



<p><b>- CLD Sponsored Training -</b></p> <p><b>The Leadership Journey (12 days – in an period of 12 months)</b></p> <p>This DVD based training consists of following 24 courses: 1. The Foundation of Leadership, 2. Do you know your Followers?, 3. The Recipe for Earning Respect, 4. Commandments for Leaders, 5. Cardinal Sins of Leadership, 6. The Power of Empowerment, 7. Six Levels of Empowerment, 8. The Essence of Personal Motivation, 9. Leading the ‘New Breed’, 10. Addressing the Challenges of Change, 11. Evolving Leadership Styles (Part 1), 12. Evolving Leadership Styles (Part 2), 13. The Nature of Human Nature (Part 1), 14. The Nature of Human Nature (Part 2). 15. The Nature of Human Nature (Part 3), 16 Earning the Right to be Heard, 17. Who Wants to be Trusted?, 18. Understanding Human Conflict and Confrontation, 19. Practical Steps for Managing Confrontation, 20. 5 Steps to Effective Decision Making, 21. Pitfalls of a Losing Attitude, 22. Cornerstones of a Winning Attitude, 23. The Secrets of High Achievers, 24. 14 Professional Enhancement Ideas. Each 20 minute course is broken into two or three modules and offered 2 courses per day.</p>	<p>TBD (May)</p>	<p>TBD (May)</p>
<p><b>JN NEO</b></p> <p>This orientation is intended to provide information and knowledge to develop an understanding of the work environment, and establish a familiarization of the work relationship as a Civilian Marine within the U.S. Federal Government to all new JN employees. The following topics in this orientation will be covered: (1) organization and functions of the CHRO, and the employee services available, (2) civilian personnel policies and regulations, (3) POSH, (4) Anti Terrorism/Force Protection, (5) safety and fire protection programs, (6) PMO Issues – Gate entry/exit. Enrollment is open to newly hired MLC/IHA employees.</p>	<p>N/A</p>	<p>TBD (April) TBD (July)</p>
<p><b>US New Employee Orientation (NEO) – 1 day</b></p> <p>Mandatory training for all new Appropriated Fund employees, attendance is required within 90 days of appointment for all newly appointed U.S. appropriated fund employees.</p>	<p>TBD (April) TBD (July)</p>	<p>N/A</p>
<p><b>Marine Corps Acculturation Training – 1 day</b></p> <p>The Civilian Marine acculturation training through the Marine Corps Acculturation Program (MCAP) is one of many programs developed as a result of initiatives established by the Civilian Workforce Campaign Plan. This course is charged with acculturating Civilian Marines to the Marine Corps and its values; to nurture and further Civilian Marines' professional goals and opportunities; to provide flexible career opportunities and to create Civilian Marine leaders at all levels within the organization. This is a one day course designed for new employees to the Civilian Marine workforce, but all Civilian Marines are encouraged to attend.</p>	<p>TBD (March) TBD (June) TBD (September)</p>	<p>TBD (March) TBD (June) TBD (September)</p>

<p><b>JN Language Examination</b></p> <p>Language examinations are used to "measure" the MCAS Iwakuni MLC/IHA employee's English proficiency and comprehension levels. This test comprises of two parts; Part-I consist of comprehension through listening to questions, and Part-II consists of reading. Enrollment is open to MLC/IHA employees.</p>	N/A	TBD (June) TBD (September)
<p><b>Basic English for MLC employees – 12 day course (in a period of 3 months)</b></p> <p>Marine Corps local national employees in non-supervisory positions will be accepted on seat-available basis. Must be able to attend 12 classes. Preferable to have TOEIC 345, TOEFL 417, LAD-1. Focusing on listening, reading and summarizing to comprehend grammar and vocabulary, understand native speakers accurately and improve communication skills in English by rephrasing and summarizing. Enrollment is open to MLC employees.</p>	N/A	TBD (May - August )
<p><b>Pre-Retirement Seminar – 1/2 Day</b></p> <p>Receive the information you need to make fully informed decisions about retirement. Learn how FERS and CSRS annuities and Social Security benefits are calculated and how your health and life insurance benefits carry over into retirement. Take this course to learn about Social Security benefits, Medicare, Thrift Savings Plan withdrawal options; and financial, estate and "life" planning.</p>	TBD (May)	N/A
<p><b>Basic Classification for Supervisors – 2 days</b></p> <p>This training is provided by the Department of Defense (DoD), Civilian Personnel Management Service (CPMS), Field Advisory Service (FAS). Participants will be able to understand the classification process and classify positions. The course covers classification concepts and reference sources, the classification process, the GS Supervisory Guide, FWS Supervisors, mixed positions, and classification appeals. This class lasts for two days. This is mandatory training in for Manage to Payroll (MTP) authority to be granted by the Commander to MCIPAC/MCAS Iwakuni managers.</p>	2 – 3 April	N/A
<p><b>CHRO SUPERVISORY TRAINING – 2 day seminar</b></p> <p>This is a <u>mandatory training course for U.S. civilian supervisors</u> currently serving under a one year supervisory probationary period. Enrollment is open to U.S. civilians, Japanese National (JN) and military with supervisory authority over Marine Corps Air Station Iwakuni Appropriated Fund employees.</p> <p><b>DAY ONE – HUMAN RESOURCES MANAGEMENT (HRM) FOR SUPERVISORS (0800 ~ 1630)</b> Students will receive a comprehensive overview of the Federal HRM program and supervisory responsibilities.</p> <p><b>DAY TWO – MLC/IHA BRIEF (1300 ~ 1630)</b> Supervisors of JN employees will receive an overview of Mater Labor Contract (MLC) / Indirect Hire Agreement (IHA) personnel policies, regulations and processes.</p>	TBD (April) TBD (August)	N/A