



**FY20 MCB-Butler CHRO Annual Training Plan Continued: Page 2**

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

FY Qtr	Class	Description
Continued from	JN Admin Training	This brief is to facilitate procedures and policies which governs MLC/IHA human resource programs such as employment, classification, employee/labor relations, awards, travel, and training. Attendance of this brief will provide the tools to improve the MLC/IHA Administrative Personnel's technical skills of daily administrative matters within their organization. This brief will be conducted in Japanese.
Page-1	Naval Correspondence @MCCS PCLab	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
2ndQtr	Advanced Business Writing	This class focuses on improving written communication for people who write e-mails, reports, memos, business letters, meeting minutes. We take a fun approach to grammar review, and engage participants with activities, skill practice, and practical application to use what they learn immediately back on the job.
FY20	Effective Presentations	Presentation skills are one of the most important factors for relationship development, resource allocation, and career growth. To master presentation skills, an individual must learn about various areas involved in the process, such as presentation formation, design, and implementation. In this seminar, participants will learn these critical skills to master the presentation process.
	Supervising Multiple Projects & People	Leaders are not only responsible for ensuring the contributions of others to the organization, but they are also responsible for ensuring their optimal levels of personal productivity. In order for leaders to be successful in their role; there must be a proper alignment between priorities and executional quota. In this seminar executives will examine contemporary techniques on resource allocation, productivity recapture, and process optimization.
3rdQtr	Federal Budgeting for Non-Budget Personnel	This course is an introduction to the federal budget process. Participants will learn what a budget is, how a budget is prepared, an understanding of the federal budget, and federal financial management. Learn how a budget is developed and executed, and how it may affect other budgets in the organization.
FY20	Techniques of the Great Administrative Professionals	This course will provide participants the skills to handle any crisis, customer or task, juggle a hectic workload, make a good impression on your supervisor, those you work with, and become an invaluable part of the machinery in your workplace.
	US NCEO	See above Discription for "US New Civilian Employee Orientation (NCEO)"
	Power-Point (Beginning) @MCCS PC Lab	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.
	Micro Soft Access Level I - III	This training will teach employees everything from the basics of design and progress to fully-functional databases, including how to create tables and forms, and making a database functional by designing macros and switchboards. Keep your information organized and easy to retrieve with your new Access abilities.
3rdQtr	Six Secrets to Thinking on Your Feet	A individual's success is highly depended upon his/her ability to critically evaluate data and make effective decisions. This seminar focuses on the process of quick critical analysis and decision-making. The primary objectives of this seminar are to impart a functional ability to reason well and to improve the participant's analytical skills and instincts. In addition to familiarizing the participant with advanced methods of quick thinking, the course is further designed to aid the participant in understanding the core principles involved in the practice of decision-making.
FY20	MS Word (Advanced) @MCCS PC Lab	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 Excel
	MS 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.
	US HRM, EEO & Safety Supervisor Trng	See above Discription for "US Human Resources Management (HRM) & Supervisor Safety Training for Supervisors"
	LLI CLD Lead –Self Seminar	See above Discription for "LLI CLD Lead –Self Seminar"
Continues	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.

**FY20 MCB-Butler CHRO Annual Training Plan Continued: Page 3**

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FY Qtr	Class	Description
Continued from Page-2	MS Excel (Intermediate) @MCCSLab	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.
	US NCEO	See above Discription for "US New Civilian Employee Oientation (NCEO)"
3rdQtr	JN New Employee Orientation	See above Discription for "JN New Employee Orientation"
4thQtr	Leading When Not in Charge**	The focus of the class is to develop leadership talents we all possess. Team leaders, project leaders, and anyone seeking to develop leadership skills can benefit from this training. Participants will discover their own leadership strengths and needs thru self assessment, experiential learning activities, and class discussions which make connections to the workplace. **(Tentatively scheduled)
	Team Building & Coaching**	Most organizations talk teams, but primarily reward individual achievement. But teams, although uncomfortable to some, are the best way to accomplish integrated tasks like creating systems, producing complex products or sustained coordinated efforts. The key to successful team building lies in identifying goals, roles, tasks, and rewards with the team. Team leaders must also coach staff who have difficulty in accomplishing tasks or working with others. **(Tentatively scheduled)
FY20	ALCP Test (JN English Level Test)	See above Discription for "ALCP Test"
FY20	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.
	Naval Correspondence @MCCS PCLab	See above Discription for "Naval Correspondence"
	US NCEO	See above Discription for "US New Civilian Employee Oientation (NCEO)"
	JN Intermediate English Writing	JN intermediate English level writing course for Local Nationals (JN employees). Covering English Grammar & Vocabulary for Intermediate Level using business letter, e-mail correspondence samples.
	US HRM, EEO & Safety Supervisor Trng	See above Discription for "US Human Resources Management (HRM) & Supervisor Safety Training for Supervisors"