

=====

CHRO VIRTUAL ONLINE TRAINING ANNOUNCEMENT: COMMUNICATING WITH TACT, DIPLOMACY AND PROFESSIONALISM

CLASS: Communicating with Tact, Diplomacy and Professionalism

DATE: 21 July 2020

TIME: 08:00-12:00 (4H/ Half day class)

This training will be held virtually via Microsoft Teams

COURSE DESCRIPTION:

M O D U L E 1 - Fundamentals of Communication

To be a tactful and successful communicator, it's important to understand and cultivate top-notch communication skills. Without foundations, an individual may self-sabotage.

M O D U L E 2 - Communicating With Tact and Diplomacy

Effective, tactful communication preserves relationships, builds credibility and demonstrates thoughtfulness.

M O D U L E 3 - Strengthening Credibility and Work Relationships

Tactful communication—along with emotional intelligence, respect, thoughtfulness and compassion—are vital for credibility and success at work.

M O D U L E 4 - Powerful Listening Skills

Effective communication is more than speaking, it is also listening and understanding the message.

OUTCOME:

- Master the techniques of diplomacy and tact to thrive in today's business environment.
- Develop stronger, more effective listening skills for more effective communication.
- Deliver feedback and handle disagreements with diplomacy.

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 Appropriated Fund (APF) employees serviced by CHRO Okinawa (GS/WS/WG personnel).

Priority 2: MLC/IHA employees of USMC Okinawa who has LPL-3 or above.

HOW TO APPLY:

Submit nominations to Workforce Development Unit, Civilian Human Resources Office via e-mail to

MCBBUTLERCHROTraining@usmc.mil Deadline for submission is 15 July 2020.

Nomination must include below listed information:

- 1) Name
- 2) Grade
- 3) Position Title
- 4) Organization
- 5) Duty Phone
- 6) Supervisor's Name
- 7) Priority based on eligibility (indicate (1) or (2))