



Commander Navy Region Hawaii Human Resources Office Course Announcement

Course:	EFFECTIVE PRESENTATIONS
Target Audience:	All Federal Civilian and Military Personnel
Length:	Two Days (8:00 a.m. To 4:00 p.m.)
Dates:	13-14 February 2013
Location:	To be determined (<i>Insert in SF-182, Section B, Block 1b</i>)
Cost:	\$220
Course Description:	<p>This two-day course emphasizes the rock-solid basics of making effective presentations: Knowing your purpose and the needs of your audience; knowledge of your subject; structuring and practicing your presentation; choosing the best audiovisuals; delivery: choice of words, use of voice and body language; dealing with any speech anxiety; interacting with your audience. This is a "knowing how" course in which participants will practice with skill-building exercises. The course will be in a workshop format with brief lecturettes by the instructor. The practice activities will focus on specific behaviors with coaching by the instructor and feedback from the other participants. Practice activities will be distributed throughout this course.</p>
Nomination Process:	<p>To register, FAX, scan and e-mail, or mail a copy of the approved and properly executed SF-182 to the Working Knowledge REGISTRAR by the nomination deadline. Questions should be addressed directly to the Working Knowledge REGISTRAR at (702) 629-1999, FAX (702) 363-9170. <u>Confirmation letters will be sent by e-mail. <i>Please provide Point of Contact's name, phone number and e-mail address.</i></u> (<i>Insert in SF-182, Section B, Block 18</i>)</p>
Nomination Deadline:	14 January 2013
Vendor:	Working Knowledge, 9030 West Sahara Avenue #430, Las Vegas, NV 89117 (<i>Insert in SF-182, Section B, Block 1a</i>)
Payment Method:	<p>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 <i>Section B, Block 19, of the SF-182</i> the statement "Payment by government purchase card," the cardholder's name, card number, expiration date, and phone number of the cardholder. Purchase card issues and questions should be addressed directly to the Working Knowledge REGISTRAR at (702) 629-1999. <i>Registrations will not be accepted without the purchase card payment information.</i></p> <p>A non-DOD organization/agency, in accordance with agency policy and procedures, may pay by credit card or by another arrangement as</p>

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: Working Knowledge
Dr. Loren Ekroth
Telephone: (702) 629-1999, FAX (702) 363-9170
E-mail Address: loren@conversationmatters.com
Course Manager: 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