



# Civilian Career & Leadership Development Program

June 2008

Marine Corps Air Station, Yuma Arizona



## CCLD Shooting Stars

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**Special Thanks and Appreciation to LtCol Ly Fecteau** for her outstanding presentation, May 20, 08, in honor of Asian-Pacific American Heritage Month.



### New CCLD Participants:

- \* Heather Hoban
- \* Vivian Blevins



### CCLD June Birthdays:

- \* Sharon Johnson
- \* Shanna Thomas
- \* Judy Rister
- \* Patricia Weeks
- \* Chris Summers
- \* Mike Batson
- \* Yolanda Sanders

People born in June think far with vision. Easily influenced by kindness. Has lots of ideas and an active mind. Good debating skills. Makes friends easily, shows character, and seldom shows emotions.

**HAPPY BIRTHDAY!**

### Visit our local CCLD SharePoint site at:

<https://intranet.mciwest.usmc.mil/yuma/hro1/cclld2/default.aspx>  
Lot's of great CCLD information, pictures, training calendar, and more.

## Quote of the Month:

"One of the things I learned the hard way was that it doesn't pay to get discouraged. Keeping busy and making optimism a way of life can restore your faith in yourself." *Lucille Ball*



## Upcoming CCLD Training:

### June

- 17 Balance Work and Home, Mike Finch, brown bag lunch
- 18 How to Become a Better Communicator
- 24-26 The 7 Habits of Highly Effective People

### July

- 23 One-Day Dale Carnegie Course

### August

- 6 Successful Team Building

### September

- 17 Civilian Workforce Development Application (CWDA) Demo

**Lots more to come..**

**\*\*\*Active participants and mentors will have priority for training opportunity selection**

Want to be part of the CCLD Team? Start today by emailing your request to:  
CCLD Administrator, Shirley Beyer  
[Shirley.beyer@usmc.mil](mailto:Shirley.beyer@usmc.mil)

Military mentors are greatly appreciated!

## Free On-Line training:

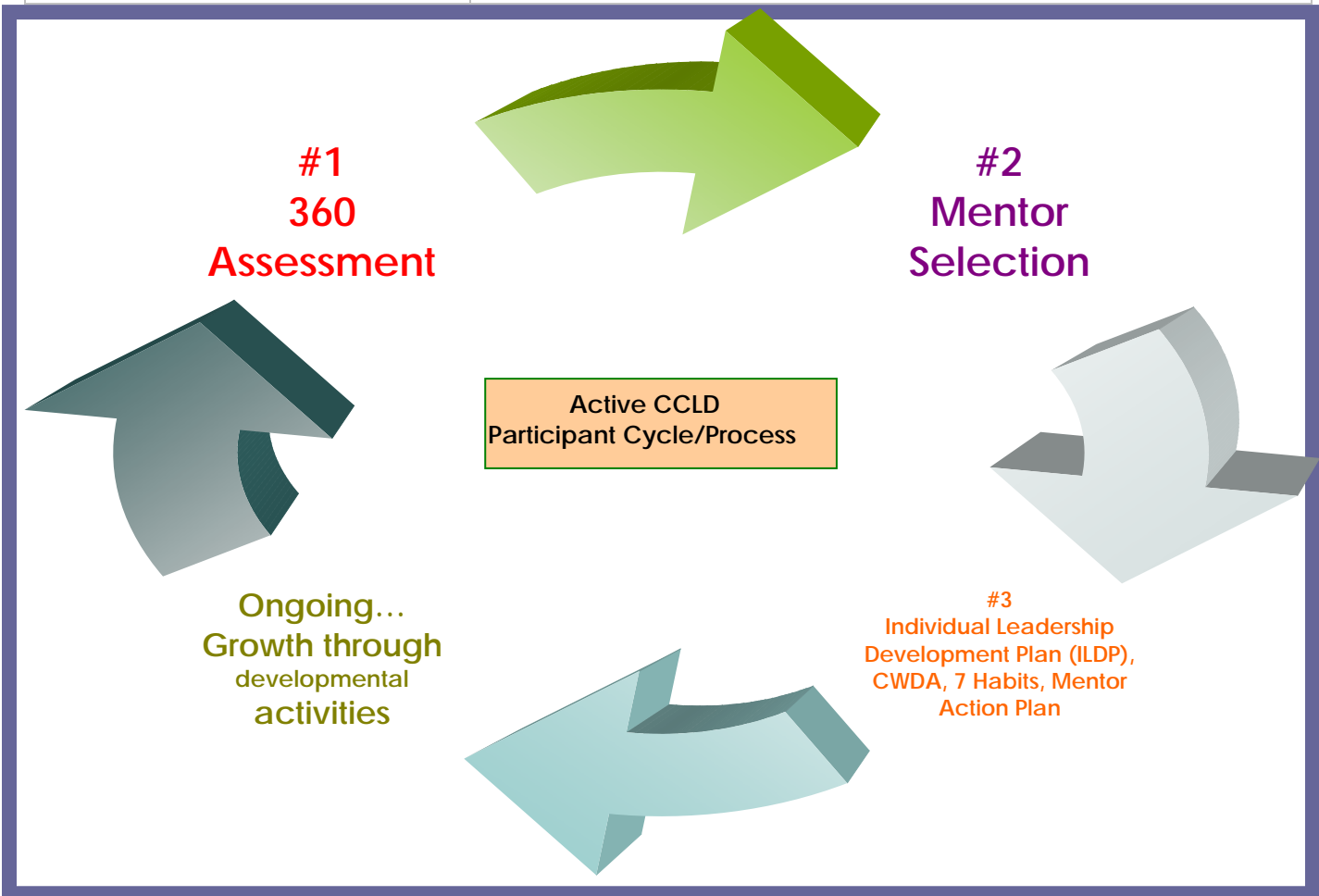
Take advantage of these free training resources. They offer outstanding courses for NSPS, technical, and personal/professional development.

- Marine Corps Institute (MCI)  
[www.mci.usmc.mil](http://www.mci.usmc.mil)
- Navy Knowledge Online (NKO)  
[www.nko.navy.mil](http://www.nko.navy.mil)
- NKO on personal computer  
[www.navylearning.com](http://www.navylearning.com)
- Marine Net  
[www.marinenet.usmc.mil](http://www.marinenet.usmc.mil)





- Benefits to active CCLD Participants and/or Mentors:
- Free local professional and personal development training
  - HQ funded leadership training
  - Develop increase confidence
  - Enhance career satisfaction
  - Build stronger leadership competencies
  - Academic Degree Program for qualified participants/mentors
  - Outstanding networking opportunities
  - Upcoming Rotational Assignment Program
  - CCLD Leadership Book Club
  - And much more..





## June Competency Toolbox:



### “Brainstorming for Action Steps”

*“Brainstorming is fun and exciting and produces an amazing number of good ideas.”*



Brainstorming has proven to produce high-quality ideas for solving problems or achieving goals. Ideally, a small group of people agree to work together to generate ideas. To make effective use of this technique, the group agrees to follow the rules of brainstorming:

- **All ideas are okay and desired** (no matter how silly, impractical, costly, etc.)-The more ideas generated, the better the chance of ending up with effective ones
- **No evaluation or judgment of ideas is allowed**-Negative comments about suggested ideas will quickly stifle creativity and result in individuals’ withholding ideas
- **Everyone contributes**-It is okay to pass if you do not have an idea at the moment but it is important for all to participate to help create synergy (the phenomenon of one person’s idea sparking an idea in someone else)
- **It is okay to “piggyback” on others’ ideas**-Your idea does not have to be completely original; it can be an extension or a different version of an idea that was already suggested
- **Every idea offered is written down**-Later you come back to the list to evaluate and select those that are most usable and likely to help accomplish the goal

Brainstorming is fun and exciting and produces an amazing number of good ideas. It always produces more ideas than one person would have developed on his own and in a very short time. Usually it also results in some ideas that you simply would not have thought of. This is because different people have different experiences, knowledge, and thinking processes. By combining efforts you benefit from these differences.

#### Tip of the Month:

**Ask yourself these questions:** Do you unnecessarily repeat your point? Is it clear what you are trying to convey, or is your message lost in irrelevant stuff that surrounds it? If you had only two minutes to run and catch a plane, would you mind picking up the message on your own voice mail?



## CCLD Resource Library

### We've Got Books!

#### *What competency are you developing this month?*

The CCLD Admin library is filled with knowledge that can be utilized in developing any of the foundation, supervisor, and manager competencies in the CCLD Continuum.

The following audio books are also available to check out:

- "Make Yourself Unforgettable," Dale Carnegie
- "The 7 Habits of Highly Effective People," Stephen R. Covey
- "100 Ways to Motivate Yourself; Change Your Life Forever," Steve Chandler
- "The Secrets of Savvy Networking; How to Make the Best Connections for Business and Personal Success," Susan Roane
- "You Can if You Think You Can," Norman Vincent Peale
- "The Power of Positive Thinking," Norman Vincent Peale
- "Now, Discover Your Strengths," Marcus Buckingham & Donald O. Clifton, Ph.D.
- "Memory Dynamics: How to Retain, Recall, and Remember More," Evelyn Wood
- "21 Ways to Defuse Anger and Calm People Down," Career Track
- Assertive Communication Skills for Professionals: How to Communicate Powerfully, in a Way That's Comfortable for You," Career Track
- "Dealing with Conflict & Confrontation: How to Keep Your Cool, Stand Your Ground and Reach a Positive Solution," Career Track

Please call ahead to check for availability, 269-2302.

Don't forget to add completed books/audio books to your ILDP! Your CCLD Administrator can assist in finding the right book for your needs.

**An active mind results in a healthier outlook on life! Feed the brain. Happy Reading!**

#### Competency of the month: Oral Communication

Books available at CCLD Admin library:

- Thinking on Your Feet
- Never be Lied to Again
- How to Get Your Point Across in 30 Seconds or Less
- Effective Meeting Skills
- Facilitation Skills for Team Leaders

Join our "Meeting for Reading" leadership **book club** today!  
Contact your local CCLD Administrator for details  
[shirley.beyer@usmc.mil](mailto:shirley.beyer@usmc.mil)