

..:January 2015:..

Course	Description	Target Audience	Date	Location	How to Register
--------	-------------	-----------------	------	----------	-----------------

..:February 2015:..

Course	Description	Target Audience	Date	Location	How to Register
SES Appropriations Law	This course covers the fundamental concepts of federal appropriations law. Topics include an overview of the appropriations process, the bona fide needs rule, severable and non-severable contracts, the "Purpose" statute and the Antideficiency Act.	SES Employees involved in Acquisition	Tuesday, February 10 10:00am-12:00pm	HCHB 4830	Click here to register in CLC
FMLA Briefing	Come and learn about leave covered by the Family and Medical Leave Act (FMLA). The course will cover eligibility, substitution of paid leave, and the medical documentation necessary.	All employees within OS; BIS; EDA; ITA; MBDA; NTIA	Thursday, February 12 10:00am - 11:30am	HCHB 7855	Click here to register in CLC
New Timekeepers Training	New timekeepers will learn how to navigate and use the WebTA system..	All New Timekeepers	Wednesday, February 18 9:00am-12:00pm	HCHB 6872	Click here to register in CLC
SES Appropriations Law	This course covers the fundamental concepts of federal appropriations law. Topics include an overview of the appropriations process, the bona fide needs rule, severable and non-severable contracts, the "Purpose" statute and the Antideficiency Act.	SES Employees involved in Acquisition	Wednesday, February 18 10:00am-12:00pm	HCHB 4830	Click here to register in CLC

..:March 2015:..

Course	Description	Target Audience	Date	Location	How to Register
Benefits Smorgasbord	Employees learn about health, dental, vision and other benefits offered by the Federal government.	All employees within OS; BIS; EDA; ITA; MBDA; NTIA	Wednesday, March 18 10:00am-12:00pm	HCHB 7855	Click here to register in CLC
Documenting Your Performance Accomplishments	Personnel learn how to document their accomplishments as well as their impact on the organization in accordance with their critical elements.	All employees within OS; BIS; EDA; ITA; MBDA; NTIA	Thursday, March 19 10:00am - 12:00pm	HCHB 7855	Click here to register in CLC
Mid-Year Progress Reviews & Giving Feedback	Learn what to discuss with your supervisor on your Mid-Year Review.	All employees within OS; BIS; EDA; ITA; MBDA; NTIA	Thursday, March 26 10:00am - 12:00pm	HCHB 7855	Click here to register in CLC
Retirement Planning Seminar	This comprehensive class will focus on the employee's Federal benefits and options at retirement, along with financial, tax and estate planning concerns.	CSRS & FERS employees within OS; BIS; EDA; ITA; MBDA; NTIA	Tuesday, March 31 - Wednesday, April 1 9:00am-4:00pm	HCHB 6057	Click here to register in CLC

For questions about the DOCHROC sponsored training seen here please contact: Anesia Robinson at:

Arobenson@doc.gov