MAY 2024

PROGRAMS & WORKSHOPS

ADVOCATING FOR YOUR NEEDS AT HOME & SEA
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STAY UP TO DATE WITH WHAT PROGRAMS, EVENTS & WORKSHOPS FLEET AND FAMILY HAS TO OFFER!
May 2024

CALL 866-923-6478 TO REGISTER TODAY!

**ALL CLASSES IN PERSON UNLESS OTHERWISE NOTED**

Detailed workshop glossary with all workshop descriptions available in back of packet!

WED 1
- FINDING FEDERAL EMPLOYMENT
  0900–1100, NBSD
- COMMAND EFMP POC TRAINING
  0900–1100, (V)
- GAMBLING
  1000–1100, NBSD
- WELCOME TO SAN DIEGO
  1000–1200, KMB
- MBMF MODULE 5: PROBLEM SOLVING
  1000–1200, NBSD
- RESUME WRITING
  1300–1500, NBPL
- KIDS CRAFT
  1300–1400, BVH

THUR 2
- BOOTS-2—BUSINESS,
  MAY 2–3,
  0730–1630, KMB
- NAVIGATING
- CHILDCARE OPTIONS
  0900–1100, BVH
- MBMF MODULE 5: PROBLEM SOLVING
  0900–1100, VSM
- BUILDING EFFECTIVE ANGER MANAGEMENT SKILLS
  1000–1200, NBSD
- TODDLER THURSDAY
  1000–1100, KMB
- NAVIGATING
- CHILDCARE OPTIONS
  1100–1200, GVB
- MONEY & THE MOVE
  1300–1400, GVB

FRI 3
- ACTIVE DUTY PREGNANCY RESOURCES
  0900–1200, NBSD
- SAILORS & FAMILIES ON THE MOVE
  1000–1130, NBPL

MON 6
- COMMAND FINANCIAL SPECIALIST (CFS) INITIAL TRAINING,
  MAY 6–10,
  0800–1600, NBSD
- COMMAND SPONSOR COORDINATOR TRAINING
  0900–1030, (V)
- SPOUSE EMPLOYMENT, EMPOWERMENT, & DEVELOPMENT
  1300–1500, KMB

TUES 7
- COMMAND SPONSOR COORDINATOR TRAINING
  0900–1000, NBC
- ORGANIZE YOUR LIFE
  0900–1030, BVH
- CONFLICT RESOLUTION
  0900–1100, VSM
- TODDLER TUESDAY
  1000–1100, KMB
- MBMF MODULE 1: STRESS RESILIENCE
  1000–1200, GVB
- SAIL WORKSHOP FOR SUICIDE PREVENTION COORDINATORS
  1300–1500, NBC

WED 8
- JOB SEARCH STRATEGIES
  0900–1030, NBC
- KIDS CRAFT
  1300–1400, BVH
- SAILORS & FAMILIES ON THE MOVE
  1300–1500, NBC
- CONFLICT RESOLUTION
  1300–1500, NBC
- EFFECTIVE PARENTING WORKSHOP,
  MAY 8–10,
  0900–1600, NBC
- MBMF MODULE 6: CONNECTION
  1000–1200, NBC

THUR 9
- BOOTS-2—BUSINESS,
  MAY 9–10,
  0730–1630, KMB
- NAVY SPOUSE 101
  0900–1100, BVH
- MBMF MODULE 6: CONNECTION
  0900–1100, VSM
- TODDLER THURSDAY
  1000–1100, KMB
- DEPLOYMENT SUPPORT
  1300–1530, GVB

FRI 10
- ORGANIZE YOUR LIFE!
  1000–1130, NBPL

(V) = Virtual; (H) = Hybrid

NBSD—Naval Base San Diego
NBPL—Naval Base Point Loma
NBC—Naval Base Coronado
KMB—Kearny Mesa Branch
GVB—Gateway Village Branch
BVH—Bayview Hills Branch
VSM—Village at Serra Mesa
### May 2024

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<td>PCSING WITH KIDS 1400-1500, KMB</td>
<td>RENTING 0900-1000, NBC COMMAND SPONSOR COORDINATOR TRAINING 0900-1030, NBSD WELCOME TO SAN DIEGO 0900-1030, BVH LIFE AFTER THE UNIFORM: THE RESILIENT SPOUSE 0900-1100, VSM MBMF MODULE 2: MINDFULNESS &amp; MEDITATION 1000-1200, GVB TODDLER TUESDAY 1000-1100, KMB</td>
<td>FAP LEADERSHIP ORIENTATION TRAINING 0830-1030, NBSD MBMF MODULE 2: MINDFULNESS &amp; MEDITATION 0900-1100, NBC JOB SEARCH STRATEGIES 0900-1100, NBC RESPONSIBLE ANGER MANAGEMENT, MAY 16-17, 0900-1000, NBSD PCSING WITH KIDS 0900-1100, BVH CAR BUYING &amp; LEASING STRATEGIES 1000-1130, NBPL KIDS CRAFT 1330-1430, VSM</td>
<td>BOOTS—2 BUSINESS, MAY 16-17, 0730-1630, KMB LEADERSHIP RESOURCE TRAINING 0800-1200, NBSD MBMF MODULE 1: STRESS RESILIENCE 1000-1200, NBSD</td>
<td>ACTIVE DUTY PREGNANCY RESOURCES 0900-1200, NBC EFFECTIVE COMMUNICATION 1000-1130, NBPL</td>
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<td>COMMAND SPONSOR TRAINING 0900-1030, (V) NAVIGATING CHILD CARE OPTIONS 1300-1500, KMB</td>
<td>COMMAND FINANCIAL SPECIALIST REFRESHER TRAINING 0900-1600, NBSD SAILORS &amp; FAMILIES ON THE MOVE 0900-1100, VSM CONFLICT RESOLUTION 0900-1000, NBSD NAVY SPOUSE IN TRANSITION 0900-1030, NBSD TODDLER TUESDAY 1000-1100, KMB MBMF MODULE 3: LIVING CORE VALUES 1000-1200, GVB</td>
<td>MBMF MODULE 4: FLEXIBILITY 0900-1100, NBC WINNING INTERVIEW TECHNIQUES 0900-1030, NBSD NAVY SPOUSE 101 0900-1030, KMB MBMF MODULE 2: MINDFULNESS &amp; MEDITATION 1000-1200, NBSD</td>
<td>BOOTS—2 BUSINESS, MAY 23-24, 0730-1630, KMB ACTIVE DUTY PREGNANCY RESOURCES 0900-1200, BVH PCSING WITH KIDS 0900-1100, NBSD MBMF MODULE 2: MINDFULNESS &amp; MEDITATION 1000-1200, NBSD KIDS CRAFT 1300-1400, GVB STRESS MANAGEMENT 1300-1500, NBPL</td>
<td>NAVY SPOUSE IN TRANSITION 1000-1130, NBPL</td>
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COUNSELING SERVICES

FFSC PROVIDES PRIVATE AND CONFIDENTIAL COUNSELING SERVICES FOR INDIVIDUALS, CHILDREN, COUPLES AND FAMILIES. COUNSELORS ARE AVAILABLE TO HELP WITH ISSUES SUCH AS:

ADJUSTING TO MILITARY LIFE • RELATIONSHIP CHALLENGES INCLUDING DIVORCE • BLENDED FAMILIES • INFIDELITY • DEPLOYMENT REINTEGRATION • NEW MARRIAGE & FAMILY • GRIEF & LOSS • COMMUNICATION & CONFLICT RESOLUTION • COUPLES COMMUNICATION • PARENTING SKILLS • ANGER MANAGEMENT • AND OTHER PERSONAL ISSUES

CALL US AT 866-923-6478 TO SCHEDULE AN APPOINTMENT. OFTEN, JUST KNOWING AN EXPERIENCED PROFESSIONAL IS LISTENING TO YOU PROVIDES A FEELING OF GREAT RELIEF. THIS CAN LEAD TO PRODUCTIVE PROBLEM SOLVING AND EFFECTIVE RELATIONSHIPS.

SEXUAL ASSAULT PREVENTION & RESPONSE (SAPR)

CLASSES ARE ONLY FOR ACTIVE DUTY MEMBERS WHO ARE INTERESTED IN BECOMING A COMMAND UNIFORMED VICTIM ADVOCATE OR FOR THOSE CREDENTIALED ALREADY. REGISTRATION FOR THESE COURSES IS REQUIRED.

PLEASE CONTACT YOUR COMMAND SARC OR THE FOLLOWING INSTALLATION POC'S:
NAVAL BASE SAN DIEGO: NBSD_SAPR@US.NAVY.MIL
NAVAL BASE CORONADO: CONTACT YOUR COMMAND SARC
NAVAL BASE POINT LOMA AND NWS SEAL BEACH:
YOELANDA.M.BENCOMO.NAF@US.NAVY.MIL AND
JEANNETTE.CASILLAS.NAF@US.NAVY.MIL
Branch Locations

NAVAL BASE SAN DIEGO
BLDG 259, 263 & 271
3005 CORBINA ALLEY,
SUITE 1
SAN DIEGO, CA 92136
619-556-7404

NAVAL BASE CORONADO
BLDG 318, SAUFLEY RD
SAN DIEGO, CA 92135
619-545-6071

NAVAL BASE PT. LOMA
BLDG 211 & 212
140 SYLVESTER RD
SAN DIEGO, CA 92106
619-553-7505

GATEWAY VILLAGE BRANCH
3207 ROSECRANS PLACE
SAN DIEGO, CA 92110
619-222-5548

BAYVIEW HILLS BRANCH
1967 SKY HARBOR RD
SAN DIEGO, CA 92139
619-267-1720

KEARNY MESA BRANCH
3950 CALLE FORTUNADA
SAN DIEGO, CA 92123
619-987-9449

Centralized Scheduling:
(866) 923-6478

FLEET & FAMILY SUPPORT CENTERS:
*CLOSED WEEKENDS & ALL FEDERAL HOLIDAYS*
DID YOU SEE SOMETHING THAT INTERESTED YOU?
Learn More Below!

CALL CENTRALIZED SCHEDULING @ 866-923-6478 TO REGISTER TODAY!

CAREER SERVICES

Boots-2-Business
Why start a Veteran-owned small business? Because Veteran-owned small businesses are disciplined and goal-oriented self-starters. This workshop covers important steps related to business ownership as a post-military career. You'll learn fundamental tools & strategies associated with executing plans for launching & growing a small business. Additionally, you’ll learn how business ownership might align with your personal strengths and life goals.

Capstone
Do you need assistance completing your TAP Capstone and are looking for a warm hand-off for resources and information? Come and receive a briefing on your Final Move process and Tricare benefits at our monthly Capstone events.

Finding Federal Employment
Get the latest information and resources to navigate the federal employment process. Learn tips from the experts on how to create the perfect federal employment resume.

FFSC Job Fair
A great opportunity for transitioning sailors, retirees, and spouses to network with over 70 employers looking for your skills! Bring copies of your resume and come dressed to impress.

How to Work a Job Fair
Make the most of a Job Fair experience and position yourself for success.

Insights to Starting a Home-Based Business
Get time-tested resources, information, advice, and proven techniques for starting your home-based business directly from organizations and agencies focused on your success!

Job Search Strategies
Are you a military family member new to San Diego and looking to get back into the job market? Would you like to learn how to find, federal, state, county or local jobs?

Navy Spouse in Transition
Are you a military spouse looking to support your Active Duty Service Member through their transition from the military into the civilian world? Do you have questions or concerns about the transition process? In this 90-minute workshop, we will connect you with the Transition Assistance Program (TAP) information and resources you need from a spouse's perspective. You will learn how to plan for success by exploring a variety of TAP topics, including VA benefits, medical care, insurance, employment, education, relocation, finances, and governing laws and instructions.

Resume Writing
Resume writing offers a broad overview of the purpose and value in resumes and cover letters. Schedule a 1:1 for additional support or development for your resume and cover letter. Individual consultations available.

Spouse Employment, Empowerment, and Development
Are you a military spouse looking for work in San Diego? Attend this workshop and gain insights about the San Diego job market, as well as educational benefits, networking, resume writing, and more.

Winning Interview Techniques
Make your dream job a reality! Gain information and resources to develop expert interviewing skills.

Command Financial Specialist (CFS) Initial Training
All Navy commands must appoint and ensure training for an adequate number of Command Financial Specialists (CFS’s) to meet OPNAVINST requirements. Invaluable training ensures CFS’s have the latest tools to serve as effective financial specialists for their respective commands. Pre-registration is required.
For registration email: fssc_cfs_pfm@us.navy.mil

Command Financial Specialist (CFS) Refresher Training
Appointed CFS’s must attend refresher training every three (3) years after initial training to maintain designation. The refresher training helps to ensure all CFS’s have the knowledge base and skill set to continue to function as an effective CFS’s through discussions on the financial planning worksheet, latest financial trends, schemes, potential pitfalls, and other relevant topics.
Command triads and other leaders are also highly encouraged to attend.
For registration email: fssc_cfs_pfm@us.navy.mil

Command Financial Specialist (CFS) Continuing Education
As specified in OPNAVINST 1740.5, this quarterly training is provided to discuss personal financial issues and provide additional training to meet the four elements of the PFM program (education, counseling, consumer advocacy, and information & referrals). The CFS will be notified of specific topics to be covered. This training is open to all CFS’s, Senior Enlisted Advisors, and Command Career Counselors.
For registration email: fssc_cfs_pfm@us.navy.mil

Command Sponsor Training
This class is designed to help you be an effective Command Sponsor. We will review the roles and responsibilities of the Sponsor and discuss each stage of the program. We will also provide you with resources and area-specific information to assist you with your incoming personnel.
**Command Programs Cont'd**

**Command Sponsor Coordinator Training**
All commands must appoint a Sponsor Coordinator to oversee the support provided to incoming and outgoing sailors. Per OPNAVINST 1740.3E, Sponsor Coordinators should receive initial training from FFSC to learn more about the program, policy requirements and resources for sailors and families facing a Permanent Change of Station (PCS). Sponsor Coordinators are encouraged to contact FFSC for Welcome Aboard Packet information and to schedule Command Sponsor Training.

**FAP Leadership Orientation Training**
This two-hour training fulfills the FAP training requirements (both OPNAV 1742.2C and SURFPAC CRAV) for new Commanding Officers to be oriented to the Family Advocacy Program in the local area within 90 days of taking command. This class also meets the annual training requirement for Senior Enlisted Leaders.

**Family Care Plan Coordinator**
Family Care Plan Policy (FCPs) are a critical tool in ensuring personal and family readiness for any type of absence, crisis, or emergency. This workshop is designed to assist with the establishment of a collateral duty billet as Family Care Plan (FCP) Coordinator within the command. The FCP Coordinator manages the command's FCP Program, ensuring eligible Service Members maintain updated FCPs and providing resources as required in OPNAVINST 1740.4E, U.S. Navy Family Care Policy. This course provides lessons learned, resources, program implementation tips, and networking opportunities to FCP Coordinators.

**Leadership Resource Training (LRT)**
Are you interested in learning more about the resources available to promote sailor and family resiliency? Learn more about the resources available in San Diego to military members and their families. It is open to all service members, ombudsmen, spouses, etc.

**Sailor Assistance and Intercept for Life (SAIL) Workshop for Suicide Prevention Coordinators**
Topics will include: an overview of the SAIL program, safety planning, and compassion fatigue.

**Transition Assistance Program (TAP)**
This class is mandated for every Service member separating from the military and is designed to help service members prepare for a new life. Registration for transition classes will be done through your Command Career Counselor. Career Counselors can contact the TAP Coordinator, Ms. Laurie Lyford at laurie.a.lyford.ctr@us.navy.mil, to get their Service members registered for classes.

**Family Readiness Group (FRG) Basic Training**
This training is customized to fit your FRG, whether the command is starting a group or reenergizing an existing group. Discuss the FRG instruction/policy, leadership structure, communication techniques, teamwork, building ideas, fundraising guidelines and ideas for fun activities. If you are unable to attend at this date/time, Fleet and Family also has FRG Basic Training On Demand.
To access FRG Basic Training On Demand, please visit: https://learning.zeiders.reffineddata.com
Fleet and Family has an FRG Coordinator available to provide additional support and FRG guidance should you need it.
To reach the FRG Coordinator, please contact Centralized Scheduling at 866-923-6478

**Deployment Support**

**Deployment Support**
Perhaps you are coming up to your first deployment, or maybe it has been awhile since your family last experienced it. Let's demystify the process, review the cycles of deployment and approach this upcoming transition with a drive to leverage and develop your resilience, and explore helpful resources to meet your goals and thrive!

**Family Readiness Group (FRG) Advanced Training**
Explore the topics discussed in FRG Basic in more depth, hear from guest speakers, learn about additional community resources and network with your fellow FRG's.

**Family Readiness Group (FRG) Basic Training**
This training is customized to fit your FRG, whether the command is starting a group or reenergizing an existing group. Discuss the FRG instruction/policy, leadership structure, communication techniques, team-building ideas, fundraising guidelines and ideas for fun activities. If you are unable to attend at this date/time, Fleet and Family also has FRG Basic Training On Demand.
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**Ombudsman Training**

**Ombudsman Basic Training (OBT)**
Ombudsman Basic Training (OBT) is the required training for all Navy Ombudsmen. It is a standardized multi-day training consisting of nine modules outlined in the Ombudsman Program Manual and OPNAVINST 1750.1H.
Command leadership and their spouses are also welcome to attend all or part of the training. Pre-registration is required.

Command Leadership should register their Ombudsmen to attend training by contacting the Ombudsman Coordinator: April Vasquez at sdffsombudsman@us.navy.mil or call 619-556-7230 to register.

**Ombudsman Advanced Training**
This mandatory training for all appointed Ombudsmen, provides the latest resources and opportunity to network. Registration not required.
Active Duty Pregnancy Resources
Are you a pregnant Active Duty service member? Learn about policies and programs related to motherhood, developing your Family Care Plan, the Navy's Pregnancy Instruction, as well as healthcare, financial resources and more!

Effective Parenting
This multi-session workshop discusses topics affecting today's family, including: consistent and effective discipline, understanding developmental stages, communication with children or young adults, building child self-esteem, and dealing with bullies.

Kid's Craft
Come out and meet your neighbors while enjoying a small craft structured for kids 4-12 years old.

Navigating Childcare Options
Finding reliable and affordable childcare can be an adventurous task for parents. This workshop explores the many childcare options available to military families in San Diego.

Toddler Tuesday and Thursday
Navigating through the toddler years can be stressful and frustrating. Let Toddler Tuesday and Thursday help! Join us for parent/toddler friendly courses where you will learn about your child's development, gain useful behavior management techniques and engage in fun activities with your toddler.

Credit Management
Building and maintaining credit can be an important tool for financial success. This course will provide you with the knowledge about establishing healthy credit, the impact and cost of credit and tips for debt recovery.

Crypto
Exploring digital (crypto) assets.

Debt Destroyer
Welcome to the United States Navy Debt Destroyer Workshop! This course is designed to empower you and your family to get out—and stay out—of debt. You will learn proven techniques to overcome your high interest rate consumer debt, make the most of the money you have coming in and get on track to a more secure financial future.

Gambling
Gambling Awareness discusses gambling statistics, the prevalence of gambling problems, military directives and the warning signs of compulsive/pathological gambling. This course is suitable for all audiences. Participants will complete a self-assessment of their gambling habits and learn about the warning signs of problem behavior.

Home Buying Workshop
Buying a house is the most significant purchase many people will ever make. This course is designed to increase the knowledge and comfort level of first-time home buyers and serve as a refresher for repeat home buyers.

Million Dollar Sailor/Spouse Workshop
Who wants to be a millionaire? Take aim with this two-day workshop designed to help service members and their families save a million dollars over their lifetime. Proven strategies address topics such as banking and financial services, military pay, planning for your retirement, home buying, savvy consumerism, car buying, insurance and Thrift Savings Plan.

Paying for College
This workshop provides information on sources of funding for higher education, focusing on financial aid resources, college savings plans and tax incentives.

Planning Your Financial Future
A service member's understanding of their spending personality is the first step in planning their financial future. Setting goals that are strategic, measurable, attainable, realistic and timely—or “SMART”—is key to achieving success. Use these resources to talk to service members about how to effectively set and reach their financial goals.

Renting
Renting a house or apartment can be good solutions for single service members and military families, as it can offer the flexibility that home ownership does not provide. Learn how to weigh your options on locations, type, cost and renting vs. buying. This empowering workshop will ensure you make a wise housing choice. It is designed to increase the knowledge and comfort level of first-time renters, and to serve as a refresher for repeat renters.

Saving and Investing 101
Develop knowledge and skills that will enable you to achieve your financial goals through saving and investing. You will learn the characteristics of the different saving and investment vehicles—such as Retirement Accounts, Money Market Accounts and Stocks.

Survivor Benefit Plan (SBP)
Provides basic information on the key provisions of the Survivor Benefit Plan (SBP). This information will assist service members and their spouses in making informed decisions about SBP's role in their retirement plan.

Tax Preparation for Service Members (Tax Tips)
Filing taxes can be confusing—but understanding basic tax filing terminology makes filing easier. Use these resources to talk to service members about the information needed to fill out specific forms and the no-cost tax resources available to them.

Thrift Savings Plan (TSP)/Blended Retirement System (BRS)
Get the latest detailed information on the Thrift Savings Plan (TSP) and how TSP can contribute to financial retirement security. In 2018, the Uniformed Services Blended Retirement System (BRS) will be implemented, with extensive changes that will affect current and future Sailors. This official Department of Defense training will guide you with critical information to help you understand: who is affected by BRS; what is changing from the current high–3 system; why it is called blended retirement; important dates and deadlines; and the role of the Thrift Savings Plan in BRS. Most importantly, learn what steps you need to take to make the best decision for your retirement.

CALL CENTRALIZED SCHEDULING @ 886-923-6478 TO REGISTER TODAY!
RELOCATION SUPPORT

PCSing (Permanent Change of Station) with Kids
PCSing with children can be challenging. It can also be an exciting adventure. Learn some of the tips of the trade for making your next move with the whole family a memorable experience.

Sailors and Families on the Move
Ease the stress of relocation! Learn the processes, policies and resources available for planning a Permanent Change of Station (PCS) move. Whether you’re moving within the Continental United States (CONUS) or Overseas (OCONUS), arm yourself with the latest information on your next duty station. Workshop highlights include financial entitlements and secrets to reducing moving stress.

Welcome to San Diego
This course is designed to inform service members and families about the wide range of resources and activities available in Metro San Diego. It is especially useful for individuals who consider themselves “new” to the area or want a “refresher” regarding what San Diego has to offer.

Effective Communication
Are you an effective communicator? Learn strategies for communicating better at home and at work.

Life After the Uniform: The Resilient Spouse
Are you ready for the challenges of life after the military? Whether your spouse is retiring or separating, these tools and resources will help you effectively navigate the process and prepare the whole family for its next adventure.

Mind-Body Mental Fitness (MBMF)
The primary goal of Mind-Body Mental Fitness (MBMF) is to enhance the mind, body, spirit, and social domains in one’s life. Participants will learn proactive pathways to achieve mental fitness, find balance within these domains and gain practical skills that can be utilized daily. The aim is to take a thoughtful and proactive approach to addressing the stressors inherent in the military, rather than a reactionary approach.

* Module 1: Stress Resilience
* Module 2: Mindfulness and Meditation
* Module 3: Living Core Values
* Module 4: Flexibility
* Module 5: Problem Solving
* Module 6: Connection

Navy Spouse 101
Learn the basics of Navy life and how to thrive as a military spouse.

Organize Your Life!
Having a well-organized life reduces stress and improves self-esteem. This hands-on workshop teaches you how to manage your bills, schedule home maintenance, organize closets and much more!

Responsible Anger Management (RAM)
Identify the root of your anger and learn skills to take control of your anger. Redirect your emotions in positive ways which, ultimately, can help you build more effective strategies for success at work and at home. This is an interactive 2-day workshop.

Stress Management
Stress management secrets that will change your outlook. Make time to invest in you.

Time Management
Are you as organized as you want to be? Are you strong at prioritizing? We want to help you get to where you want to be. Learn strategies for managing time effectively as well as understanding the value of prioritizing.

SPECIAL INTERESTS

Building Effective Anger Management Skills (BEAMS)
Develop the resiliency you need to thrive in stressful environments. This workshop explores valuable and proven anger management techniques.

Conflict Resolution
Unmanaged conflict has caused many hardships in the workplace and at home. It can cause people to suffer, missions to fail, and families to separate. Yet, conflict is inevitable. This workshop helps people manage conflict by examining their attitudes and behaviors when faced with conflicting situations. Practicing skills that prevent conflict from escalations, and working with others to solve problems. This allows people to grow, missions to succeed, and families to strengthen.

Call centralized scheduling to register today!
866-923-6478

*PLEASE NOTE SOME CLASSES REQUIRE SPECIFIC OR ADDITIONAL REGISTRATION POLICIES—SEE CLASS DESCRIPTION FOR FURTHER DETAILS ON HOW TO REGISTER*