

## ..:July 2016:..

Course	Description	Target Audience	Date	Location	How to Register
Manager Self Service Tool (HR Connect Training)	HR Liaisons will learn how to use the HR Connect system to manage their workforce. HR Liaisons will also learn how to view employee information, initiate and approve Personnel Action Requests (PARs).	HR Liaisons within OS; BIS	Tuesday, July 12, 2016 9am-12pm	HCHB 6872	<a href="#">Click Here to Register</a>
Manager Self Service Tool (HR Connect Training)	HR Liaisons will learn how to use the HR Connect system to manage their workforce. HR Liaisons will also learn how to view employee information, initiate and approve Personnel Action Requests (PARs).	HR Liaisons within OS; BIS	Tuesday, July 12, 2016 1pm-4pm	HCHB 6872	<a href="#">Click Here to Register</a>
Manager Self Service Tool (HR Connect Training)	Managers will learn how to use the HR Connect system to manage their workforce. Managers will also learn how to view employee information, initiate and approve Personnel Action Requests (PARs).	Managers within OS; BIS	Tuesday, July 19, 2016 9am-10:30am	Webinar	<a href="#">Click Here to Register</a>
Manager Self Service Tool (HR Connect Training)	Managers will learn how to use the HR Connect system to manage their workforce. Managers will also learn how to view employee information, initiate and approve Personnel Action Requests (PARs).	Managers within OS; BIS	Wednesday, July 20, 2016 9am-10:30am	Webinar	<a href="#">Click Here to Register</a>
Manager Self Service Tool (HR Connect Training)	Managers will learn how to use the HR Connect system to manage their workforce. Managers will also learn how to view employee information, initiate and approve Personnel Action Requests (PARs).	Managers within OS; BIS	Thursday, July 21, 2016 9am-10:30am	Webinar	<a href="#">Click Here to Register</a>
Phased Retirement Seminar	The focus of this seminar will be to provide information on entering and processing phased retirements. Phased retirement will allow eligible full-time employees to work part-time schedules while beginning to draw retirement benefits. This new management tool will allow better unique mentoring opportunities for employees, while increasing access to the decades of institutional knowledge and experience that retirees can provide.	All employees within OS; BIS; EDA; ITA; MBDA; NTIA <b>who are within 5 years of retirement who are located at HCHB</b>	Tuesday, July 26, 2016 1pm-4pm	HCHB Library Reading Room	<a href="#">Click Here to Register</a>
Phased Retirement Seminar	The focus of this seminar will be to provide information on entering and processing phased retirements. Phased retirement will allow eligible full-time employees to work part-time schedules while beginning to draw retirement benefits. This new management tool will allow better unique mentoring opportunities for employees, while increasing access to the decades of institutional knowledge and experience that retirees can provide.	All employees within OS; BIS; EDA; ITA; MBDA; NTIA <b>who are within 5 years of retirement who are located at a Field Office</b>	Tuesday, July 26, 2016 EST 1pm-4pm	Webinar	<a href="#">Click Here to Register</a>



## ..:September 2016:..

Course	Description	Target Audience	Date	Location	How to Register
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	Tuesday, September 13, 2016 10am-12pm	HCHB 58026	<a href="#">Click Here to Register</a>
Thrift Savings Plan (TSP) Employee Briefing	This briefing will be conducted by an experienced representative from the Thrift Investment Board who will share information on: <ul style="list-style-type: none"> <li>• Overview of Funds</li> <li>• Traditional vs. Roth Contributions</li> <li>• Withdrawal Options</li> <li>• Death Benefits</li> <li>• Latest updates and proposed changes to the TSP</li> </ul>	All employees within OS; BIS; EDA; ITA; MBDA; NTIA <b>who are within 5 years of retirement who are located at HCHB</b>	Wednesday, September 14, 2016 9am-12pm	HCHB Library Reading Room	<a href="#">Click Here to Register</a>
Tying Performance Appraisals to Critical Elements, Metrics, & Measures	Supervisors will learn how to tie performance appraisals with critical elements, performance measures and metrics to provide practical guidance on appraising performance.	Managers within OS; BIS; EDA; ITA; MBDA; NTIA	Thursday, September 15, 2016 10am-12pm	HCHB 58026	<a href="#">Click Here to Register</a>
Additional Trainings that may occur will be added to the LMS website when applicable.					
For questions about the DOCHROC sponsored training seen here please contact: Anesia Robinson at: <a href="tel:202-482-1380">202-482-1380</a> or <a href="mailto:Arobinson@doc.gov">Arobinson@doc.gov</a>					