Human Resources Management for Supervisors
– "YOKOSUKA"
(SAID: 20000)

DATE/TIME:	**30 January – 3 February 2017 (0800-1600)**
COST:	None
NOMINATION DEADLINE:	**20 January 2017**
DESCRIPTION:	This is a comprehensive supervisory course that covers the information needed to successfully perform as a supervisor of U.S. civil service employees. The course provides a framework of understanding for successfully operating within the framework of the Department of the Navy and Civil Service systems. The course is designed to provide new and/or seasoned supervisors and managers with an understanding of their responsibilities in managing employees. Topics of discussion will include: *staffing and recruitment, classifying jobs under GS, performance and incentive awards, automated personnel data system, training and developing the employee, worker's compensation, Equal Employment Opportunity, overseas allowances, Civilian Employee Assistance Program, leave administration, performance management and managing conduct and performance- based problem. Briefing on the MLC and IHA*
TARGET AUDIENCE:	• Probationary civilian supervisors • Military members who supervise APF civilians, or • Any supervisor who needs a refresher on their human resources management responsibilities of APF civilians.
CEU and ACCREDITATION	This course satisfies the following mandatory training requirements: 1) Annual EEO training by 29 CFR 1614.102 2) New Supervisor and Refresher Supervisory (once every 3 years) mandatory training by 5 CFR 412
VENDOR:	Commander, Navy Region Japan, Human Resources Office Yokosuka
LOCATION:	Bldg A-20 2F, RWD classroom, Yokosuka Naval Base
POC:	Commander, Navy Region Japan (CNRJ), Workforce Development (RWD) at 243-7079
NOMINATION PROCEDURES:	You must have supervisory authority first. To confirm your seat, you MUST submit a completed SF-182 form through your training office to RWD **NLT the nomination deadline date above**. To reserve a seat prior to nomination deadline, email: mailto:rwd-student-services@fe.navy.mil or call DSN 243-7079. If SF-182 form is not received by that date your reservation will be cancelled.
REASONABLE ACCOMMODATION REQUESTS:	If you require reasonable accommodation, please note that with your registration and provide us with contact information so we may contact you prior to the training to discuss. Or you may contact our Reasonable Accommodation Manager at DSN 315-243-9579
NOTES:	-No PII information should be provided (SSN, Date of birth, etc). -Only legal names should be provided on SF-182 forms (no nick names). -RWD will process student completions in DCPDS.