



Educate \* Empower \* Equip

## ENTERPRISE PROFESSIONAL DEVELOPMENT



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<https://info.health.mil/edu/MTFDIV/EPD/Pages/SBT.aspx>

**2 0 2 3**  
COURSE CATALOG





The workplace can be filled with changes, pivots, and new demands. This requires a nimble skillset. To support DHA employees rising to meet these challenges, J7 proudly offers its E<sup>3</sup> program.



**Educate** - Developing and preparing DHA employees for a rapidly growing Force



**Empower** - Upskilling DHA employees with the autonomy to be in control of their professional growth



**Equip** - Providing DHA employees with researched-based practices and knowledge to thrive

The E<sup>3</sup> course catalog provides you with up-to-date information on learning sessions. Sessions are offered on a rotating basis.

## CUSTOM SESSIONS

We also design and deliver custom learning sessions for your team. You can contact us at:

[dha.ncr.education-trng\\_mbx.elb-customer-satisfaction@health.mil](mailto:dha.ncr.education-trng_mbx.elb-customer-satisfaction@health.mil)





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# PROFESSIONAL ETIQUETTE

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1

## PROFESSIONAL ETIQUETTE I: PROFESSIONAL SELF

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Awareness of self and others is essential for workplace success and effective leadership. While we often value technical skills and mental aptitude in work, emotional intelligence is increasingly recognized as key to long-term high performance and maintaining positive relationships.



2

## PROFESSIONAL ETIQUETTE II: PROFESSIONAL CULTURE

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How do we create a healthy work culture? No matter your position in the team, each person plays an important role. In this session, we will talk about safety, honesty, and vulnerability in developing healthy professional cultures.



## PROFESSIONAL ETIQUETTE

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3

### PROFESSIONAL ETIQUETTE III: PROFESSIONAL COMMUNICATION

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Communication is so vital to healthy work cultures, yet at times challenging. In this session you will learn about active listening, verbal and non-verbal communication, communication stoppers, and how to have difficult conversations with positive outcomes.



4

### PROFESSIONAL ETIQUETTE IV: PROFESSIONAL WRITING

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Whether it's a quick email to a colleague or a formal policy document, writing is an essential skill for all professionals. Come join us as we explore professional writing best practices and ways to improve your writing skills.

"All parts are complementary to each other and constitute a whole one. The presentations are well structured."

-Professional Etiquette attendee



# PROFESSIONAL SKILLS

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1

## RESILIENCY IN THE WORKPLACE

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Work situations and relationships can cause a lot of stress! In this session, we will examine a paradigm that asserts that stress is not inevitable and explore perspective and positive habits for developing resiliency.

"I will be able to apply all aspects of today's training on a daily basis."

- Resiliency in the Workplace attendee



2

## LEADING VIRTUALLY

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Are you leading a virtual team? Come learn the qualities of successful virtual teams and strategies to address some of the challenges. You will discover how to improve your virtual communication, how to facilitate teamwork, and how to motivate team members.

"Every part of the session gave me a moment to step back and consider how I run my team in a virtual environment and assess whether I'm exercising best practices and how I can improve."

- Leading Virtually attendee



## PROFESSIONAL SKILLS



3

### DESIGNING EFFECTIVE PRESENTATIONS

In this session, you will learn how to plan your presentation, how to incorporate Mayer's Principles of Multimedia Learning to design your presentation, and how to use interactive strategies to engage the audience.

"The design part was phenomenal. I am definitely going to look up all 12 principles."

- Effective Presentations attendee



4

### PLAN OF ACTION & MILESTONES

How can you manage projects and mitigate risks? In this session, we will evaluate how POA&Ms are used within the DHA. We will explore the elements of two types of POA&Ms and walk through creating a POA&M together.





## PROFESSIONAL SKILLS

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5

### DELEGATING EFFECTIVELY

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Are you encountering challenges in your efforts to delegate? Are you concerned about the outcomes as you hand off tasks to others? Come discover ways to delegate effectively as you empower team members to grow in responsibilities and skillsets.



6

### TEAM BUILDING

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How do you develop a team where there is safety and an open flow of communication that allows for growth and productivity? Come join us to learn strategies on developing a powerful team culture.





## PROFESSIONAL SKILLS



7

### COACHING IN THE WORKPLACE

Are you interested in improving your skills, increasing productivity, and becoming a better performer at work? Workplace coaching is a professional helping relationship that empowers employees to be the best performer they can be. In this session, you will learn the benefits of coaching and how intentionally cultivating these professional relationships can improve performance.





# CHANGE MANAGEMENT

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1

## CHANGE MANAGEMENT I: TRADING CONFLICT FOR COLLABORATION

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Changes in the workplace are inevitable. However, not everyone embraces change. What can you do to manage the conflicts that arise during the change process? In this session, you will discover practical strategies that can turn conflict into collaboration.



2

## CHANGE MANAGEMENT II: LEADING PEOPLE THROUGH CHANGE

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With change a constant, your staff may feel reluctant or overwhelmed by all the moving pieces and new demands. Join this session to learn about the challenges we encounter in the midst of change and some strategies to minimize resistance.

"Will use all aspects of the training and share with peers."

- Change Management II attendee



# RESILIENCY

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**1**

## **RESILIENCY I: GRATITUDE AND MINDFULNESS: BEING PRESENT**

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Having gratitude can help build positive emotions. Come and discover how to incorporate gratitude and mindfulness practice to intentionally be your best self.

"The facilitator was engaging, highly interactive and provided a safe space to share with the group."  
- Resiliency attendee

**2**

## **RESILIENCY II: REFRAME AND BALANCE YOUR THINKING**

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How you think about an event affects how you feel and how you behave. Join this session to learn how to positively reframe and balance your thinking in order to respond to situations in ways that align with your values and support your goal.



## RESILIENCY

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3

### RESILIENCY III: LEVERAGING YOUR STRENGTHS AND CELEBRATE GOOD NEWS

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The strengths you bring to the workplace are an advantage for your team and can lead to success and good news! Through this session, you will learn how to leverage your Signature Strengths to improve your personal and professional life. We'll also discuss ways to celebrate good news to build your social support network.

"I thought this session was great! We talked over points, did role playing and also watched a video. There was no way any could not understand the material presented."

- Resiliency attendee



4

### RESILIENCY IV: VALUE-BASED GOALS AND PHYSICAL RESILIENCE

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Your overall sense of well-being is impacted by your mental and physical states. Join us in discovering how setting value-based goals can help improve your physical resiliency.