

DOCHROC TRAINING ANNOUNCEMENT

July 2012 Commerce Learning Center (CLC) Courses

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

Announcement No. 113-100: July 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 July 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 |
|--------------------------------------|---|-----------------|
| Maintaining an Engaging Organization | https://doc.learn.com/login.asp?lcid=178422&requestedurl=courseredirect.asp?courseid=7713 | 1.0 hour |

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

| Course Title | Click Here to Access Course | Course Duration |
|----------------------------|---|-----------------|
| Challenges of Facilitating | https://doc.learn.com/login.asp?lcid=178422&requestedurl=courseredirect.asp?courseid=10128 | 1.0 hour |

The following course is targeted for all employees:

| Course Title | Click Here to Access Course | Course Duration |
|--|---|-----------------|
| Business Writing: Know Your Readers and Your Purpose | https://doc.learn.com/login.asp?lcid=178422&requestedurl=courseredirect.asp?courseid=6213 | 1.0 hour |

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. Thank you.