

**Conflict Resolution in the Federal Workplace
(SAID: 21000)**

DATE / TIME:	28 – 29 August 2013 (0800-1600)
COST:	\$235 per person based on 18 - 25 attendees.
NOMINATION DEADLINE:	11 July 2013
DESCRIPTION:	<p>This course is designed for <u>all</u> Federal personnel (military and civilian) and specifically addresses what conflict is, its sources and the skills required to resolve it in the Federal workplace with minimum disruption to mission attainment. Conflict is neither good, nor bad, it just is. Leadership Solutions Associates, LLC (LSA) has worked with key resources to construct a course that not only provides insight as to the source of conflict in the workplace, but also how to resolve it on multiple levels.</p> <p>The course of instruction includes:</p> <ul style="list-style-type: none"> • How to Resolve Conflict Effectively • How to Encourage Constructive Feedback from Others • How to Bring Out the Better Side of Difficult People • How to Speak Out Without Putting Other People Down • How to Contribute to the Success of Your Team • Communication Issues Employees & Supervisors in the Performance Review • Breaking Down Workplace Resistance and much more... <p>LSA's course does not put attendees on the spot and is suitable for both workplace introverts and extroverts. We look at the realities of the Federal workplace where the Merit System Principles and Prohibited Personnel Practices are the lead requirements but also where the daily demands of mission attainment can cause stress and friction at times among team members.</p> <p>Our training focuses on actually seeing these realities for what they are and providing coping skills and alternatives to disruptive activities that reduce mission attainment. This course also includes an online leadership; management and communication DISC based assessment as part of the course.</p> <p>** This course of instruction also provides an <u>online managerial assessment</u> that can be completed prior to the course convening date to assist the Supervisor in honing their personnel leadership and management skills. Once the training confirmed RWD will indicate that instruction.</p>

TARGET AUDIENCE:	All federal personnel (military, civilian, MLC/IHA, NAF)
VENDOR:	Leadership Solutions Associates, LLC (LSA) Gulf Breeze, FL 32563 Tel. (850) 529-1759 or 1761 Fax. (850) 201-6921 Email: leadershipsolutions@icloud.com Web: www.LsaSolutions.com
LOCATION:	Bldg A-20, 2F Classroom, Yokosuka Naval Base
POC:	Commander, Navy Region Japan (CNRJ), Regional Workforce Development (RWD) at 243-7328/7079
NOMINATION PROCEDURES:	You must have supervisory authority first. To confirm your seat, you MUST submit a completed SF-182 form to RWD NLT 11 JUL 13 . To reserve a seat prior to nomination deadline, email rwd-student-services@fe.navy.mil or call DSN 243-7328. If SF-182 form is not received by that date your reservation will be cancelled.
PAYMENT METHODS:	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. Please put the statement “ Payment by government purchase card, ” in Section B, Block 19, of the SF182. <u>For security reasons, do not put card information on the SF182.</u> The payment issues should be discussed with the vendor directly. RWD will send a confirmation email just after the nomination deadline. Subsequently, the cardholder at your activity needs to provide the card information directly to the vendor promptly after receiving RWD’s confirmation. PAYMENT WILL BE PROCESSED PRIOR TO CLASS COMMENCING. If your command/activity permits, you can pay for this training by your own personal credit card (VISA only). (Please indicate “payment by personal credit card” on SF-182 in Sec. B Block 19.) You will be responsible for coordinating your payment directly with the vendor prior to class commencing.
NOTE:	<ul style="list-style-type: none"> • Cancellations after the nomination deadline date are liable for payment. • For SF-182, Training Type Code is (02) and Sub Type Code is (21). • No PII information should be provided (SSN, Date of birth, etc). • Only legal names should be provided on SF-182 forms (no nick names). <p>RWD will process student completions in DCPDS. Military attendance records will be shared with CNRJ N7 for processing as appropriate.</p>