

**Naval Surface Warfare Center Dahlgren
FY05 New Programs**

Course Topic	Anticipated # of Days	Target Audience	Delivery Mode	Expected Objectives
Generational Differences in the Workplace	2	All NSWCDL employees	Classroom	<ul style="list-style-type: none"> • Understand the definitions of the 4 generations (Matures, Boomers, Generation X, Millennials) • Understand the perceptions and values of each generation • Learn to communicate with co-workers from a different generation • Learn to work in a team comprised of multiple generations
Emotional Intelligence in the Workplace	2	All NSWCDL employees	Classroom	<ul style="list-style-type: none"> • Understand Emotional Intelligence Competencies • How to Apply Emotional Intelligence in the Workplace • How to Diffuse Elevated Situations using your Emotional Intelligence
Business Ethics	1	All Employees New to Federal Gov't	Online	<ul style="list-style-type: none"> • Awareness of the ethical dilemmas that gov't employees could face • Become knowledgeable about a decision-making process to address ethical situations • Barriers and consequences to consider
Getting the Most from Microsoft Office	2	Open to all Employees interested in learning more about MS Office	Classroom	<ul style="list-style-type: none"> • Understand how to maximize office productivity utilizing the full MS Office Suite (Word, Powerpoint, Excel, Access, Outlook)
Organizational Skills	1	All NSWCDL employees	Classroom	<ul style="list-style-type: none"> • Be able to establish priorities by setting goals • Be able to let go of the nonessential tasks • Be able to focus efforts on activities that will make the biggest difference