

# FY 00 CALENDAR (OCTOBER 1999-SEPTEMBER 2000)

ETTA CAMPBELL, COORDINATOR 757-4124

PERSONAL DEVELOPMENT	COST	COURSE DATES AND COURSE CODES											
		OCT 99	NOV 99	DEC 99	JAN 00	FEB 00	MAR 00	APR 00	MAY 00	JUN 00	JUL 00	AUG 00	SEP 00
Advanced Briefing Techniques	\$195				18-19 477416								
Communicating with Style	\$125					08 476959				13 476960			
Communication Skills: Critical for Career Success	\$120		22 476931				20 476932						
Grammar within Business Contexts	\$200		08-10 476933			14-16 476934				26-28 476935			
How to Handle Difficult People	TBA												
Interpersonal Communication Skills	\$143.75				10-11 476936				15-16 476937				
Listening and Memory Development	\$143.75			13-14 476928			10-11 476929				21-22 476930		
Making Meetings Work	\$90				25 476938				03 484423				
Managing Change	\$90		22 476939			11 476940			18 476941		03 476942		
Managing Multiple Priorities	\$120			13 476943				03 476944			07 476945		
Planning for Retirement	\$140		08-09 476948	14-15 476949									
Planning for Retirement	\$126				25-26 476946	28-29 476947				28-29 484235	24-25 484026	07-08 484027	18-19 484028
Presentation Skills	\$250			13-16 476950		29 Feb-03 Mar 476951			22-25 476952		10-13 477107		
Seven Habits of Highly Effective People	TBA												
Stress Management	\$90		17 476953			09 476954			17 476955				
Stress/Wellness Workshop	\$496		29-30 477216				20-21 477217			07-08 485754			
The Promotable Woman: What Makes the Difference	\$250					09-10 476963				14-15 476964			



<b>COURSE TITLE:</b>	<b>ADVANCED BRIEFING TECHNIQUES</b>	
<b>VENDOR:</b>	Lausanne Institute 109 Knoxlyn Farm Dr Kennett Square, PA	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 477416	<b>DATE:</b> 18-19 January 00	<b>NOMINATION DEADLINE:</b> 17 December 99
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed for those experienced presenters who wish to review, practice and refine their speaking ability.	
<b>OBJECTIVE:</b>	At the completion of the course participants will be able to: *Achieve objectives in a reasonable time and satisfy the participants. *Get your audience involved-Become an effective facilitator. *Use visual aids effectively. *Make appropriate interventions needed to move the presentation along.	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>AUDIENCE:</b>	This course is for experienced presenters.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$195	

<b>COURSE TITLE:</b>	<b>COMMUNICATING WITH STYLE</b>	
<b>VENDOR:</b>	Management Training Systems Louisville, NE 68037	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476959 476960	<b>DATE:</b> 08 February 00 13 June 00	<b>NOMINATION DEADLINE:</b> 10 January 00 15 May 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	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.	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$125	

<b>COURSE TITLE:</b>	<b>COMMUNICATION SKILLS: CRITICAL FOR CAREER SUCCESS</b>	
<b>VENDOR:</b>	BrownMiller Group Richmond, VA	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476931 476932	<b>DATE:</b> 22 November 99 20 March 00	<b>NOMINATION DEADLINE:</b> 22 October 99 22 February 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	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.	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$120	

<b>COURSE TITLE:</b>	<b>GRAMMAR WITHIN BUSINESS CONTEXTS</b>	
<b>VENDOR:</b>	Professional Communication Services Route 1, Box 93 N Lexington Park, MD 20653	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476933 476934 476935	<b>DATE:</b> 08-10 November 99 14-16 February 00 26-28 June 00	<b>NOMINATION DEADLINE:</b> 11 October 99 21 January 00 26 May 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	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.	
<b>AUDIENCE:</b>	Employees who are interested in improving their grammar skills.	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$200	

<b>COURSE TITLE:</b>	<b>HOW TO HANDLE DIFFICULT PEOPLE</b>
<b>VENDOR:</b>	Pryor Resources Inc. 2000 Shawnee Mission Parkway Shawnee Mission, KS
<b>LOCATION:</b>	Employee Development Center, Building #2189
<b>DATE:</b>	TBA
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.
<b>DESCRIPTION:</b>	This course is designed to help you understand and deal effectively and productively with difficult personalities you may encounter.
<b>CONTENT:</b>	The following topics will be discussed: <ul style="list-style-type: none"> <li>* Why people are difficult.</li> <li>* How to approach a problem.</li> <li>* Stopping intimidators and super egos.</li> <li>* Countering attack tactics.</li> <li>* Connecting with bad communicators.</li> <li>* Defusing negative personalities.</li> <li>* Moving the stallers and procrastinators.</li> <li>* Controlling anger.</li> <li>* Maintaining your confidence and self-image.</li> </ul>
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.
<b>PREREQUISITE:</b>	None.
<b>LENGTH:</b>	1 Day
<b>COST:</b>	TBA
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.

<b>COURSE TITLE:</b>	<b>INTERPERSONAL COMMUNICATION SKILLS</b>	
<b>VENDOR:</b>	Progressive Success P.O. Box 2388 Fairfax, VA 22031	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476936 476937	<b>DATE:</b> 10-11 January 00 15-16 May 00	<b>NOMINATION DEADLINE:</b> 13 December 99 17 April 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	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.	
<b>AUDIENCE:</b>	Those wanting to improve their communication skills.	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>PREREQUISITE:</b>	None.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$143.75	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>LISTENING AND MEMORY DEVELOPMENT</b>	
<b>VENDOR:</b>	Progressive Success Fairfax, VA	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476928 476929 476930	<b>DATE:</b> 13-14 December 99 10-11 April 00 21-22 August 00	<b>NOMINATION DEADLINE:</b> 15 November 99 13 March 00 21 July 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to help employees increase their listening and memory skills.	
<b>OBJECTIVE:</b>	At the completion of this course, participants will be able to: <ul style="list-style-type: none"> <li>• Remember information effectively.</li> <li>• Receive and follow instructions more accurately and systematically.</li> <li>• Recall names and faces more readily.</li> </ul>	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>PREREQUISITE:</b>	None.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$143.75	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>MAKING MEETINGS WORK</b>	
<b>VENDOR:</b>	Leadership Dynamics P.O. Box 211 LaPlata, MD 20646	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476938 484423	<b>DATE:</b> 25 January 00 03 May 00	<b>NOMINATION DEADLINE:</b> 27 December 99 03 April 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	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.	
<b>AUDIENCE:</b>	Employees interested in conducting more effective meetings.	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>PREREQUISITE:</b>	None.	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$90	

<b>COURSE TITLE:</b>	<b>MANAGING CHANGE</b>	
<b>VENDOR:</b>	Leadership Dynamics P.O. Box 211 LaPlata, MD 20646	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476939 476940 476941 476942	<b>DATE:</b> 22 November 99 11 February 00 18 May 00 03 August 00	<b>NOMINATION DEADLINE:</b> 25 October 99 14 January 00 18 April 00 03 July 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	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.	
<b>AUDIENCE:</b>	Any employees who are coping with change.	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>PREREQUISITE:</b>	None.	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$90	

<b>COURSE TITLE:</b>	<b>MANAGING MULTIPLE PRIORITIES</b>	
<b>VENDOR:</b>	The BrownMiller Group Richmond, VA	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476943 476944 476945	<b>DATE:</b> 13 December 99 03 April 00 07 August 00	<b>NOMINATION DEADLINE:</b> 12 November 99 06 March 00 07 July 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	<p>At the completion of the workshop participants will be able to:</p> <ul style="list-style-type: none"> <li>* Develop individual strategies for enriching the personal, social and career dimensions of their lives.</li> <li>* Develop specific strategies and techniques for feeling more in control at work and in their personal lives by: <ul style="list-style-type: none"> <li>1. Creating healthy habits to replace unhealthy ones;</li> <li>2. Increase awareness of areas in their lives where they have influence and how to exercise that influence;</li> <li>3. Learning to work smarter (not harder);</li> <li>4. Developing coping strategies;</li> <li>5. Setting goals that relate to their unique quality of life issues; and,</li> <li>6. Brainstorming "energy chargers".</li> </ul> </li> <li>* Understand the importance of communication for implementing personal goals and learn techniques of communication which will assist in achieving personal goals.</li> </ul>	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$120	

<b>COURSE TITLE:</b>	<b>PLANNING FOR RETIREMENT</b>	
<b>VENDOR:</b>	PLAN 11821 Parklawn Drive, Suite 200 Rockville, MD 20852	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476948 476949	<b>DATE:</b> 08-09 November 99 14-15 December 99	<b>NOMINATION DEADLINE:</b> 08 October 99 15 November 99
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	<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"> <li>• Retirement Benefits (CSRS/FERS)</li> <li>• Financial and Tax Planning</li> <li>• Social Security</li> <li>• Health Issues</li> </ul>	
<b>NOMINATIONS:</b>	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).	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$140	

<b>COURSE TITLE:</b>	<b>PLANNING FOR RETIREMENT</b>	
<b>VENDOR:</b>	FAIR 4413 Somerton Road Trevose, PA 19053	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
476946	25-26 January 00	27 December 99
476947	28-29 February 00	28 January 00
484235	28-29 June 00	29 May 00
484026	24-25 July 00	23 June 00
484027	07-08 August 00	07 July 00
484028	18-19 September 00	18 August 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>AUDIENCE:</b>	Employees interested in receiving information on retirement planning. Spouses are invited to attend at no additional charge.	
<b>NOMINATIONS:</b>	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).	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$126	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>PRESENTATION SKILLS</b>	
<b>VENDOR:</b>	Professional Communication Services Route 1, Box 93N Lexington Park, MD 20653	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476950 476951 476952 477107	<b>DATE:</b> 13-16 December 99 29 February-03 March 00 22-25 May 00 10-13 July 00	<b>NOMINATION DEADLINE:</b> 15 November 99 10 January 00 24 April 00 12 June 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	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. <b>*Day 3 is set aside for individual conferences with the Instructor*</b>	
<b>OBJECTIVE:</b>	At the completion of class, participants should be able to: * 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.	
<b>AUDIENCE:</b>	Employees interested in improving their presentation skills.	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$250	

<b>COURSE TITLE:</b>	<b>SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE</b>
<b>VENDOR:</b>	Covey Leadership Center 11921 Freedom Drive Reston, VA 22090
<b>LOCATION:</b>	Employee Development Center, Building #2189
<b>DATE:</b>	TBA
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.
<b>DESCRIPTION:</b>	This workshop is based on the premise that effective living and effective leadership must come from the inside out - individuals changing themselves first. This workshop will help participants develop personal and interpersonal leadership skills centered on timeless principles of effectiveness.
<b>OBJECTIVE:</b>	At the end of the workshop participants will be able to: * Develop a personal mission statement. * Describe the principles and skills of empathetic communication. * Receive evaluative feedback on leadership and management behaviors, identify strengths and shortcomings, and develop a plan for improvement.
<b>AUDIENCE:</b>	Employees who have the desire to learn the keys to long term personal and interpersonal effectiveness.
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.
<b>PREREQUISITE:</b>	None
<b>LENGTH:</b>	3 Days
<b>COST:</b>	TBA

<b>COURSE TITLE:</b>	<b>STRESS MANAGEMENT</b>	
<b>VENDOR:</b>	Leadership Dynamics P.O. Box 211 La Plata, MD 20646	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476953 476954 476955	<b>DATE:</b> 17 November 99 09 February 00 17 May 00	<b>NOMINATION DEADLINE:</b> 18 October 99 10 January 00 17 April 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	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.	
<b>AUDIENCE:</b>	This course is designed for anyone who can benefit from lower stress levels.	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>PREREQUISITE:</b>	None.	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$90	

<b>COURSE TITLE:</b>	<b>STRESS/WELLNESS WORKSHOP</b>	
<b>VENDOR:</b>	Bucks County Council Doylestown, PA 18901-2444	
<b>LOCATION:</b>	The Belmont Elkridge, MD	
<b>COURSE CODE:</b> 477216 477217 485754	<b>DATE:</b> 29-30 November 99 20-21 March 00 07-08 June 00	<b>NOMINATION DEADLINE:</b> 12 October 99 21 February 00 17 April 00
<b>TIME:</b>	<b>Arrive 0900 on Day 1</b> <b>Depart 1430 on Day 2</b>	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	At the end of the seminar, participants will be able to: * 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.	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 1/2 Days	
<b>COST:</b>	\$496 per person based on 20 (includes lodging and meals)	

<b>COURSE TITLE:</b>	<b>THE PROMOTABLE WOMAN: WHAT MAKES THE DIFFERENCE</b>	
<b>VENDOR:</b>	Management Training Systems 14713 96th Street Louisville, NE 68037	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476963 476964	<b>DATE:</b> 09-10 February 00 14-15 June 00	<b>NOMINATION DEADLINE:</b> 10 January 00 15 May 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	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.	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$250	

<b>COURSE TITLE:</b>	<b>THE SCIENCE OF LEADERSHIP AND THE ART OF GAINING FOLLOWERS</b>	
<b>DATE AND COURSE CODE:</b>	<b>12-15 June 00</b> 477905 (A.M. Session) 477906 (P.M. Session)	<b>NOMINATION DEADLINE:</b> 15 May 00
<b>TIME:</b>	<b>8:00-11:30 (A.M. Session) 12:30-4:00 (P.M. Session)</b> <b>SELECT EITHER MORNING OR AFTERNOON SESSION</b>	
<b>VENDOR:</b>	Dr. Warren Blank/The Leadership Group	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	Upon completion of this course, participants will be able to: * 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.	
<b>AUDIENCE:</b>	Those who want to learn more about leadership, regardless of their position in the organization.	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	4 1/2 day sessions	
<b>COST:</b>	\$396.25 per person based on 20 participants for each session	

<b>COURSE TITLE:</b>	<b>THRIFT SAVINGS PLAN BRIEFING</b>	
<b>VENDOR:</b>	GRB INC. 5999 Stevenson Ave Suite 402 Alexandria, VA 22304	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 484421 (A.M. Session) 484422 (P.M. Session)	<b>DATE:</b> <b>04 April 2000</b> <b>A.M Session 0900-1100</b> <b>P.M. Session 1230-1430</b> <b>(PLEASE SELECT ONE SESSION)</b>	<b>NOMINATION DEADLINE:</b> <b>04 March 2000</b>
<b>DESCRIPTION:</b>	<p>A successful retirement does not just happen. It takes planning to make sure it will give an employee the satisfaction and security desired. For FERS employees, the TSP could provide you with over one half of an employee's total retirement income, for CSRS employees, it is an excellent supplement to your government pension. This briefing covers all the important provisions and considerations employees must look at while participating in the TSP. The following topics will be covered:</p> <ul style="list-style-type: none"> <li>-A review of the major features of the TSP</li> <li>-The importance of tax deferred investing</li> <li>-The ability to invest in the TSP and an IRA</li> <li>-Making changes during Open Season</li> <li>-Investment Options/Including a Review of the upcoming two new funds</li> <li>-The advantages and disadvantages of the Loan Program</li> <li>-Death benefits</li> </ul>	
<b>AUDIENCE:</b>	Employees interested in receiving information on the TSP.	
<b>NOMINATIONS:</b>	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).	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	2 hours	
<b>COST:</b>	\$40 per person	

<b>COURSE TITLE:</b>	<b>TIME P.L.U.S. (PLAN-LEARN-USE-SUCCEED)</b>	
<b>VENDOR:</b>	Management Training Systems Louisville, NE 68037	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476961 476962	<b>DATE:</b> 11 January 00 11 July 00	<b>NOMINATION DEADLINE:</b> 13 December 99 12 June 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	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.	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$195	

<b>COURSE TITLE:</b>	<b>TOASTMASTERS INTERNATIONAL</b>
<b>VENDOR:</b>	Toastmasters International
<b>LOCAL POC:</b>	Kerri Ritchie, President (301)342-2206 or Rita White, (301)342-1741 for Patuxent River Chapter
<b>DATE:</b>	Patuxent River Chapter #1081 meets the first and third Wednesday of each month at the Employee Development Center Building #2189 at 1200-1300
<b>DESCRIPTION:</b>	<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>
<b>OBJECTIVE:</b>	To develop and enhance communication and leadership skills in a supportive environment.
<b>AUDIENCE:</b>	Employees who want to learn to listen and speak more effectively in public and interpersonal settings.
<b>PREREQUISITE:</b>	None
<b>LENGTH:</b>	One Hour Meetings
<b>COST:</b>	\$60 annually

<b>COURSE TITLE:</b>	<b>WRITING FOR BUSINESS PURPOSES</b>	
<b>VENDOR:</b>	Professional Communication Services Route 1, Box 93N Lexington Park, MD 20653	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476956 476957	<b>DATE:</b> 20-22 March 00 17-19 July 00	<b>NOMINATION DEADLINE:</b> 18 February 00 19 June 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	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.	
<b>AUDIENCE:</b>	Employees who need to improve their writing skills.	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>PREREQUISITE:</b>	Participants should know basic English grammar	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$200	

<b>COURSE TITLE:</b>	<b>WRITING IN THE INFORMATION AGE</b>	
<b>VENDOR:</b>	People Synergy 2688 Aspen Road Port Republic, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 476958	<b>DATE:</b> 07-08 December 99	<b>NOMINATION DEADLINE:</b> 08 November 99
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	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.	
<b>OBJECTIVE:</b>	<p>At the end of the course, participants should be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the "good news" &amp; 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 &amp; grammar check.</li> <li>2. Apply the rules of grammar in writing.</li> <li>3. Write effective sentences &amp; paragraphs.</li> <li>4. Write effective memos; reports and letters.</li> <li>5. Identify the purpose of each written communication &amp; the action required from the reader; present information to fit the reader to enhance desired response.</li> <li>6. Identify the 3 major sentence errors; fragments, run-on sentences, comma splices.</li> </ol>	
<b>NOMINATIONS:</b>	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). <b>NOTE:</b> 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.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$195	