

COURSE TITLE:	COMMUNICATING WITH STYLE	
VENDOR:	Management Training Systems Louisville, NE 68037	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 476959 476960	DATE: 08 February 00 13 June 00	NOMINATION DEADLINE: 10 January 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 conflict	
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:	COMMUNICATION SKILLS: CRITICAL FOR CAREER SUCCESS	
VENDOR:	BrownMiller Group Richmond, VA	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 476931 476932	DATE: 22 November 99 20 March 00	NOMINATION DEADLINE: 22 October 99 22 February 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	Career advancement is directly related to how well work is performed. Good ideas, "know how" and enthusiasm are not enough. Successful employees must be able to communicate what they know so that others hear clearly and they respond appropriately.	
OBJECTIVE:	At the completion of the course participants will: *Be able to identify the three core skills of good communication and how to and when to use them *Become comfortable using the core skills in special areas; i.e. conversation skills with groups, assertion on the job, dealing with anger, protective skill when others will not listen *Have had an opportunity to develop strategies for effective communication for their own particular situation	
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:	\$120	

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: 476933 476934 476935	DATE: 08-10 November 99 14-16 February 00 26-28 June 00	NOMINATION DEADLINE: 11 October 99 21 January 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:	HOW TO HANDLE DIFFICULT PEOPLE
VENDOR:	Pryor Resources Inc. 2000 Shawnee Mission Parkway Shawnee Mission, KS
LOCATION:	Employee Development Center, Building #2189
DATE:	TBA
TIME:	8:00 a.m. - 3:30 p.m.
DESCRIPTION:	This course is designed to help you understand and deal effectively and productively with difficult personalities you may encounter.
CONTENT:	The following topics will be discussed: <ul style="list-style-type: none"> * Why people are difficult. * How to approach a problem. * Stopping intimidators and super egos. * Countering attack tactics. * Connecting with bad communicators. * Defusing negative personalities. * Moving the strollers and procrastinators. * Controlling anger. * Maintaining your confidence and self-image.
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:	\$96
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:	INTERPERSONAL COMMUNICATION SKILLS	
VENDOR:	Progressive Success P.O. Box 2388 Fairfax, VA 22031	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 476936 476937	DATE: 10-11 January 00 15-16 May 00	NOMINATION DEADLINE: 13 December 99 17 April 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course gives participants a grasp of the technical and social aspects of interpersonal communication. They learn to choose an appropriate level of assertiveness and use assertiveness skills effectively. The main products of the course are 10 strategies to help people overcome the barriers and deal in appropriate ways with inappropriate communication behavior.	
OBJECTIVE:	At the completion of this course, participants will: * Know the 4 major barriers to communication. * Know the 6 major factors that influence our communication behavior. * Use 10 strategies to facilitate and promote effective interpersonal relations through communication.	
AUDIENCE:	Those wanting to improve their communication 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:	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:	LISTENING AND MEMORY DEVELOPMENT	
VENDOR:	Progressive Success Fairfax, VA	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 476928 476929 476930	DATE: 13-14 December 99 10-11 April 00 21-22 August 00	NOMINATION DEADLINE: 15 November 99 13 March 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:	MAKING MEETINGS WORK	
VENDOR:	Leadership Dynamics P.O. Box 211 LaPlata, MD 20646	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 476938	DATE: 25 January 00	NOMINATION DEADLINE: 27 December 99
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	In this course participants will learn how to plan, prepare and facilitate effective meetings. During this session, individuals will practice strategies that encourage meeting participation and use tools for group problem-solving. In addition participants will increase their understanding of the variety of conflict styles that may emerge at meetings.	
OBJECTIVE:	At the completion of this course, participants will be able to: * Plan and prepare for a meeting. * Identify components of effective and ineffective meetings. * Understand the role of the meeting facilitator. * Use group process tools and strategies. * Understand conflict styles.	
AUDIENCE:	Employees interested in conducting more effective meetings.	
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 CHANGE	
VENDOR:	Leadership Dynamics P.O. Box 211 LaPlata, MD 20646	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 476939 476940 476941 476942	DATE: 22 November 99 11 February 00 18 May 00 03 August 00	NOMINATION DEADLINE: 25 October 99 14 January 00 18 April 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: 476943 476944 476945	DATE: 13 December 99 03 April 00 07 August 00	NOMINATION DEADLINE: 12 November 99 06 March 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: <ol 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; <p>and,</p> <ol style="list-style-type: none"> 6. Brainstorming "energy chargers". <ul style="list-style-type: none"> * 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:	NAVY CORRESPONDENCE FORMATS AND PROCEDURES	
VENDOR:	Sherman & Holmes Associates 4341 Ellicott Street NW Washington DC 20016-4023	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 476925 476926 476927	DATE: 18 December 99 18 April 00 22 August 00	NOMINATION DEADLINE: 22 November 99 20 March 00 21 July 00
TIME:	8:30 a.m. - 3:30 p.m.	
DESCRIPTION:	This seminar will give employees who prepare correspondence the knowledge and practice they need to format all types of written correspondence correctly according to the requirements of the revised <i>Navy Correspondence Manual</i> , SECNAVINST 5216.5C. A brief review of naval writing standards is also included to help those who occasionally draft informal correspondence for their office.	
OBJECTIVE:	At the completion of the course participants should be able to: * Identify the contents of the Navy Correspondence manual. * Select the appropriate correspondence format for typical requirements in Navy correspondence. * Produce final copy in correct format.	
AUDIENCE:	Employees who are responsible for preparing Navy correspondence.	
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:	\$50.00	

COURSE TITLE:	PLANNING FOR RETIREMENT	
VENDOR:	FAIR 4413 Somerton Road Trevose, PA 19053	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 476946 476947 484235 484026 484027 484028	DATE: 25-26 January 00 28-29 February 00 28-29 June 00 24-25 July 00 07-08 August 00 18-19 September 00	NOMINATION DEADLINE: 27 December 99 28 January 00 29 May 00 23 June 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:	PLANNING FOR RETIREMENT	
VENDOR:	PLAN 11821 Parklawn Drive, Suite 200 Rockville, MD 20852	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 476948 476949	DATE: 08-09 November 99 14-15 December 99	NOMINATION DEADLINE: 08 October 99 15 November 99
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	<p>The purpose of this course is to explain the basic concepts and procedures for retirement planning. The following topics will be covered:</p> <ul style="list-style-type: none"> • Retirement Benefits (CSRS/FERS) • Financial and Tax Planning • Social Security • Health Issues 	
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>	
PREREQUISITE:	None	
LENGTH:	2 Days	
COST:	\$140	

COURSE TITLE:	SECRETARIAL WORKSHOP <i>"I'm Important Because..."</i>	
VENDOR:	Resources & Strategies 21 Cove Manor Henrico, NC 27842	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477912 477913	DATE: 08-09 December 99 10-11 May 00	NOMINATION DEADLINE: 08 November 99 10 April 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This workshop is designed to refine the skills and services provided by the clerical, secretarial and administrative personnel. It will focus on the importance of the services and functions provided by the support staff.	
OUTLINE:	<p>The following topics will be discussed:</p> <p>I. Customer Service</p> <p>A. Who are the customers I serve?</p> <p>B. What services do I provide?</p> <p>C. What is important about my job?</p> <p>II. My Job Assessment</p> <p>A. What functions do I perform?</p> <p>B. What roles do I serve in?</p> <p>C. What are the benefits of what I do?</p>	
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 ½ Days	
COST:	\$160 per person	

COURSE TITLE:	STRESS MANAGEMENT	
VENDOR:	Leadership Dynamics P.O. Box 211 La Plata, MD 20646	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 476953 476954 476955	DATE: 17 November 99 09 February 00 17 May 00	NOMINATION DEADLINE: 18 October 99 10 January 00 17 April 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course will enable students to inventory their stress level and design a program of action to reduce stress. Students will be involved in activities designed to help them recognize stress, and techniques to cope with different types of stress.	
OBJECTIVE:	At the completion of the course, participants will be able to: * Identify physical and emotional stress. * Inventory stress level and design a program of action to reduce stress. * Think more clearly and be more productive. * Learn and apply assertiveness skills.	
AUDIENCE:	This course is designed for anyone who can benefit from lower stress levels.	
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:	STRESS/WELLNESS WORKSHOP	
VENDOR:	Bucks County Council Doylestown, PA 18901-2444	
LOCATION:	The Belmont Elkridge, MD	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
477217	20-21 March 00	21 February 00
TIME:	Arrive 0900 on Day 1 Depart 1430 on Day 2	
DESCRIPTION:	The purpose of this workshop is to provide participants with the opportunity to identify stressors and learn tools to help reduce the impact stress has on your health. Participants will get to actually "live" a healthy lifestyle for the duration of the seminar.	
OBJECTIVE:	At the end of the seminar, participants will be able to: <ul style="list-style-type: none"> * Recognize the relationship of habits/lifestyles to personal health status. * Prioritize personal fitness and health behavior needs. * Identify stressors and how to implement tools to reduce negative impact on health. * Plan an effective course of action to reduce health risks associated with lifestyle behaviors. 	
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 1/2 Days	
COST:	\$496 per person based on 20 (includes lodging and meals)	

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: 476963 476964	DATE: 09-10 February 00 14-15 June 00	NOMINATION DEADLINE: 10 January 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:	At the completion of the course, participants will be able to: * 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:	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:	\$250	

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: 476961 476962	DATE: 11 January 00 11 July 00	NOMINATION DEADLINE: 13 December 99 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:	TOASTMASTERS INTERNATIONAL
VENDOR:	Toastmasters International
LOCAL POC:	Kerri Ritchie, President (301)342-2206 or Rita White, (301)342-1741 for Patuxent River Chapter
DATE:	Patuxent River Chapter #1081 meets the first and third Wednesday of each month at the Employee Development Center Building #2189 at 1200-1300
DESCRIPTION:	<p>Toastmasters International is a world-wide, non-profit educational organization devoted to helping men and women learn the arts of speaking, listening and thinking - vital skills that promote self-actualization, enhance leadership potential and foster human understanding.</p> <p>Participants are provided a basic manual consisting of ten speech assignments. Each speech has specific goals and objectives (icebreaker introduction, working with words, gestures, persuasion, vocal variety, etc.). Upon completion of the ten speech program, participants are recognized as a Competent Toastmaster and earn the rating of "CTM". From there, participants can devote their development to specialized speaking programs such as Speeches by Management, Speaking to Inform, Public Relations, The Discussion Leader, Technical Presentations, Communicating on Television, Interpretive Reading, and more. Toastmasters is a self-paced educational opportunity.</p>
OBJECTIVE:	To develop and enhance communication and leadership skills in a supportive environment.
AUDIENCE:	Employees who want to learn to listen and speak more effectively in public and interpersonal settings.
PREREQUISITE:	None
LENGTH:	One Hour Meetings
COST:	\$60 annually

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: 476956 476957	DATE: 20-22 March 00 17-19 July 00	NOMINATION DEADLINE: 18 February 00 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: * 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	

COURSE TITLE:	WRITING IN THE INFORMATION AGE	
VENDOR:	People Synergy 2688 Aspen Road Port Republic, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 476958	DATE: 07-08 December 99	NOMINATION DEADLINE: 08 November 99
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is an overview of the basics of good business writing. It is designed for those who need a refresher course in writing skills. This course will be held in a computer lab.	
OBJECTIVE:	<p>At the end of the course, participants should be able to:</p> <ol style="list-style-type: none"> 1. Understand the "good news" & the "bad news" about writing in The Information Age: the benefits of planning, revising and editing on a computer; the visual impact of computer highlighting, block formatting and graphics. Also, the limitations of email, spell-check & grammar check. 2. Apply the rules of grammar in writing 3. Write effective sentences & paragraphs 4. Write effective memos; reports and letters 5. Identify the purpose of each written communication & the action required from the reader; present information to fit the reader to enhance desired response. 6. Identify the 3 major sentence errors; fragments; run-on sentences; comma splices. 	
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:	\$195	

