

# Training Today



4th Quarter,  
July-September 2016

Brought to you by DOCHROC: Office of Workforce Development & Performance Management (OWDPM)

We are in the 4th quarter of the fiscal year. This is a good time to review and document what you have accomplished so far in FY 2016. This is also a good time to prepare for End of Year Reviews. Log onto to the New Learning Management System [Cornerstone On Demand](#) for endless training opportunities. This newsletter's target audience is employees in OS; BIS; EDA; ITA; MBDA and NTIA.

## Motivational Quote

*"Failure will never overtake me if my determination to succeed is strong enough."*

-Og Mandino

## 4th Quarter Challenge

- Refresh your technical skills
- Give Constructive Criticism
- Prepare for End of Year Performance Review

## Training Spotlights

Commerce Learning Management System Courses:

<https://doc.csod.com/client/doc/default.aspx>

### Target Audience: Managers & Supervisors

- Reviewing and Rewarding Performance (1 hour): [Click Here to Access the Course](#)
- Workplace Harassment Prevention for Managers (1 hour): [Click Here to Access the Course](#)

### Target Audience: Aspiring Leaders & Team Leaders

- Managerial Skills and Abilities (2.5 hours): [Click Here to Access the Course](#)
- Leadership (2.5 hours): [Click Here to Access the Course](#)

### Target Audience: All Employees

- Wage and Hour for Employees (30 minutes): [Click Here to Access the Course](#)
- Developing a Code of Ethical Conduct (1 hour): [Click Here to Access the Course](#)

## Brain Exercise

Across

3 We use this to make a call.

4 Receive message with our ears.

6 A system of words used to communicate.

8 Beliefs, customs and way of thinking of a group.

Down

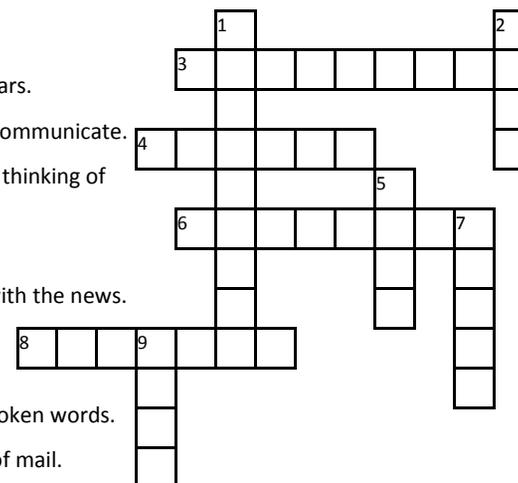
1 We read these to keep up with the news.

2 Take in information written on paper.

5 Submit message through spoken words.

7 A modern, electronic form of mail.

9 We send this on our mobile phones.



Please review the attachments for upcoming training opportunities. For questions contact me at: 202-482-1380 or [Arobinson@doc.gov](mailto:Arobinson@doc.gov)