

# DOCHROC TRAINING ANNOUNCEMENT

## *February 2012 Commerce Learning Center (CLC) Courses*

**To: OS Employees and Serviced Clients (BIS, EDA, ITA, MBDA, and NTIA)**

**Announcement No. 108-100: February 2012 – Commerce Learning Center (CLC) Courses**

The Office of Workforce Development and Performance Management (OWD&PM) is pleased to announce CLC training opportunities that are being spotlighted for the month of February 2012. These courses are located in the Commerce Learning Center: <https://doc.learn.com/other>

**The following course is targeted for managers and supervisors:**

Course Title	Click Here to Access Course	Course Duration
Developing and Deploying Strategic Plans	<a href="https://doc.learn.com/login.asp?lcid=178422&amp;requestedurl=courseredirect.asp?courseid=3117">https://doc.learn.com/login.asp?lcid=178422&amp;requestedurl=courseredirect.asp?courseid=3117</a>	2.5 hours

**The following course is targeted for aspiring supervisors/team leaders:**

Course Title	Click Here to Access Course	Course Duration
Managing Upward Relationships	<a href="https://doc.learn.com/login.asp?lcid=178422&amp;requestedurl=courseredirect.asp?courseid=1128">https://doc.learn.com/login.asp?lcid=178422&amp;requestedurl=courseredirect.asp?courseid=1128</a>	3.0 hours

**The following course is targeted for all employees:**

Course Title	Click Here to Access Course	Course Duration
Professional Assertiveness	<a href="https://doc.learn.com/login.asp?lcid=178422&amp;requestedurl=courseredirect.asp?courseid=1445">https://doc.learn.com/login.asp?lcid=178422&amp;requestedurl=courseredirect.asp?courseid=1445</a>	3.0 hours

If you have any questions regarding instructions to take these courses, please contact Anesia Robinson at (202) 482-1380 or via e-mail at [arobinson@doc.gov](mailto:arobinson@doc.gov).

Training information can also be found at: <http://hr.commerce.gov/DOCHROC/index.htm>