



Commander Navy Region Hawaii Human Resources Office Course Announcement

Course:	COMMUNICATING EFFECTIVELY WITH YOUR WORKERS
Target Audience:	Supervisors, Managers and Leaders
Length:	1 Day (8:00 a.m. to 4:00 p.m.)
Date(s):	10 January 2013
Location:	To be determined (<i>Insert in SF-182, Section B, Block 1b</i>)
Cost:	\$130 (based on 15 attendees)
Course Description:	<p>Ineffective communication skills can lead to misunderstandings and missed opportunities, and can damage your credibility. This program is for supervisors, managers, team leaders and others who want to maximize their positive impact on others, enrich the quality of their relationships and increase their effectiveness and productivity on the job.</p> <p>The topics covered are: Obtain cooperation while maintaining respect; enable others to solve problems by clarifying the real issue; Minimize conflict and build group commitment through consensus - driven decision making; Model and advocate for inclusiveness and respect for diversity; Make trade - offs without being a pushover; Distinguish between assertive, passive, and aggressive behaviors; Implement outcome based, results principles when planning without strong arm tactics; Conduct goal setting, day - to - day coaching, and performance reviews so that it benefits both the employee and the organization; Find alternatives to working with difficult people; Develop solutions to problems that are acceptable to all parties involved; Save time, energy, and talent by improving the "people side" of your job.</p>
Nomination Process:	FAX, scan and e-mail or mail a copy of the approved and properly executed SF-182 to the Bryan & Bryan Associates REGISTRAR by the nomination deadline. <i>Questions should be addressed directly to the Bryan & Bryan Associates REGISTRAR.</i> Include student's fax number when completing the application. <u>Confirmation letters will be sent by e-mail.</u> <u>Please provide Point of Contact's name, phone number and e-mail address.</u> (<i>Insert in SF-182, Section B, Block 18</i>)
Nomination Deadline:	20 December 2012
Vendor:	Bryan & Bryan Associates, 3521 105 th Place SE, Everett, WA 98208 (<i>Insert in SF-182, Section B, Block 1a</i>)
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 (425) (337-1838). Registrations will not be accepted without the purchase card payment information. Questions should be addressed directly to the Bryan & Bryan Associates REGISTRAR. Include student’s fax number when completing the application.

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: Bryan & Bryan Associates
Telephone: (425) 337-1838, FAX (425) 338-4509
E-mail Address: bandb@bryanandbryanassoc.com

Course Coordinator: Val Nomura, HRO CNRH
Telephone: (808) 471-1722

SAID Code: **53000** *(Insert in SF-182, Section B, Block 19)*

For further information concerning selection, payments, and cancellation procedures, see https://www.cnic.navy.mil/navycni/groups/public/documents/document/cnicp_a129357.pdf