



Commander Navy Region Hawaii Human Resources Office Course Announcement

Course:	THE SUCCESSFUL MANAGER
Target Audience:	Managers and Supervisors
Length:	One Day (8:00 a.m. To 3:00 p.m.)
Date(s):	10 September 2013
Location:	To Be Determined (<i>Insert in SF-182, Section B, Block 1b</i>)
Cost:	\$80 Per Person
Course Description:	<p>This one-day course will help supervisors rejuvenate sluggish performance in their departments and transform old problems into win-win solutions. This course is designed to help supervisors successfully manage their people, their tasks, their time and themselves. It's training that will empower supervisors in ways that positively influence morale and the bottom line. Instructor-led discussions, group exercises and hands-on practice will help drive home key supervisory skills. Key learning points: The difference between effective leadership and "being the boss;" Using delegation to empower your people, Time management skills for accomplishing projects, 10 tips for managing your time more efficiently, The 6 most common pitfalls of new or under-trained supervisors, Ways to turn difficult workers into allies, The knack of exercising your authority without antagonizing others, and How to build a team that consistently performs at its best. Agenda: The role of the supervisor, Getting it all done, Building a better team, The challenges of change, and Into your future.</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 Fred Pryor Seminars REGISTRAR by the nomination deadline. <i>Questions should be addressed directly to Fred Pryor Seminars. Confirmation letters will be sent by e-mail. Please provide Point of Contact's name, phone number and e-mail address.</i> (<i>Insert in SF-182, Section B, Block 18</i>)</p>
Nomination Deadline:	9 August 2013
Vendor:	Fred Pryor Seminars, 5700 Broadmoor Street, Suite 300, Mission, KS (<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 should be discussed with the vendor at (913) 967-8347. <i>Registrations will not be accepted without the purchase card payment information.</i></p>

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: Fred Pryor Seminars
Telephone: (913) 967-8347, FAX (913) 967-8580
E-mail Address: Roakman@pryor.com
Course Manager: Val Nomura, HRO CNRH
Telephone: (808) 471-1722

SAID Code: **15000** *(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