by selecting essential, needed, or helpful.

26. Fundamentals of Writing

   Description: Enhance your success at work by learning to prepare correct, concise, and organized memos, emails, and other documents. Using standard grammar and usage rules, construct simple, compound, and complex sentences that communicate clearly to your readers. Use transitional words, phrases, and strategies to link sentences into coherent paragraphs. The Plain Writing Act of 2010 requires all federal agencies to write public documents in a clear, concise, and well-organized manner. *

   ◯ Essential

   ◯ Needed

   ◯ Helpful

27. Writing for Results

   Description: Create documents that achieve results. Learn to analyze each writing situation-focusing on your purpose, reader, and context. Write effective explanations and instructions, using lists, headings, and graphics to get the job done. Write convincing arguments, clearly stating your position and supporting it effectively. Avoid logical fallacies in your writing and learn to spot them in messages you receive. Use writing to convince your reader and achieve real-world results. Use plain language as mandated by the Federal Plain Writing Act of 2010. *

   ◯ Essential

   ◯ Needed

   ◯ Helpful

28. Correspondence Writing for Government Professionals

Description: This course is designed for Government employees who want to improve their correspondence, including memo writing and email communication. Memos and emails are important tools for effective communication. To be effective, they need to be written correctly, clearly, and concisely. In this HANDS-ON workshop, you will learn to write memos and emails that work for you and your readers. *

○ Essential

○ Needed

○ Helpful

29. English Essentials

Description: Professionals who can write clearly and correctly are more valuable to an organization than those whose business writing is filled with errors. This course is designed for those who want to refresh their knowledge of punctuation and/or those who know what's correct but can't always explain why. *

○ Essential

○ Needed

○ Helpful

30. Writing Skills

Description: Your writing style reveals a lot about what goes on in your head. The more precise you are with your word and the more error-free your prose, the better your colleague's opinions of you will be. Our fast-paced, fun seminar will teach you everything you need to know to improve your writing without boring you to death in the process. *

○ Essential

○ Needed

○ Helpful

31. Business Writing & Mistake Free Grammar

Description: Words are perhaps the most powerful tools on the planet. You use them everyday, in your speech and in your writing. How you write reflects your level of competence to those around you, so it's important to maintain a high level of proficiency. Our business writing training and grammar will give you the basic and advanced skills you need to boost your quality of writing for maximum efficiency and clarity of thought. *

○ Essential

○ Needed

○ Helpful

Budget/Financial Management

Indicate your priority for training related to Budget/Financial by selecting essential, needed, or helpful.

32. Financials Made Easy

Description: Even though employee's expertise may not be in the financial field, they need to understand the basics of budget, planning, and resource management. Financials Made Easy explains basic accounting principles for the non-financial person. *

○ Essential

○ Needed

○ Helpful

33. Introduction to Federal Budgeting

Description: The purpose of this course is to provide participants with an overall understanding of the principles and procedures involved in the federal budget process. It covers budget terms, roles, accounting concepts, and provides case experience in object class identification, full-time equivalents (FTE), program review and analysis, writing budget justifications, and mid-year reviews. Emphasis is placed on the practical knowledge needed in field offices and introduces the necessary background to attend subsequent advance budgeting courses. *

○ Essential

○ Needed

○ Helpful

Microsoft Office

Indicate your priority for training related to Microsoft Office Programs by selecting essential, needed, or helpful.

34. MS Access I

   Description: In this course, students will use Access 2016 to manage their data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data. *

   ○ Essential

   ○ Needed

   ○ Helpful

35. MS Excel I

   Description: This course is an introduction to MS Excel and you will learn to create, format, enhance and print simple Excel spreadsheets.

   Please select 1 (essential), 2 (needed), or 3 (helpful). *

   ○ Essential

   ○ Needed

   ○ Helpful

36. MS Excel II

Description: In MS Excel II, you'll build upon your data manipulation skills and unlock more capabilities within the platform. Deepen your understanding of Excel by learning how to create advanced workbooks and worksheets. *

○ Essential

○ Needed

○ Helpful

37. MS PowerPoint II

Description: Learn how to use the features and functionality of PowerPoint 2016 to create engaging, dynamic multimedia presentations. *

○ Essential

○ Needed

○ Helpful

38. MS Word II

Description: In this course, students learn the features which enable them to create complex documents with a consistent look and feel. Students will also learn how to automate tedious tasks such as preparing a letter to send to every customer of your organization. *

○ Essential

○ Needed

○ Helpful

39. MS Word III

Description: Learn how to create interactive forms, webpages, and macros, use reviewing tools, and create document references like Table of Contents, Indices and Footnotes. *

○ Essential

○ Needed

○ Helpful

Other Training Not Listed

Please list any training not included in the survey below.

40. I'd like to request the below training be considered for FY24. The applicable priority 1 (essential), 2 (needed), or 3 (helpful) is also included.