



Commander Navy Region Hawaii Human Resources Office Course Announcement

Course: **COACHING, COUNSELING AND MENTORING**

Target Audience: Managers and Supervisors

Length: **Two Days** (8:00 a.m. To 4:00 p.m.)

Date(s): **9-10 May 2013**

Location: To Be Determined (*Insert in SF-182, Section B, Block 1b*)

Cost: **\$195 Per Person**

Course Description: The overall objective of this course is to assist attendees in obtaining or increasing knowledge in three critical supervisory and leadership skills:

This two-day course will focus on the Coaching role including techniques, factors of motivation, giving constructive feedback, developing trust and rapport, and building on the strengths of your employees. This important leadership skill is essential to getting the organizational results that are mission driven. Good communication and observation skills assist in making good coaching calls.

Counseling is a skill that managers and supervisors use to connect more formally with their employees. In the course of incorporating and working towards goals that attain the mission, the supervisor may have to have the courage needed to recognize excellent performance or address areas of concern. LSA helps supervisors understand the positive power of counseling.

Mentoring taps the knowledge and skills that reside in leaders and shares this expertise in such a manner as to increase organizational efficiency, job satisfaction, morale, career development, leadership and influencing skills. This interactive program defines the coaching and mentoring role and the skills required to be an effective mentor and/or protégé. Because mentoring is a connection skill, we work with several variants of the basic program to provide supervisors with program variations that assist in mission attainment.

Note: all enrollees on the roster will be provided an optional and complementary online assessment that they can complete before, during or after the class to increase self-awareness of their productivity and communication skills.

Vendor Web Address: www.LsaSolutions.com

- Nomination Process:** To register, FAX, scan and e-mail or mail a copy of the approved and properly executed SF-182 to the Leadership Solutions Associates LLC REGISTRAR by the nomination deadline. *Questions should be addressed directly to Leadership Solutions Associates LLC Seminars. Confirmation letters will be sent by e-mail. **Please provide Point of Contact's name, phone number and e-mail address.** (Insert in SF-182, Section B, Block 18)*
- Nomination Deadline:** **8 April 2013**
- Vendor:** Leadership Solutions Associates LLC, 1419 Nantahala Beach Road, Gulf Breeze, FL *(Insert in SF-182, Section B, Block 1a)*
- 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 *Section B, Block 19, of the SF-182* 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 (850) 529-1759. *Registrations will not be accepted without the purchase card payment information.*
- 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:** Leadership Solutions Associates LLC
Telephone: (850) 529-1759, FAX (850) 201-6921
E-mail Address: leadershipsolutions@me.com
Course Manager: Val Nomura, HRO CNRH
Telephone: (808) 471-1722
- SAID Code:** **15000** *(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/cnmcip_a129357.pdf