



**Human Resources Service Center Southeast
Training Center, Code 30
1800 Dong Xoai, Moreell BLDG 60
Gulfport, MS 39501
COURSE ANNOUNCEMENT #G13-09**

COURSE TITLE: Introduction to Supervision

VENDOR: Carl H. Swartz & Associates 39 Chesbro Bridge RD, Columbia, CT 06237

DATE(S): 29 April to 2 May 2013

TIME: 8:00-4:00

LOCATION: HRSC SE, Training Center, 1800 Dong Xoai Ave, Moreell Building 60, Rm 118 CBC
Gulfport, MS

COST PER PERSON: \$350.00

DEADLINE FOR REGISTRATION: . Submit a SF 182 NLT 2 April 13 to the POC stated below

COURSE DESCRIPTION: Too many people are tossed into a supervisory position without the orientation to management authority and leadership roles. This course is designed to teach the new manager how to perform functions like: leadership, planning, problem-solving, decision-making, quality-oriented management, conflict resolution (dealing with difficult people), how to motivate staff, develop communication skills, and others. The following topics: Change, developing teams, coaching, counseling, performance evaluation, understanding Cultural Diversity to build a productive workforce. The course emphasizes realistic application through examples of real government experiences, discussion, video(s), experiential exercises, and case studies. Upon completion of this course, participants will be able to:

- Exercise their authority by utilizing motivation, leadership, discipline, counseling, coaching, and evaluation skills.
- Develop techniques for the planning of resources to reach objectives and/or suspense dates.
- Apply the appropriate styles of leadership and communication skills to department needs and to employees.
- Be effective decision-makers and problem-solvers.
- Management people of diverse backgrounds and build employees into teams, to better achieve mission.

ELIGIBILITY: Recommended for both military and civilian employees who supervise DON civilians.

ENROLLMENT POINT OF CONTACT: Lucy Galster at DSN: 868-2641 or
Comm (228) 871-2641 or email: lucy.galster@navy.mil

REGISTRATION INFORMATION: Fax your SF 182 to HRSC SE, Attention: Lucy Galster, Fax DSN: 868-2400 or Commercial (228) 871-2400 or scan and email. Class size is limited and enrollment will be on a first come first serve basis. This course can only be attended by those activities that have the ability to pay using the government purchase card. **The cardholder's name, mailing address and commercial telephone number must be in block 6. In addition, please provide your email address on the SF 182. The course coordinator should be notified immediately of any need for special accommodations, i.e., wheelchair access, sign language interpreter, reader, etc.**

CANCELLATION: To cancel an employee from training after submission of a SF 182, written notification must be received prior to the registration deadline. Substitutions after the registration deadline are authorized provided the POC is notified prior to class date. Failure to do so will result in the activity paying the tuition fee.