
CHRO TRAINING ANNOUNCEMENT: HITTING YOUR STRIDE: MAXIMIZING PRODUCTIVITY TRAINING

DATE: 21 July 2023 (course is subject to cancelation)

TIME: 0800-1200 JST

This training will be done via MS Teams virtually.

COURSE DESCRIPTION:

In a busy ever changing work environment with constant distractions and external demands, it is easy to find yourself feeling mis-directed, feeling off-balance or feeling like you are pushing a boulder uphill. At the end of the day do you often feel exhausted and like you have not achieved what you had intended? This unease when experienced daily, if not dealt with effectively, can lead to poor work performance and increased levels of anxiety and stress with it impacting your personal health and overall life satisfaction. This workshop is intended to look at ways to leverage the time afforded to us to be more productive and to improve the quality of life and job satisfaction.

OBJECTIVES:

- Understand the nature of productivity
- Learn what is behind productivity: Motivation
- Develop and create your own personal “Why?”
- Understand the power of setting goals and creating priorities
- Learn how your choices effect productivity
- Explore how you can achieve improved productivity through better Life Balance

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 14 July 2023.

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

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