



**Human Resources Service Center Southeast
Training Center, Code 30
Gulfport, MS 39501
COURSE ANNOUNCEMENT # G13-11**

COURSE TITLE: Communication Skills for Supervisors & Managers

VENDOR: Hodges Consulting Group 2841 Sautee Trail Conley ,GA 30288

DATE(S): 20 Feb 2013

TIME: 8:00 to 4:00

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

COST PER PERSON: \$99.00

DEADLINE FOR REGISTRATION: Submit A SF 182 NLT 30 Jan 2013 to the POC stated below.

COURSE DESCRIPTION: Objectives: This course is designed to help students understand others better by understanding themselves. Understanding yourself can enhance communication skills, reduce conflict management, increase effective listening and openness to positive and constructive feedback. This course also focuses on how to help employees understand themselves and how to communicate more effectively with their employees, for motivation and productivity..

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. 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.