



Commander Navy Region Hawaii Human Resources Office Course Announcement

Course:	LEADING TEAMS AND GROUPS
Target Audience:	Supervisors and Managers.
Length:	Two Days (8:00 a.m. to 4:00 p.m.)
Date(s):	22-23 January 2013
Location:	To Be Determined <i>(Insert in SF-182, Section B, Block 1b)</i>
Cost:	\$118 Per Person <i>(Based on 25 Attendees)</i>
Course Description:	This two-day course is designed for managers, team leaders and members, task forces, and work groups seeking to strengthen trusts and communications in the workplace. Overall goal is to build a “dream team” of skilled specialists so that individual performers are pulling together to accomplish organizational missions. Students will: Practice the 5 Functions Model of teams to move from Trust to Results; Learn how to use 4 stages of development to build work groups into teams, Explore ways to increase creativity and resolve conflicts in team projects, Use flexibility and team skills in experiential styles and apply learning to workplace; Identify characteristics of high performing teams, Learn how and when to use group consensus for decisions, and Learn how to diagnose stages of group development and to select a leadership style to fit the situation.
Nomination Process:	To register, scan and e-mail or mail a copy of the approved and properly executed SF-182 to the Pacific Development Center REGISTRAR by the nomination deadline. Please e-mail a request to enroll PRIOR TO SENDING SF-182 to REGISTRAR. Questions should be addressed directly to the Pacific Development Center REGISTRAR. Confirmation letters will be sent by e-mail. <u>Please provide Point of Contact’s name, phone number and e-mail address.</u> <i>(Insert in SF-182, Section B, Block 18)</i>
Nomination Deadline:	11 January 2013
Vendor:	Pacific Development Center, 60 Sparrow Ct, Bailey, CO 80421 <i>(Insert in SF-182, Section B, Block 1a)</i>
Payment Method:	DOD activities are required to use the government purchase card to pay the vendor. The cardholder is responsible for providing the necessary purchase card information to the vendor. DOD activities are to include in <i>Section B, Block 19, of the SF-182</i> the statement “Payment by government purchase card,” the cardholder’s name, card number, expiration date, and phone number of the cardholder. Purchase card issues should be discussed with the vendor at (303) 838-0746. <i>Registrations will not be accepted without the purchase card payment information.</i>

A non-DOD organization/agency, in accordance with agency policy and procedures, may pay by credit card or by another arrangement as discussed with the vendor. If by credit card, the cardholder must include the same cardholder information. *(Insert in SF-182, Section B, Block 19)*

CANCELLATIONS WITHOUT FULL CHARGE TO THE NOMINATING ORGANIZATION WILL BE ACCEPTED ONLY UP TO 30 DAYS BEFORE THE COURSE START DATE.

For Further Information: Pacific Development Center
Ed Doherty
Telephone: (303) 838-0746 in Colorado or 808-772-1998 in Hawaii
E-mail Address: Pacific.Development@yahoo.com

Course Manager: Val Nomura, HRO CNRH
Telephone: (808) 471-1722

SAID Code: **20000** *(Insert in SF-182, Section B, Block 19)*

For further information concerning selection, payments, and cancellation procedures, see https://www.cnmc.navy.mil/navycni/groups/public/documents/document/cnmc_a129357.pdf