

PROFESSIONAL SKILLS & TECHNICAL TRAINING

2016 SCHEDULE



U.S. DEPARTMENT OF
ENERGY

Office of Learning
and Workforce Development

Date	Course Title	Course Location / Restrictions
May 17 – 18, 2016 8:30 am – 4:00pm	Mid-Career Planning Workshop CHRIS Code: 000116 / Session #0055	DOE Washington, DC Forrestal Room# GH-043 (HC-Sponsored)¹
May 24, 2016 9:00 am – 4:00pm	Advanced MS Outlook (2013) CHRIS Code: 002924 / Session #0001	DOE Washington, DC Forrestal Room# 4A-166 (HC-Sponsored)¹
June 8, 2016 9:00 am – 4:00pm	Introduction to MS Excel (2013) CHRIS Code: 002925 / Session #0001	DOE Washington, DC Forrestal Room# GE-016 (HC-Sponsored)¹
June 14 – 16, 2016 8:30 am – 4:00pm	FERS Retirement Workshop CHRIS Code: 000038 / Session #0052	DOE Washington, DC Forrestal Room# GH-043 (HC-Sponsored)¹
June 22 – 24, 2016 8:30 am – 4:00pm	CSRS Retirement Workshop CHRIS Code: 000033 / Session #0101	DOE Washington, DC Forrestal Room# 1E-245 (HC-Sponsored)¹
June 28, 2016 9:00 am – 4:00pm	Intermediate MS Excel (2013) CHRIS Code: 002889 / Session #0003	DOE Washington, DC Forrestal Room# GE-016 (HC-Sponsored)¹
July 12, 2016 8:30 am – 4:00pm	Communication Matters CHRIS Code: 002356 / Session #0004	DOE Germantown, MD Germantown Room# A-410 (HC-Sponsored)¹
July 13, 2016 8:30 am – 4:00pm	Business Grammar CHRIS Code: 000714 / Session #0003	DOE Germantown, MD Germantown Room# A-410 (HC-Sponsored)¹
July 14, 2016 8:30 am – 4:00pm	Effective Business Writing CHRIS Code: 000767 / Session #0015	DOE Germantown, MD Germantown Room# A-410 (HC-Sponsored)¹
July 18 – 21, 2016 8:30 am – 4:30pm	Supervisory Essentials: Strategies for Success CHRIS Code: 002072 / Session #0063	DOE Washington, DC Forrestal Room# GH-043 (HC-Sponsored)¹

July 19 – 21, 2016 8:30 am – 4:00pm	FERS Retirement Workshop CHRIS Code: 000038 / Session #0053	DOE Germantown, MD Germantown Room# A-410 (HC-Sponsored)¹
July 22, 2016 8:30 am – 4:30pm	Navigating the Federal Hiring Process CHRIS Code: 002298 / Session #0037	DOE Washington, DC Forrestal Room# GH-043 (HC-Sponsored)¹
July 26 – 27, 2016 8:30 am – 4:00pm	Mid-Career Planning Workshop CHRIS Code: 000116 / Session #0056	DOE Washington, DC Forrestal Room# 6E-069 (HC-Sponsored)¹
August 3 – 5, 2016 8:30 am – 4:00pm	FERS Retirement Workshop CHRIS Code: 000038 / Session #0054	DOE Washington, DC Forrestal Room# 1E-245 (HC-Sponsored)¹
August 9 – 11, 2016 8:30 am – 4:00pm	CSRS Retirement Workshop CHRIS Code: 000033 / Session #0102	DOE Germantown, MD Germantown Room# A-410 (HC-Sponsored)¹
August 16, 2016 9:00 am – 4:00pm	Intro to MS PowerPoint (2013) CHRIS Code: 002926 / Session #0001	DOE Washington, DC Forrestal Room# GE-016 (HC-Sponsored)¹
August 23, 2016 9:00 am – 4:00pm	Intermediate MS PowerPoint (2013) CHRIS Code: 002927 / Session #0001	DOE Washington, DC Forrestal Room# GE-016 (HC-Sponsored)¹
August 30, 2016 9:00 am – 4:00pm	Microsoft Publisher (2013) CHRIS Code: 002928 / Session #0001	DOE Washington, DC Forrestal Room# GE-016 (HC-Sponsored)¹
September 13, 2016 8:30 am – 4:00pm	Effective Briefing and presentation CHRIS Code: 001911 / Session #0011	DOE Germantown, MD Germantown Room# A-410 (HC-Sponsored)¹
September 14, 2016 8:30 am – 4:00pm	Email Usage and Etiquette CHRIS Code: 001582 / Session #0003	DOE Germantown, MD Germantown Room# A-410 (HC-Sponsored)¹
September 15, 2016 8:30 am – 4:00pm	Communication Matters CHRIS Code: 002356 / Session #0005	DOE Washington, DC Forrestal Room# GH-027 (HC-Sponsored)¹
September 20 – 22, 2016 8:30 am – 4:00pm	FERS Retirement Workshop CHRIS Code: 000038 / Session #0055	DOE Germantown, MD Germantown Room# A-410 (HC-Sponsored)¹
October 4, 2016 9:00 am – 4:00pm	Advanced MS Word (2013) CHRIS Code: 002922 / Session #0001	DOE Washington, DC Forrestal Room# GE-016 (HC-Sponsored)¹
October 26 – 27, 2016 8:30 am – 4:00pm	Mid-Career Planning Workshop CHRIS Code: 000116 / Session #0057	DOE Germantown, MD Germantown Room# A-410 (HC-Sponsored)¹
November 3, 2016 8:30 am – 4:00pm	Communication Matters CHRIS Code: 002356 / Session #0006	DOE Germantown, MD Germantown Room# A-410 (HC-Sponsored)¹

1. HC-Sponsored

REGISTRATION PROCEDURE: Please use CHRIS to request training enrollment in the above courses. The tuition is \$200 per day, per student, per course. Headquarters participants will be billed directly through their organization's WCF. Field participants must include the tuition on the SF-182. Cancellations must be made two weeks prior to the course start date to avoid being charged. Substitutions may be made at any time prior to the start of the course. For additional information, **please contact your organization's POC or**

Professionalskills@hq.doe.gov. You can find our schedule online at

<http://www.energy.gov/hc/downloads/professional-skills-and-technical-training-schedule>.

NOTE: Courses listed are available for Federal employees only.