



OFFICE OF LEARNING & WORKFORCE DEVELOPMENT
 Professional Skills & Technical Training Program
 FY 2014 Corporate Schedule

These courses have immediate open registraton

PLEASE LOOK FOR US AT

<http://energy.gov/dvu/professional-skills-and-technical-training>

Course Title:	Course Date:	Time:	CHRIS Code:	Session:	Location:
Trustworthy Customer Services NEW	January 15-16, 2014	8:30am-4:00pm	002452	0001	Forrestal RM GH-043
CSRS Retirement Seminar	January 28-30, 2014	8:30am-4:00pm	000033	0091	Forrestal RM GH-043
Managing Up Down & Across	February 11-12, 2014	8:30am-4:00pm	001818	0014	Forrestal RM GH-043
Leading Teams and Projects NEW	February 18-19, 2014	8:30am-4:00pm	002487	0001	Forrestal RM GH-043
Supervisory Essentials	February 24-27, 2014	8:30am-4:00pm	002072	0038	Germantown RM A-410
Clear Communication Skills for Managers & Supervisors NEW	February 26-27, 2014	8:30am-4:00pm	002441	0001	Forrestal RM GH-043
Navigating the Federal Hiring Process	February 28, 2014	8:30am-4:00pm	002298	0010	Germantown RM A-410
Delegations Develop Others Through Shared Work NEW	March 4, 2014	8:30am-4:00pm	002438	0001	Forrestal RM GH-043
Coaching 24/7	March 11-12, 2014	8:30am-4:00pm	002313	0004	Forrestal RM GH-043
CSRS Retirement Seminar	March 18-20, 2014	8:30am-4:00pm	000033	0090	Forrestal RM GH-043



Points of Contact: If you have any logistical/registration questions please contact:
 Shira Kimble at 202-586-8449 or 301-903-5116.