



U.S. DEPARTMENT OF  
**ENERGY**

Office of Learning  
and Workforce Development

Date	Course Title	Course Location
September 15-16, 2015 8:30am- 4:00 pm	Federal Budgeting Process CHRIS Code: 000288 / Session: #0024	Washington DC GH-043
September 21-24, 2015 8:30am- 4:00 pm	Supervisory Essentials CHRIS Code: 002072 / Session #0053	Washington, DC GH-043
September 25, 2015 8:30am- 4:00 pm	Navigating the Federal Hiring Process CHRIS Code: 002298 / Session #0027	Washington, DC GH-043
September 29, 2015 8:30am- 4:00 pm	Time Management: Organizational Skills CHRIS Code:000665 / Session: #0008	Washington, DC GH-043
October 6-8, 2015 8:30am- 4:00 pm	<u>CSRS Retirement</u> CHRIS Code: 000033 / Session: #0097	DOE Germantown, MD Room A-410
October 14-15, 2015 8:30am- 4:00 pm	<u>Mid-Career Retirement</u> CHRIS Code: 000116 / Session: #0054	Washington, DC GH-043
October 20-21, 2015 8:30am- 4:00 pm	Effective Communications CHRIS Code: 002098 / Session #0007	Washington, DC GH-043
November 4, 2015 8:30am- 4:00 pm	Microsoft PowerPoint 2010 Essentials CHRIS Code: 002696 / Session: #0004	Microsoft Store-Fashion Center at Pentagon City, 1100 S. Hayes Street Unit G04A
November 4, 2015 8:30am- 4:00 pm	Microsoft Visio: Level 1 CHRIS Code: 000884 / Session: #0003	Microsoft Store-Fashion Center at Pentagon City, 1100 S. Hayes Street Unit G04A
November 4, 2015 8:30am- 4:00 pm	Platform Skills; More than Just Public Speaking CHRIS Code: 001591 / Session: #0002	Washington, DC GH-043

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.

**NOTE: Courses listed are available for DOE employees only.**