



# OFFICE OF LEARNING AND WORKFORCE DEVELOPMENT (HC-22)

## PROFESSIONAL AND TECHNICAL SKILLS PROGRAM

### CORPORATE TRAINING SCHEDULE

MAY -JULY, 2015



May 11-14, 2015	<u>Supervisory Essentials</u> CHRIS Code: 002072 / Session: 0049	DOE GTN E-401 Germantown, MD
May 12-14, 2015	<u>FERS Retirement</u> CHRIS Code: 000038 / Session: 0043	Washington, DC GH-043
May 13, 2015	<u>MS Office Power Point</u> CHRIS Code: 002696 / Session: 0003	Office Pro Alexandria, VA
May 15, 2015	<u>Navigating the Federal Hiring Process</u> CHRIS Code: 002298 / Session: 0023	DOE GTN E-401 Germantown, MD
May 19-21, 2015	<u>CSRS Retirement</u> CHRIS Code: 000033 / Session: 0095	Washington, DC GH-043
June 9-10, 2015	<u>MID CAREER RETIREMENT</u> CHRIS Code: 000116 / Session: 0051	Washington, DC GH-043
June 17, 2015	<u>Techniques for Managing the Multi-Generational Mix</u> CHRIS Code: 002135 / Session: 0002	Washington, DC GH-043
July 15, 2015	<u>Communications Skills in a Culturally Diverse Workplace</u> CHRIS Code 002093 / Session: 0018	Washington, DC GH-043
July 14-16, 2015	<u>FERS Retirement</u> CHRIS Code: 000038 / Session: 0044	Washington, DC GH-043
August 26-27, 2015	<u>Mid Career Retirement</u> CHRIS Code: 000116 / Session: 0053	Germantown, MD GTN Main Auditorium

**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 organizations WCF. Field participants must include the tuition in 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 Training Consultant, or Heather Barth, HC-22 on 202-586-8522.