



Workforce Development Training

November 6, 2019, 8:00-4:00
Memorial Chapel Fellowship Hall

FERS Retirement Planning Seminar
Planning, Inc.

December 3, 2019, 8:30-3:30
Memorial Chapel Fellowship Hall

TEAM Building Blocks Experience
Mr. James Bird Guess, International Success Academy

January 14, 2020, 8:30-3:30
Bldg. 417, Room 108

Federal Resume Writing
Ms. Kathryn Troutman, The Resume Place

February 13, 2020, 8:30-3:30
Bldg. 417, Room 218

Excuses, Blame and Unmet Expectations
Mr. James Bird Guess, International Success Academy

March 10, 2020, 8:30-3:30
Bldg. 417, Room 108

SharePoint Sandbox
Mr. Victor Spong, IMCOM G9

April 14, 2020, 8:30-3:30
Spates Community Club

JBM-HH Workforce Development Symposium

May 21, 2020, 8:00-4:00
Memorial Chapel Fellowship Hall

FERS Retirement Planning Seminar
Planning, Inc.

June 30, 2020, 8:30-3:30
Bldg. 417, Room 218

Communicating with Credibility
Mr. James Bird Guess, International Success Academy

July 28, 2020, 8:00-4:00
Memorial Chapel Fellowship Hall

FERS Retirement Planning Seminar
Planning, Inc.

August 5, 2020, 8:30-3:30
Bldg. 417, Room 218

Generational Leadership
Mr. James Bird Guess, International Success Academy

Training is open to all JBM-HH civilian employees.

*To register, please contact the workforce development office at (703) 696-3520 or
kathryn.k.feehan.civ@mail.mil.*

Training Descriptions

FERS Retirement Planning Seminar

This seminar will provide an overview of the Federal Employees Retirement System (FERS) to include information regarding eligibility for retirement, what survivor benefits may be payable in the event of your death, how Social Security works today, and important benefits information.

TEAM Building Blocks Experience

This 100% interactive team building experience is based around 50 mobile wooden blocks. The team must work together to complete a series of tasks and exercises assigned by the facilitator. As you reflect on each exercise you will gain insight and knowledge on the importance of team work. Watch team members instantly become energized as they learn to rely on each other for success.

Federal Resume Writing

Learn the most effective format for federal resumes and how to get referred for the job you want. This session will provide instruction on how to navigate USAJOBS, structure your resume to get noticed by hiring managers, how to incorporate accomplishment statements, identify key words and phrases from the announcement, and how to tackle the occupational questionnaire.

Excuses, Blame and Unmet Expectations

No more playing the blame game, saying “that’s not my job,” or finger-pointing. As a manager, you’re expected to set clear expectations, establish performance benchmarks, deliver feedback and motivate employees all this while performing your regular duties. There’s hope! This training experience will equip managers with tools to effectively empower employees to take ownership and complete responsibility for their work!

SharePoint Sandbox

Learn the basics of Microsoft’s document management and collaboration platform, SharePoint: what it is, the basics of how to use it, and how it can benefit you in the workplace.

IBM-HH Workforce Development Symposium

This symposium will provide you opportunities for professional development and information regarding the future of installation management.

Communicating with Credibility

Learn to convey credibility in interactions with staff at all levels of your organization, including senior leaders. Enhance your professional brand, relationship-building, communication, and presentation skills to influence colleagues. Discover practical actions that increase credibility and trust regardless of your title, power or authority. Learn approaches to drive change and inspire.

Generational Leadership

Today’s workforce is a sophisticated mix of Baby Boomers, Generation X, Generation Y and multiple ethnic groups. Challenges emerge in the workplace because each generation and ethnic group is different and many times have different values, beliefs, skills, and behaviors. Highly effective managers and leaders understand these differences and learn how to adapt to inspire the best individual and team performance.