

FY24 MCIPAC CHRO Okinawa, Annual Training Needs Survey

This survey is intended for supervisors and leadership personnel who belong to the commands serviced by Civilian Human Resources Office (CHRO), Marine Corps Installations Pacific-MCB Camp Butler (MCIPAC-MCBB).

As your service provider, one of our responsibilities is to conduct the Annual Training Needs Survey, including the analysis, subsequent scheduling, and delivery of general soft skill training. This survey allows Supervisors of Appropriated Fund (APF) Civilians, Master Labor Contract (MLC), and Indirect Hire Agreement (IHA) employees the opportunity to assess and identify their activity's training needs for FY24. This centralized support and consolidation of each activity's annual training needs provides CHRO, Workforce Development (WFD) the opportunity to arrange training for the serviced population. Please note that your input is important since the survey is used to prioritize and allocate training funds from CHRO, MCIPAC. This survey will be available until 7 July 2023.

* 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. Are you a direct supervisor of APF Civilian/MLC/IHA employee(s)? *

Yes

No

3. UIC *

67400 - MCB Butler

15017 - Camp Mujuk

20229 - Camp Fuji

63026 - MCAS Futenma

67401 - Camp Blaz

67438 - II MEF

67925 - 3NB/CYNOPS

Other

4. Organization *

Base Inspector

Camp Service

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

Safety

SJA

Other

5. What is the ideal length of a training for you or your subordinates (including virtual training)? *

Full day (6-8 hours)

Half day (3-4hours)

6. What is your preferred method of learning? *

In-person

Virtual

Self-paced online learning

Other

Management/Supervision

Indicate your division's priority for training related to Management/Supervision by selecting essential, needed, or helpful.

7. Emotionally Intelligent Leaders

Description: Effective leaders come in all shapes and sizes, but a common characteristic is a high degree of what psychologists call "emotional intelligence." Research indicates that not only is emotional intelligence more important than technical skills or traditional cognitive skills in shaping leadership effectiveness, but an organization's success is directly related to the emotional intelligence level of its leaders. As the working environment continues to change, emotional intelligence skills become increasingly important in determining who succeeds and who fails. Learn how to assess, develop and apply the emotionally intelligent competencies required for a leadership position. *

Essential

Needed

Helpful

8. Coaching Skills for Today's Leaders

Description: Coaching is an essential skill for leaders at all levels. Learn to develop productive employees and build effective teams. Review various coaching methods to motivate others, capitalize on their strengths and build trust that will foster growth. Learn how to give constructive feedback, maximize coaching opportunities and avoid common pitfalls. *

Essential

Needed

Helpful

9. Leadership Communication

Description: Become the leader who people want to follow. Focus on one of the most crucial competencies of a good collaborative leader: strong communication. Learn to connect with people to build trust and loyalty, use emotional intelligence to build rapport, how to bridge and leverage cultural and generational distances, and how to use these skills to reach consensus, build teams and develop better workers. *

Essential

Needed

Helpful

10. Leading Change

Description: Gain the knowledge and skills you need to help shape the future of your organization. Explore various tools for understanding and facilitating change, and strategies for managing and shaping change. Discover the endless possibilities to exercise true leadership. *

Essential

Needed

Helpful

11. Jump Starting High-Performing Teams: The Fundamentals

Description: Learn the essential skills for establishing healthy group dynamics and developing a strong team. Whether you are a team leader or team member, gain the skills necessary for effective team performance in this highly interactive course. Bring this course on-site to train your entire team cost effectively.

This course is part of the Certificate of Accomplishment in Program and Management Analysis

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Essential

Needed

Helpful

12. Building Effective Organizational Relationships: A Supervisor's Rx

Description: While managing the organizations critical human resource and striving to meet the organizations goals are an integral part of the supervisor's job, one of the most important abilities each supervisor needs is knowing how to build quality relationship with those that work with and for them. This two-day course will introduce supervisors to the concepts of Social Intelligence and use the SOCIAL STYLES INVENTORY as a framework for learning how to improve your effectiveness as a supervisor in building, managing and sustaining quality relationships in the workplace. *

Essential

Needed

Helpful

13. Improving Employee Accountability

Description: Building a culture of accountability is key to organizational success. People that embrace accountability at work are happier employees — they're high performing, more motivated, more invested in company goals and more productive overall.

Of course, accountability doesn't always come naturally — and you can't force it. But as a leader, you can encourage, promote and reward it. And you can give your employees the tools they need to understand how it works.

This workshop provides the strategies you need to coach your employees to high performance. You'll learn how to clearly define performance standards, establish specific and attainable goals, connect with employees regularly and create accountability plans to track performance and review progress. Best of all, you'll become a stronger leader — able to confront and manage performance problems, provide useful feedback and avoid common performance management mistakes. *

Essential

Needed

Helpful

14. Effective Delegation, Coaching & Counseling

Description: This training will provide participants with the information to become more decisive, capitalize on their team building skills, and to be a mentor to their team. *

Essential

Needed

Helpful

15. Generational Blending in the Workforce

Description: A comprehensive course that covers the four main generations in the current workforce. This involves identifying various communication, conflict resolution, and work styles, and the incentives each require to perform as they should. A competent manager will be able to draw on this knowledge and facilitate an even flow between each generational group for the maximum productivity, team cohesion, and output. *

Essential

Needed

Helpful

16. Decision Making

Description: As organizations become increasingly fast-paced and complex, leaders are tasked with making more decisions, more quickly while still considering the impact on their employees, teams, and organizations. You will explore a decision-making framework tied to strategic thinking, learn to evaluate decision options that support organizational success, and use real-world scenarios to apply decision-making best practices. *

Essential

Needed

Helpful

Quality of Work Life/Orientation

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

17. 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

18. 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

19. 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

20. 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

21. 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

22. 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

23. 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

24. 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

25. 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 Skill

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

26. 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

27. 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

28. 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

29. 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

30. 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

31. 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

32. 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

33. 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

34. 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.

35. 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

36. 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

37. 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

38. 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

39. 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

40. 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.

41. 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

42. 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.

43. 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

44. 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. *

- Essential
- Needed
- Helpful

45. 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

46. MS PowerPoint II

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

Essential

Needed

Helpful

47. 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

48. 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.

49. 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.

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