

Fort Meade Training Calendar

The following courses are currently available. Please select a course title to see available dates.

Computer Courses:

[Advanced Access 2002](#)
[Advanced PowerPoint 2002](#)
[Introduction to Excel 2002](#)
[Introduction to Outlook 2002](#)

[Advanced Word 2002](#)
[Advanced Outlook 2002](#)
[Introduction to Word 2002](#)
[Introduction to Access 2002](#)

[Advanced Excel 2002](#)
[Introduction to Windows 2000](#)
[Introduction to PowerPoint 2002](#)

On-Site Courses:

[Federal Resume Writing](#)
[New Employee Orientation \(NEO\)](#)
[Salary & Negotiations](#)
[Stress Management](#)
[Hazardous Material/Waste Training](#)

[Contracting Officer Representative Course \(COR\)](#)
[Leadership Education and Development \(LEAD\)](#)
[Resume/Resumix Writing Workshop](#)
["ICE" Manager Training](#)

[Risk Management](#)
[Acquiline/PRWeb Training](#)
[HAZCOMM](#)
[Civilian Job Assistance Workshop](#)

Off-Site Courses:

[Intern Leadership Development Course](#) [Organizational Leadership for Executives I or II](#) [Personnel Management for Executive I or II](#)
[Sustained Base Leadership and Management \(Res and Non-Res\)](#) [Strategic Leadership for Executives](#)

Video Teleconference Training (On-Site):

[Army Resume Builder](#)
[Interpersonal Skills](#)
[Dealing with Difficult People](#)
[Writing Effective PDs](#)

[Web Based Referral System For Supervisors](#)
[Stress Management](#)
[Achieving Max Productivity in the Workplace](#)
[Pre-Retirement Seminars \(CSRS & FERS\)](#)

[Delegated Training Authority](#)
[Making Change Work for You](#)
[Project Management](#)
[Effective Business Writing](#)

LIST OF AVAILABLE COURSES

ADVANCED ACCESS 2002

Jun 21 - 22	Advanced ACCESS 2002	0750-1500	DOIM Computer Rm. Bldg 1978	Two day course
Aug 11 - 12	Advanced ACCESS 2002	0750-1500	DOIM Computer Rm. Bldg 1978	Two day course

Course offered by DOIM. [Click here for information on Class Registration.](#)

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ADVANCED WORD 2002

Jun 2 - 3	Advanced WORD 2002	0750-1500	DOIM Computer Rm. Bldg 1978	Two day course
Aug 2 - 3	Advanced WORD 2002	0750-1500	DOIM Computer Rm. Bldg 1978	Two day course

Course offered by DOIM. [Click here for information on Class Registration.](#)

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ADVANCED EXCEL 2002

Jun 7 - 8	Advanced EXCEL 2002	0750-1500	DOIM Computer Rm. Bldg 1978	Two day course
Aug 4 - 5	Advanced EXCEL 2002	0750-1500	DOIM Computer Rm. Bldg 1978	Two day course

Course offered by DOIM. [Click here for information on Class Registration.](#)

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ADVANCED POWERPOINT 2002

Jun 9 - 10	Advanced POWERPOINT 2002	0750-1500	DOIM Computer Rm. Bldg 1978	Two Day Course
Aug 9 - 10	Advanced POWERPOINT 2002	0750-1500	DOIM Computer Rm. Bldg 1978	Two Day Course

Course offered by DOIM. [Click here for information on Class Registration.](#)

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ADVANCED OUTLOOK 2002

Jun 1	Advanced OUTLOOK 2002	0750-1500	DOIM Computer Rm. Bldg 1978	
Aug 23	Advanced OUTLOOK 2002	0750-1500	DOIM Computer Rm. Bldg 1978	

Course offered by DOIM. [Click here for information on Class Registration.](#)

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INTRODUCTION TO WINDOWS 2000

Sep 20	Introduction to WINDOWS 2000	0750-1500	DOIM Computer Rm. Bldg 1978	

Course offered by DOIM. [Click here for information on Class Registration.](#)

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INTRODUCTION TO WORD 2002

Jul 19	Introduction to WORD 2000	0750-1500	DOIM Computer Rm. Bldg 1978	
Sep 21	Introduction to WORD 2000	0750-1500	DOIM Computer Rm. Bldg 1978	

Course offered by DOIM. [Click here for information on Class Registration.](#)

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INTRODUCTION TO EXCEL 2002

Jul 20	Introduction to EXCEL 2000	0750-1500	DOIM Computer Rm. Bldg 1978	
Sep 22	Introduction to EXCEL 2000	0750-1500	DOIM Computer Rm. Bldg 1978	

Course offered by DOIM. [Click here for information on Class Registration.](#)

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INTRODUCTION TO POWERPOINT 2002

Jul 21	Introduction to POWERPOINT 2000	0750-1500	DOIM Computer Rm. Bldg 1978	
Sep 23	Introduction to POWERPOINT 2000	0750-1500	DOIM Computer Rm. Bldg 1978	

Course offered by DOIM. [Click here for information on Class Registration.](#)

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INTRODUCTION TO ACCESS 2002

Jul 22	Introduction to ACCESS 2000	0750-1500	DOIM Computer Rm. Bldg 1978	
Aug 27	Introduction to ACCESS 2000	0750-1500	DOIM Computer Rm. Bldg 1978	

Course offered by DOIM. [Click here for information on Class Registration.](#)

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INTRODUCTION TO OUTLOOK

Jul 23	Introduction to OUTLOOK 2000	0750-1500	DOIM Computer Rm. Bldg 1978	
Aug 28	Introduction to OUTLOOK 2000	0750-1500	DOIM Computer Rm. Bldg 1978	

Course offered by DOIM. [Click here for information on Class Registration.](#)

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CIVILIAN JOB ASSISTANCE WORKSHOP

For Seating Reservations call ACAP (301-677-6802)

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Resume/Resumix Writing Workshops

For Seating Reservations call ACS (301-677-6658) (Limited 5 seats per session)

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FEDERAL RESUME WRITING

Jun 22	Federal Resume Writing	0900-1130	CPAC Training Rm. Bldg 4432	ACAP
Aug 31	Federal Resume Writing	0900-1130	CPAC Training Rm. Bldg 4432	ACAP
Sept 28	Federal Resume Writing	0900-1130	CPAC Training Rm. Bldg 4432	ACAP
Oct 26	Federal Resume Writing	0900-1130	CPAC Training Rm. Bldg 4432	ACAP
Nov 30	Federal Resume Writing	0900-1130	CPAC Training Rm. Bldg 4432	ACAP
Dec 28	Federal Resume Writing	0900-1130	CPAC Training Rm. Bldg 4432	ACAP

For Seating Reservations call ACAP (301-677-6802)

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RISK MANAGEMENT

Jul 15	Risk Management	0900-1200	CPAC Training Rm. Bldg 4432	ISO

For Seating Reservations call ISO (301-677-4231)

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HAZCOMM

Aug 12	HAZCOMM	0900-1100	CPAC Training Rm. Bldg 4432	ISO
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For Seating Reservations call ISO (301-677-4231)

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HAZARDOUS MATERIAL/HAZARDOUS WASTE

Oct 13	Hazardous Material/Hazardous Waste Training		Bldg. 2250 (Recycling)	8 Hour Refresher
Oct 14	Hazardous Material/Hazardous Waste Training		Bldg. 2250 (Recycling)	8 Hour Refresher
Oct 15	Hazardous Material/Hazardous Waste Training		Bldg. 2250 (Recycling)	8 Hour Refresher
Oct 18-22	Hazardous Material/Hazardous Waste Training		Bldg. 2250 (Recycling)	40 Hour Initial Course

For Seating Reservations call DPW (301-677-9170/9648) (Andrea Tun)

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NEW EMPLOYEE ORIENTATION (NEO)

Jul 28	New Employee Orientation (NEO)	0800-1200	CPAC Training Rm, Bldg 4432	CPAC
Sep 1	New Employee Orientation (NEO)	0800-1200	CPAC Training Rm, Bldg 4432	CPAC

For Seating Reservations call CPAC (301-677-6526).

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VIDEO TELECONFERENCE TRAINING

Jun 3	Project Management	0830-1630	DINFOS – VTT	\$600/site
Jun 16	Interpersonal Skills	0830-1630	DINFOS – VTT	\$600/site
Jul 21	Stress Management	0830-1630	DINFOS – VTT	\$600/site
Aug 18	Achieving Max Productivity in the Workplace	0830-1630	DINFOS – VTT	\$600/site
Sep 8	Making Change Work For You	0830-1630	DINFOS – VTT	\$600/site
Sep 16	Effective Business Writing	0830-1630	DINFOS – VTT	\$600/site

Contact your local training POC

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LEADERSHIP EDUCATION AND DEVELOPMENT (LEAD)

Jul 19 - 23	Leadership Education and Development	0800-1630	CPAC Training Rm, Bldg 4432	5 day course
Sep 20 - 24	Leadership Education and Development	0800-1630	CPAC Training Rm, Bldg 4432	5 day course

For Seating Reservations call CPAC (301-677-6526). Each class limited to 21 employees.

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ORGANIZATIONAL LEADERSHIP FOR EXECUTIVES

Apr 19 - 30	Organizational Leadership for Executives (Course 1)	0800-1630	Kansas City, MO	2 Week Course
Jun 14 - 25	Organizational Leadership for Executives (Course 1)	0800-1630	Kansas City, MO	2 Week Course
Jun 14 - 25	Organizational Leadership for Executives (Course 2)	0800-1630	Kansas City, MO	2 Week Course
Jul 12 - 23	Organizational Leadership for Executives	0800-1630	Korea	2 Week Course
Jul 12 - 23	Organizational Leadership for Executives (Course 1)	0800-1630	Kansas City, MO	2 Week Course
Jul 12 - 23	Organizational Leadership for Executives (Course 2)	0800-1630	Kansas City, MO	2 Week Course
Jul 19 - 30	Organizational Leadership for Executives (Course 1)	0800-1630	Kansas City, MO	2 Week Course
Jul 19 - 30	Organizational Leadership for Executives (Course 2)	0800-1630	Kansas City, MO	2 Week Course
Aug 2 - 13	Organizational Leadership for Executives (Course 1)	0800-1630	Kansas City, MO	2 Week Course
Aug 2 - 13	Organizational Leadership for Executives (Course 2)	0800-1630	Kansas City, MO	2 Week Course
Aug 16 - 27	Organizational Leadership for Executives	0800-1630	Germany	2 Week Course
Aug 16 - 27	Organizational Leadership for Executives (Course 1)	0800-1630	Kansas City, MO	2 Week Course

Aug 16 - 27	Organizational Leadership for Executives (Course 2)	0800-1630	Kansas City, MO	2 Week Course
Aug 16 - 27	Organizational Leadership for Executives (Course 3)	0800-1630	Kansas City, MO	2 Week Course
Sep 13 - 24	Organizational Leadership for Executives (Course 1)	0800-1630	Kansas City, MO	2 Week Course
Sep 13 - 24	Organizational Leadership for Executives (Course 2)	0800-1630	Kansas City, MO	2 Week Course
Sep 13 - 24	Organizational Leadership for Executives (Course 3)	0800-1630	Kansas City, MO	2 Week Course

Contact your local training POC

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INTERN LEADERSHIP DEVELOPMENT COURSE

Jun 7 - 11	Intern Leadership Development Course	0800-1630	Germany	5 Day Course
Jun 14 - 18	Intern Leadership Development Course	0800-1630	Picatinny Arsenal, NJ	5 Day Course
Jun 14 - 18	Intern Leadership Development Course	0800-1630	Aberdeen Proving Grounds, MD	5 Day Course
Jun 21 - 25	Intern Leadership Development Course	0800-1630	Redstone Arsenal, AL	5 Day Course
Jul 19 - 23	Intern Leadership Development Course	0800-1630	Fort Eustis, VA	5 Day Course
Aug 2 - 6	Intern Leadership Development Course	0800-1630	Fort Lee, VA	5 Day Course
Aug 2 - 6	Intern Leadership Development Course	0800-1630	Kansas City, MO	5 Day Course
Aug 9 - 13	Intern Leadership Development Course	0800-1630	Fort Lee, VA	5 Day Course
Aug 9 - 13	Intern Leadership Development Course	0800-1630	Rock Island, IL	5 Day Course
Aug 16 - 20	Intern Leadership Development Course	0800-1630	Aberdeen Proving Grounds, MD	5 Day Course
Aug 23 - 27	Intern Leadership Development Course	0800-1630	Fort Belvoir, VA	5 Day Course
Sep 13 - 17	Intern Leadership Development Course	0800-1630	Kansas City, MO	5 Day Course
Sep 13 - 17	Intern Leadership Development Course	0800-1630	Picatinny Arsenal, NJ	5 Day Course
Sep 13 - 17	Intern Leadership Development Course	0800-1630	Natick, MA	5 Day Course
Sep 20 - 24	Intern Leadership Development Course	0800-1630	Fort Monmouth, NJ	5 Day Course
Sep 20 - 24	Intern Leadership Development Course	0800-1630	Vicksburg, MS	5 Day Course

Contact your local training POC

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PERSONNEL MANAGEMENT FOR EXECUTIVES – II

	None Scheduled			
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“ICE” MANAGER TRAINING

	POSTPONED			

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PERSONNEL MANAGEMENT FOR EXECUTIVES – I

Jul 19 - 29	Personnel Management for Executive I	0800-1630	Kansas City, MO	2 Week Course
Sep 13 - 23	Personnel Management for Executive I	0800-1630	Kansas City, MO	2 Week Course

Contact your local training POC

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STRATEGIC LEADERSHIP FOR EXECUTIVES

Aug 30 -	Strategic Leadership for Executives	0800-1630	Kansas City, MO	5 Day Course

Contact your local training POC

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SUSTAINING BASE LEADERSHIP AND MANAGEMENT

May 18 – Aug 6	Sustaining Base Leadership and Management	0800-1630	AMSC, Ft. Belvoir, VA	16 Weeks
Aug 2 – Sep 30	Sustaining Base Leadership and Management (Non-Res)	0800-1630	AMSC, Ft. Belvoir, VA	16 Weeks

Contact your local training POC

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STRESS MANAGEMENT

Jun 03	Managing Life Change	0900-1100	CPAC Training Rm. Bldg 4432	ACS

For Seating Reservations call ACS (301-677-5590)

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CONTRACTING OFFICER REPRESENTATIVE COURSE

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20 Seats available, first-come/first-serve to Fort Meade.

Cost: There will be a “share” cost, per student, assessed after confirmation of acceptance. Payment via MIPR. Estimated cost - \$100-\$50 depending on final class size. REGISTER via DD Form 1556. FAX: 410-306-0163/0095.

DSS Course Manager – Jacklyn Laroche (410) 306-0220. Sponsored by: U.S.Army Logistics Management College, Ft.Lee, Va.

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Acquiline/PRWeb Training

For Seating Reservations PLEASE E-MAIL SHEILA LEGGE AT legges@emh1.ftmeade.army.mil, WITH THE TIME, FULL NAME, PHONE NUMBER AND ORGANIZATION. THIS WILL BE ON A FIRST COME BASES.

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NCR-DOIM CLASS REGISTRATION

Complete and submit a 1-part DD Form 1556-1 for each class, utilizing your organizational procedures. Please have your supervisor, training coordinator, or authorizing official signed your DD Form 1556-1. If it is not signed by one of three above official, your DD Form 1556-1 will be unacceptable. Send or Fax to NCR-DOIM, Bldg. 1978, 20th St., Fort George G. Meade, Maryland 20755-5365, ATTN: Lovie Henson. The fax number is (301) 677-1103. DD Form 1556-1 must be received two weeks in advance of the class start date. If the student that is scheduled for class cannot attend, the organization may send a substitute. If no substitute will be attending, notification must be made to this organization by calling (301) 677-1226 one week prior to the class start date or the responsible organization will be charged \$125.00. The substitute must bring a 1-part DD Form 1556 to class. A minimum of 10 registered students is required to hold a class. All classes start promptly at 0750 hours and end at 1500 hours.

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