



Commander Navy Region Hawaii Human Resources Office Course Announcement

Course:	THE SUPERVISOR'S ROLE IN HUMAN RESOURCES MANAGEMENT
Target Audience:	In completing the SF-182, ensure that you indicate in Section B, Block 18, "Training Objective," the Eligibility Status of the nominee as follows: (1) Supervisors with an identified performance deficiency; (2) Civilians appointed within last 12 months to supervisory positions in the competitive service serving probationary periods; (3) New military supervisors of civilian personnel; (4) Experienced supervisors (civilian and military) with a need to update knowledge of personnel management; and (5) Individuals who occupy positions with some supervisory duties but less than those required to meet the definition of "supervisor." <i>Note: Position must meet the criteria for a supervisor under the Supervisory Guide.</i> <i>This course is open only to HRO CNRH serviced activities. Personnel from other Federal Agencies may not attend.</i>
Length:	Four days 8:00 a.m to 4:00 p.m.
Dates:	15-18 April 2013
Location:	To be determined (<i>Insert in SF-182, Section B, Block 1b</i>)
Cost:	\$325 Per Person
Course Description:	This course meets the Department of the Navy requirement for training newly selected supervisors of civilians in the human resources management aspects of the supervisor's job.

Specific course content:

Merit System Principals
Prohibited Personnel Practices
Civilian Employee Assistance Program
Managing Employee Performance
Writing Critical Elements
Writing Employee Assessments
Leave (including the FMLA)
Timekeeping Responsibilities
Civilian Incentive and Awards Programs
EEO
Alternate Dispute Resolution
Employee Development
Worker's Compensation
Leave Administration
Job Classification

Conduct and Discipline
Douglas Factors
Staffing and Affirmative Employment
Labor-Management
Collective Bargaining Agreements
Supervisory Authorities and Responsibilities
The Federal Employees Compensation Act

This course addresses the DoD Civilian Leader Development Framework Competency: Human Capital Management.

- Nomination Process:** To register, FAX, scan and e-mail or mail a copy of the approved and properly executed SF-182 to the Leadership Solutions Associates, LLC REGISTRAR by the nomination deadline. *Questions should be addressed directly to Leadership Solutions Associates LLC Seminars. Confirmation letters will be sent by e-mail. **Please provide Point of Contact's name, phone number, Fax number and e-mail address.** (Insert in SF-182, Section B, Block 18)*
- Nomination Deadline:** **15 March 2013**
- Vendor:** Leadership Solutions Associates, LLC, 1419 Nantahala Beach Rd., Gulf Breeze, FL 32563 *(Insert in SF-182, Section B, Block 1a)*
- 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 (850) 529-1759. *Registrations will not be accepted without the purchase card payment information.*
- CANCELLATIONS WITHOUT FULL CHARGE TO THE NOMINATING ORGANIZATION WILL BE ACCEPTED ONLY UP TO 30 DAYS BEFORE THE COURSE START DATE. ORGANIZATIONS MAY SUBSTITUTE PERSONNEL UP UNTIL THE COURSE STARTS***
- For Further Information:** Leadership Solutions Associates, LLC
Telephone: (850) 529-1759 or 1761, FAX (850) 201-6921
E-mail: leadershipsolutions@me.com
- Course Manager: Val Nomura, HRO CNRH
Telephone: (808) 471-1722
- SAID:** **21000** *(Insert in SF-182, Section B, Block 19)*