



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.)
Dates:	6-9 August 2013
Location:	To Be Determined (<i>Insert in SF-182, Section B, Block 1b</i>)
Cost:	\$380
Course Description:	<p>Moving into a new role as a supervisor can be a significant challenge. The role of supervisor has major differences from an employee role in terms of responsibilities and skills that are required. In this course, we will understand the difference in responsibilities and some of the common challenges. We will learn the major skills required for success: effective interpersonal communication, motivation and positive reinforcement, effective delegation, managing conflict, constructively dealing with change and building teams.</p> <p>The course will cover: Understand the role differences between supervisors and non-supervisors; Understand the major challenges of making the transition to supervision; Learn the key leadership approaches of successful supervisors; Identify key elements to effective group problem solving; Understand differences in employees and their perceptions; Understand and enhance skills in the following areas: Motivation and positive reinforcement, Effective interpersonal communications, Managing teams successfully, Managing and helping employees with change, Managing conflict effectively, Effective empowerment and delegation, Leadership skills for supervisors.</p>
Nomination Process:	<p>Contact vendor if interested in enrolling and follow up by submitting the SF-182. FAX or scan and e-mail a copy of the approved and properly executed SF-182 to the HR ChangeWorks REGISTRAR by the nomination deadline. Highly preferred method is a scanned e-mail copy to rick@hrchangeworks.com. If faxing is the only method available to you, please call the REGISTRAR first. Questions should be addressed directly to the REGISTRAR at (818) 991-7542. <u>Confirmation letters will be sent by e-mail.</u> <i>Please provide both student and Point of Contact's name, phone number, e-mail address.</i> (<i>Insert in SF-182, Section B, Block 18</i>)</p>
Nomination Deadline:	8 August 2013
Vendor:	HR Changeworks, 3737 Liberty Canyon Rd., Agoura Hills, CA 91301 (<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 <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 with the vendor at (818) 991-7542. *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 DATE.

For Further Information: HR Changeworks
Rick Isaac
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E-mail Address: rick@hrchangeworks.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