



Commander Navy Region Hawaii Human Resources Office Course Announcement

Course:	INTRODUCTION TO SUPERVISION
Target Audience:	New supervisors, managers or team leaders. Supervisors/Managers who may need a refresher.
Length:	FOUR days 8:00 a.m. To 4:00 p.m.
Date(s):	5-8 March 2013
Location:	To be determined (<i>Insert in SF-182, Section B, Block 1b</i>)
Cost:	\$340
Course Description:	<p>Effective supervision is critical to the success of every organization. This program provides the competencies most needed by supervisors. This program focuses on the fundamentals of supervision, team building, and conflict management while enhancing interpersonal skills, decisiveness, and flexibility.</p> <p>This skill-building course will enable you to make the transition from worker to supervisor.</p> <p>COURSE OBJECTIVES</p> <p>Upon completion of the course, participants should be able to:</p> <ul style="list-style-type: none">• Communicate effectively to including active listening, selling ideas, and meeting management• Flex leadership style to meet the follower's needs• Develop a plan of action and stay on track to completion• Boost worker productivity, enthusiasm, and commitment• Handle performance problems in accordance with the organization's policies• Turn a diverse group of people into a smooth - functioning team <p>SPECIFIC TOPIC AREAS</p> <ul style="list-style-type: none">• Making the transition from worker to supervisor• Supervisory responsibility and acceptable conduct• Communication skills that make the difference• Managing conflict among employees and teams• Planning, organizing, implementing, and evaluating work• Leadership style -- using different approaches• Correcting problem behavior and poor performance• Manage projects and deadlines• Manage and motivate today's diverse workforce• Managing time and stress to get maximum results• Take action with the customer in mind
Nomination Process:	To register, FAX or scan and e-mail a copy of the approved and properly executed SF-182 to Bryan and Bryan Associates, REGISTRAR to

bandb@bryanandbryanassoc.com by the nomination deadline. Questions should be addressed directly to Bryan and Bryan Associates, REGISTRAR. Confirmation letters will be sent by e-mail. ***Please provide Point of Contact's name, phone number and e-mail address.*** (Insert in SF-182, Section B, Block 19)

Nomination Deadline: 5 February 2013

Vendor: Bryan and Bryan Associates, 3521 105th Place SE, Everett, WA 98208
(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 (425) 337-1838. *Registrations will not be accepted without the purchase card payment information.*

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

Course Manager: Judy Aranaydo, HRO CNRH
Telephone: (808) 471-1723

SAID Code: 21000 (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