

FY19 MCB-Butler CHRO Annual Training Plan

(Note: Dates and occurrence of all listed courses below are TBD & subject to change)

FY Qtr	Class	Discription
1stQtr FY19	US New Civilian Employee Oientation (NCEO)	Reiured for APF joins new to Pacific region. Including: (1) Organization and function of the Civilian Human Resources Office; (2) Human Resources policies, local instructions, position classification, recruitment, employee relations and performance appraisals; (3) Face to Face Sexual Assault Prevention and Response, EEO, No FEAR Act, POSH, Suicide Prevention, Fire Prevention, Code of Conduct, Workplace Safety and Occupational Health, Security Brief, Substance Abuse Prevention, Drug Free Workplace Program and Marine Corps Acculturation training.
	US Human Resources Management (HRM) & Supervisor Safety Training for Supervisors	Required for new supervisors. 1st to 2nd day HRM covers merit system principles, prohibited personnel practices, position classification, staffing and placement, training, labor management relations, EEO & POSH for supervisors, and the Japanese national (MLC/IHA) human resources programs. 3rd day for supervisor safety class.
	JN New Employee Orientation	Required for New JN Local National employees. Covers: covered: (1) organization and functions of the Civilian Human Resources Office, and the employee services available; (2) civilian personnel policies and regulations; responsibilities, opportunities; (3) Prevention of Sexual Harassment (POSH); (4) training and development; (5) safety and fire protection; (6) JN health programs; and (7) operation security brief.
	US NCEO	See above Discription for "US New Civilian Employee Oientation (NCEO)"
	US HRM & Safety Supervisor Trng	See above Discription for "US Human Resources Management (HRM) & Supervisor Safety Training for Supervisors"
	ALCP Test	The CHRO Training Unit offers the American Language Course Proficiency Test (ALCPT) to MLC/IHA employees.
2ndQtr FY19	Tableau Business Analytics Software Training	This course is designed for the beginner Tableau user. It is for anyone who works with data - regardless of technical or analytical background. This course is designed to help you understand and use the important concepts and techniques in Tableau to move from simple to complex visualizations and learn how to combine them in interactive dashboards.
	Managing Diversity in the Workplace	Designed to enhance understanding about qualities and characteristics that are helpful and beneficial when establishing and maintaining a workforce that acknowledges and values diversity. Increase knowledge and awareness related to attitudes, behaviors, norms, and values that can facilitate or block the development of authentic, supportive, and productive relations within workplace, between co-workers and customers.
	US NCEO	See above Discription for "US New Civilian Employee Oientation (NCEO)"
	LLI CLD Lead –Self Seminar	Explore various applications of leadership concepts through discussions; reflections, introspection of self, critical thinking, problem solving and analytical skills needed for and by leaders. Engage using critical thinking to analyze personal strengths and weaknesses as related to one’s behavior and ability to lead self by developing a personal philosophy.
	LLI CLD Lead Teams Seminar	Engage using critical thinking to analyze personal strengths and weaknesses as related to one’s behavior and ability to lead self by developing a personal philosophy. Explore various applications of leadership concepts through discussions; reflections, introspection of self, critical thinking, problem solving and analytical skills needed for and by leaders.
	JN New Employee Orientation	See above Discription for "JN New Employee Orientation"
	US HRM & Safety Supervisor Trng	See above Discription for "US Human Resources Management (HRM) & Supervisor Safety Training for Supervisors"
3rdQtr FY19	Business Writing (Grammar Review)	To upgrade the grammar skills of participants whose goal is to improve their writing and speaking skills as they seek to make themselves more marketable in the work organization. The course will focus on the most common grammatical mistakes, improve word choice through vocabulary development, and apply practical grammar rules.
	MS Word (Intermediate) @MCCS PCLab	The focus of the workshop is to expand participant capabilities to create, edit, and format more complex types of documents. Participants will be introduced into the use of such Word features as field codes, page/section breaks, styles, mail merge, compare and merge, etc
	How to Get Full Performance Out of Your Employees	For managers and supervisors: This workshop will help participants gain a thorough knowledge of the organization and mission; how to get employees to perform at full level
	Skills for Conflict Resolution and Overcoming Negativity in Workplace	This 2 day training is designed for all employees. In Part 1 you will learn a model for resolving conflicts and in Part 2 you will practice skills for overcoming negativity in workplace.

FY19 MCB-Butler CHRO Annual Training Plan Continued:

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FY Qtr	Class	Discription
3rdQtr FY19	Excel (Beginer) @MCCS PCLab	Practice to fill in the inevitable knowledge gaps related to the basic development and use of columns, rows, fonts, borders, shading, autofill and more. Participants will learn the five most basic Excel formulas and be able to produce spreadsheets that communicate information effectively.
	US NCEO	See above Discription for "US New Civilian Employee Oientation (NCEO)"
	True Colors: Personal Success	Each of us has our own style, preferences and ways of working. So how can we all work/live together? The True Colors Personal Success workshop helps participants explore their own and other's distinctive personality strengths and stressors. They learn to respect and appreciate differences in ways people function and better understand relationship building, effective communication, mutual respect and understanding of one another.
	JN New Employee Orientation	See above Discription for "JN New Employee Orientation"
	Effective Planning and Goal Setting	Teaches how to create goals that challenge you — and how break those goals up into manageable steps. How to realistically estimate time frames, make accountability work to your advantage by creating commitment and buy-in, and how to minimize distractions, balance competing obligations, and make sure you stay on track!
	US HRM & Safety Supervisor Trng	See above Discription for "US Human Resources Management (HRM) & Supervisor Safety Training for Supervisors"
	US Communication Skills for Quality Customer Service	Introduce the fundamentals of communication skills including quality customer service for internal and external customers; how customer service impacts the organization; and how to develop successful customer relationships by understanding individual behavior preferences.
	COI Admin Seminar - 1	Community of Interest (COI) Admine Group Training: TBD
	COI Brief at Command	FY19 USMC Career Development information Forum (MCIPAC)
4thQtr FY19	MS Word (Intermediate) @MCCS PCLab	See above Discription for "MS Word (intermediate)"
	Excel (Intermediate) @MCCS PCLab	Intermediate Excel offers participants more advanced Excel capabilities through the use of mathematical functions that have wide application such as IF function, NESTED IF function, RANK function, etc. Participants will also focus on the tools for dealing with multiple worksheets simultaneously.
	Power-point(Beginer) US@MCCS	Learn to create well-designed PowerPoint presentations with engaging graphics and eye-catching formatting. Participants will create their own presentation file in the class and complete it by adding a number of features such as clip art graphics, transition effects, animation effects, etc.
	Excel(Advanced)@MCCS PC Lab	Participants will become more familiar with such advanced features as pivot table, pivot chart, consolidation, worksheet protection and macro commands that will accelerate completion of your work assignments. Tips and shortcuts that save time will be taught.
	Power-point (Intermediate) @MCCS PC Lab	A number of intermediate-level features of this program will be covered which will take the PowerPoint skills and knowledge to the next level. The techniques introduced in this course will help create a more effective presentation. Participants will be introduced into the use of such PowerPoint features as photo albums, presentation view, import text from Word, slide master, custom slide layout, etc.
	ALCP Test	See above Discription for "ALCP Test"
	US NCEO	See above Discription for "US New Civilian Employee Oientation (NCEO)"
	JN Intermediate English Writing	JN intermediate through advanced English level writing course
	NavalCorrespondence PCLab @MCCS	Department of Navy prescribes uniform standards for the management and preparation of proper correspondence in all situations. Learn the correct policies and procedures for the preparation of Naval Correspondence in this newly revised and updated course. This self-paced course easily guides you through the necessary requisites while explaining some of the standards The Department of the Navy (DON) requires, for writing and formatting quality correspondence. Emphasis is placed on formatting standard letters and endorsements. Upon completion of this course, participants will be able to choose the appropriate format for Naval correspondence.
	Word (Advanced) @MCCSLab	Will provide participants with the skills and knowledge to handle more advanced challenges. You'll learn techniques and gain skills that will allow you to create books and other large documents with the sophisticated formatting and design features you find in professionally published material. Participants will be introduced into the use of such Excel
	US HRM & Safety Supervisor Trng	See above Discription for "US Human Resources Management (HRM) & Supervisor Safety Training for Supervisors"
JN New Employee Orientation	See above Discription for "JN New Employee Orientation"	