

Training Today

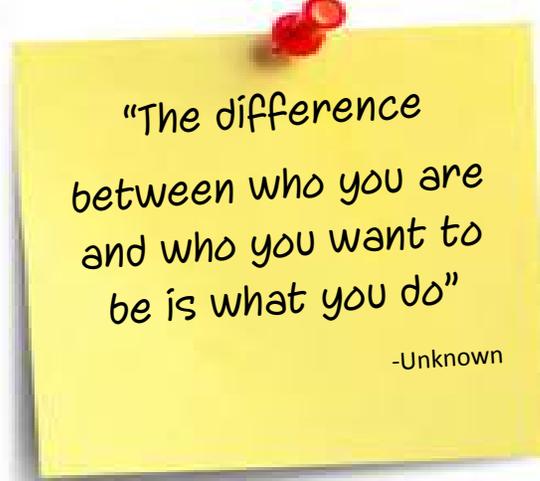


2nd Quarter,
January-March 2014

Brought to you by the Office of Workplace Development and Performance Management

It is the start of a new year and there is no better time to get started on your resolutions! One resolution you may have made or have considered, is continuing to enhance your skillset in your position. The [Commerce Learning Center \(CLC\)](#) can help you do just that, as there are thousands of free trainings available in our online learning environment!! Log into [CLC](#) and check them out today! This newsletter's target audience is employees in OS; BIS; EDA; ITA; MBDA; & NTIA.

Motivational Quote



Things to Consider?...

- What are some of your future developmental goals?
- What competencies do you wish to acquire or develop this year?
- Does your Individual Development Plan (IDP) include CLC courses?
- Want different results? You must change your current mindset!!

Training Spotlights

Commerce Learning Center Courses:

<https://doc.learn.com/other>

Target Audience: Managers & Supervisors

- A Managers Guide to Discipline and Documentation (0.5 hours) [Click Here to Access the Course](#)
- Business Coaching: Building the Coaching Relationship (1 hour): [Click Here to Access the Course](#)

Target Audience: Aspiring Leaders & Team Leaders

- Effective Team-Building Strategies (4 Hours): [Click Here to Access the Course](#)
- Going from Management to Leadership (0.5 hour): [Click Here to Access the Course](#)

Target Audience: All Employees

- Developing Excellent Time Management Habits (3.5 hours): [Click Here to Access the Course](#)
- Being an Effective Team Member (1 hour): [Click Here to Access the Course](#)

Brain Exercise

1. DEDICATION
2. GOALS
3. NEW YEAR
4. PATIENCE
5. PLANNING
6. PROGRESS
7. SKILLSET
8. STRUCTURE
9. TEACHING
10. VISION

D A T E V K B P U G G S
 K E H E W I A F N O N T
 Z E D N S T S I M A I R
 S T V I I L N I T L H U
 I W Z E C N L G O S C C
 P F N Q A A G I U N A T
 E C R L V F T R K W E U
 E G P G W V E I I S T R
 I J R S S E R G O R P E
 L G B V U E T I M N P Z
 N E W Y E A R M Z L U L
 G T Q M M C X A Y O B H

**Is there a training subject you would like seen in a future edition? Contact Me at: Ldenice@doc.gov **