

PERSONAL DEVELOPMENT
Etta Campbell, Coordinator 757-4124

UPDATED: 05 MAY 2000

COMMUNICATING WITH STYLE

DALE CARNEGIE COURSE

GRAMMAR WITHIN BUSINESS CONTEXTS

LISTENING AND MEMORY DEVELOPMENT

MANAGING CHANGE

MANAGING MULTIPLE PRIORITIES

PLANNING FOR RETIREMENT

PRESENTATION SKILLS

THE PROMOTABLE WOMAN: WHAT MAKES THE DIFFERENCE

THE SCIENCE OF LEADERSHIP AND THE ART OF GAINING FOLLOWERS

TIME P.L.U.S.

(PLAN-LEARN-USE-SUCCEED)

WRITING FOR BUSINESS PURPOSES

COURSE TITLE:	COMMUNICATING WITH STYLE	
VENDOR:	Management Training Systems Louisville, NE 68037	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
476960	13 June 00	15 May 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	A vital skill for success in today's work environment is the ability to communicate effectively with people at all levels within an organization. This course offers participants an opportunity to prevent breakdowns in communication and productivity. Each participant will complete the <i>Style Analysis</i> assessment designed to identify specific communication styles. Using the results from the <i>Style Analysis</i> , participants will gain a better understanding of their personal communication style.	
OBJECTIVE:	At the completion of the course participants will: *Understand their personal communication style. *Employ specific skills to adapt to different communication styles. *Minimize misunderstandings and resolve conflicts.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
PREREQUISITE:	None	
LENGTH:	1 Day	
COST:	\$125	

COURSE TITLE:	DALE CARNEGIE COURSE	
VENDOR:	Dale Carnegie Training	
LOCATION:	Employee Development Center, Building 2189	
COURSE CODE:	DATES:	NOMINATION DEADLINE:
484690	20 June-12 September 00	19 May 00
TIME:	8:00 a.m. – 11:30 a.m.	
LENGTH:	12 Weeks, one morning per week	
DESCRIPTION:	This course focuses on practical skill development that produces long-term quantifiable improvements, both personally and professionally. Specific skills to be addressed include: building self-confidence; becoming persuasive and convincing; interpersonal skills and human relations; attitude management to minimize stress and worry; and tapping your leadership ability.	
OBJECTIVE:	At the completion of this course participants will be able to: <ul style="list-style-type: none"> • Better manage stress and worry. • Facilitate an atmosphere of trust. • Discover the value of being proactive and taking initiative. • Communicate in a way that moves people to action. • Effectively handle mistakes through constructive feedback. • Remain focused when faced with distractions. • Think on your feet more effectively. 	
AUDIENCE:	Any employee wishing to enhance personal skills in leadership and communication.	
PREREQUISITE:	None	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
COST:	\$995	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	GRAMMAR WITHIN BUSINESS CONTEXTS	
VENDOR:	Professional Communication Services Route 1, Box 93 N Lexington Park, MD 20653	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
476935	26-28 June 00	26 May 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to increase its participant's knowledge and usage of Standard English grammatical rules. Business formats (e.g., memos, letters and reports) are utilized as the primary contexts in which these rules are taught.	
OBJECTIVE:	Upon completion of this course, participants should be able to: * Define Standard English grammar and its components. * Identify and use appropriate subject-predicate and noun-antecedent agreement. * Distinguish sentences from run-ons and fragments and use sentences appropriately. * Identify and use appropriate punctuation.	
AUDIENCE:	Employees who are interested in improving their grammar skills.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
PREREQUISITE:	None	
LENGTH:	3 Days	
COST:	\$200	

COURSE TITLE:	LISTENING AND MEMORY DEVELOPMENT	
VENDOR:	Progressive Success Fairfax, VA	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
476930	21-22 August 00	21 July 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to help employees increase their listening and memory skills.	
OBJECTIVE:	At the completion of this course, participants will be able to: <ul style="list-style-type: none"> • Remember information effectively. • Receive and follow instructions more accurately and systematically. • Recall names and faces more readily. 	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
PREREQUISITE:	None.	
LENGTH:	2 Days	
COST:	\$143.75	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	MANAGING CHANGE	
VENDOR:	Leadership Dynamics P.O. Box 211 LaPlata, MD 20646	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
476942	03 August 00	03 July 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to increase the participant's understanding of change in one's personal, professional and organizational life. Participants will be introduced to relevant change theories, and learn positive strategies for dealing with both chosen and imposed change. In addition, participants will assess their own stages of personal and professional change, and formulate beneficial steps to move through the change cycle.	
OBJECTIVE:	At the completion of this course, participants will be able to: * Understand the stress that organization change may cause individuals and the impact of this stress on the organization * Identify their personal style and understand how their style influences their ability to cope with change * Identify the blocks to accepting change in one's life * Reduce the stress of adapting to change * Formulate action plans to move through the change cycle	
AUDIENCE:	Any employees who are coping with change.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
PREREQUISITE:	None.	
LENGTH:	1 Day	
COST:	\$90	

COURSE TITLE:	MANAGING MULTIPLE PRIORITIES	
VENDOR:	The BrownMiller Group Richmond, VA	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
476945	07 August 00	07 July 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	Today's world calls upon us to juggle more responsibilities and demands than ever before. This workshop will present practical strategies for coping with the competing priorities of our lifestyles--family, career, and personal time--to increase our productivity.	
OBJECTIVE:	<p>At the completion of the workshop participants will be able to:</p> <ul style="list-style-type: none"> * Develop individual strategies for enriching the personal, social and career dimensions of their lives. * Develop specific strategies and techniques for feeling more in control at work and in their personal lives by: <ul style="list-style-type: none"> 1. Creating healthy habits to replace unhealthy ones; 2. Increase awareness of areas in their lives where they have influence and how to exercise that influence; 3. Learning to work smarter (not harder); 4. Developing coping strategies; 5. Setting goals that relate to their unique quality of life issues; and, 6. Brainstorming "energy chargers". * Understand the importance of communication for implementing personal goals and learn techniques of communication which will assist in achieving personal goals. 	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
PREREQUISITE:	None	
LENGTH:	1 Day	
COST:	\$120	

COURSE TITLE:	PLANNING FOR RETIREMENT	
VENDOR:	FAIR 4413 Somerton Road Trevose, PA 19053	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODES:	DATES:	NOMINATION DEADLINES:
484027 484028	07-08 August 00 18-19 September 00	07 July 00 18 August 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides employees with information, materials and methods to cope with the changes and uncertainties of retirement. The following topics will be covered: * Health benefits and life insurance, Social Security and Medicare. * Financial, legal and estate planning. * CSRS/FERS.	
AUDIENCE:	Employees interested in receiving information on retirement planning. Spouses are invited to attend at no additional charge.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).	
PREREQUISITE:	None	
LENGTH:	2 Days	
COST:	\$126	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	PRESENTATION SKILLS	
VENDOR:	Professional Communication Services Route 1, Box 93N Lexington Park, MD 20653	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
477107	10-13 July 00	12 June 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	<p>This course is designed to increase its participants' ability to make effective oral presentations. It focuses on increasing participants' knowledge of presentation principles and on sharpening their skills in the areas of planning, researching, organizing, writing, practicing, delivering and evaluating verbal briefs. Specifically, the participants learn and practice strategies enabling them to design and conduct goal-oriented comprehensive and interesting briefings.</p> <p><i>*Day 3 is set aside for individual conferences with the Instructor*</i></p>	
OBJECTIVE:	<p>At the completion of class, participants should be able to:</p> <ul style="list-style-type: none"> * Identify the five phases of a briefing. * Determine the purpose, objective and central theme of a presentation. * Frame verbal messages in a clear and palatable manner. * Convert nervous energy into productive energy. * Utilize and interpret nonverbal cues to their benefit. * Capture and maintain audience interest. * Develop and use visual aids. * Answer questions accurately; and confidently. * Handle effectively hostile audiences. * Critique briefs presented by themselves. 	
AUDIENCE:	Employees interested in improving their presentation skills.	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).</p> <p>NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
PREREQUISITE:	None	
LENGTH:	3 Days	
COST:	\$250	

COURSE TITLE:	THE PROMOTABLE WOMAN: WHAT MAKES THE DIFFERENCE	
VENDOR:	Management Training Systems 14713 96th Street Louisville, NE 68037	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
476964	14-15 June 00	15 May 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This is a multi-dimensional program exploring the factors that have made the difference in the lives of successful women and is based on research about high performing people, both men and women. While the skills essential for professional success are common to both genders, research has shown that in this society women must incorporate additional traits in order to be successful in the workplace.	
OBJECTIVE:	<p>At the completion of the course, participants will be able to:</p> <ul style="list-style-type: none"> * Project personal power, self-confidence and higher self esteem. * Understand the importance of interpersonal communication. * Utilize specific strategies necessary for conflict resolution when dealing with difficult people. * Balance the multiple responsibilities of career and home. * Learn strategies for surrounding yourself with mentors, advisors and professional colleagues for an accelerated career path. * Implement a plan for goal achievement. 	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
PREREQUISITE:	None	
LENGTH:	2 Days	
COST:	\$250	

COURSE TITLE:	THE SCIENCE OF LEADERSHIP AND THE ART OF GAINING FOLLOWERS	
DATE AND COURSE CODE:	12-15 June 00 477905 (A.M. Session) 477906 (P.M. Session)	NOMINATION DEADLINE: 15 May 00
TIME:	8:00-11:30 (A.M. Session) 12:30-4:00 (P.M. Session) SELECT EITHER MORNING OR AFTERNOON SESSION	
VENDOR:	Dr. Warren Blank/The Leadership Group	
LOCATION:	Employee Development Center, Building #2189	
DESCRIPTION:	Leadership is typically viewed as a role that managers or individuals in authority are supposed to fulfill. However, you will learn in this program how everyone can take a leadership role in their organization. The complexity of your work environment requires that more individuals take the initiative of leadership. In this training program you will learn the science or “mechanics” of how to do this. And you will learn the art of how to get others to follow your leadership.	
OBJECTIVE:	<p>Upon completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> * Define what it means to be a leader. * Explain how leaders differ from managers. * Develop and maintain their “Inner Power”. * Identify opportunities to improve the organization’s pursuit of its objectives. * Communicate ideas and motivate others to willingly follow. * Build positive work relationships with others. 	
AUDIENCE:	Those who want to learn more about leadership, regardless of their position in the organization.	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
PREREQUISITE:	None	
LENGTH:	4 1/2 day sessions	
COST:	\$396.25 per person based on 20 participants for each session	

COURSE TITLE:	TIME P.L.U.S. (PLAN-LEARN-USE-SUCCEED)	
VENDOR:	Management Training Systems Louisville, NE 68037	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
476962	11 July 00	12 June 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course will develop a powerful new approach to organizing and managing workflow, goal setting, decision making and problem solving. Participants will view time as a resource and learn how to maneuver around time traps. The course will increase productivity and improve on-the-job performance by focusing on project planning and step-by-step goal achievement.	
OBJECTIVE:	At the completion of the course participants will: *Recognize why goals and values must be compatible in order to achieve effective results. *Learn the key elements of a successful time management system. *Spot time traps and eliminate time wasters. *Balance career and home activities more effectively.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
PREREQUISITE:	None	
LENGTH:	1 Day	
COST:	\$195	

COURSE TITLE:	WRITING FOR BUSINESS PURPOSES	
VENDOR:	Professional Communication Services Route 1, Box 93N Lexington Park, MD 20653	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 476957	DATE: 17-19 July 00	NOMINATION DEADLINE: 19 June 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to increase its participants' ability to communicate more effectively and efficiently in writing. Specifically, the participants learn how to identify and generate effective writing samples by focusing on the three components of writing; content, structure and style. The process for generating writing samples in a timely manner to meet the pressures of deadlines at work is also taught.	
OBJECTIVE:	At the end of the course, participants should be able to: <ul style="list-style-type: none"> * List and define the three components of writing. * List the attributes of "good" writing. * Generate content topic, central theme, main points and objectives when given a title. * List and define the parts of a message. * Revise words and structure of writing samples according to stylistic preferences. 	
AUDIENCE:	Employees who need to improve their writing skills.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
PREREQUISITE:	Participants should know basic English grammar	
LENGTH:	3 Days	
COST:	\$200	

