



**Human Resources Service Center Southeast
Training Center, Code 30
1800 Dong Xoai, Moreell BLDG 60
Gulfport, MS 39501
COURSE ANNOUNCEMENT #G13-10**

COURSE TITLE: Supervisors Role in HR Management

VENDOR: Reeves & Martin Associates 6806 Jones Valley Dr. Huntsville, AL 35802

DATE(S): 11-14 March 2013

TIME: 8:00-4:00

LOCATION: HRSC SE, Training Center, 1800 Dong Xoai Ave, Moreell Building 60,Rm 105 CBC
Gulfport, MS

COST PER PERSON: \$325.00

DEADLINE FOR REGISTRATION: . Submit a SF 182 NLT 18 FEB 2013 to the POC stated below

COURSE DESCRIPTION: Introductory course in supervision for the new supervisor, potential supervisor or for refresher training for the experienced supervisor. The object is to provide a framework of understanding for successfully operating within the structure of the DOD, Navy and civil service systems. This course is structured to give the supervisor a sound base upon which to build the skills necessary to make the transition to supervision. Balance coverage is given to provide a broad understanding to the supervisor's role in management; basic supervisory authorities, responsibilities and functions; legal and regulatory requirements, and specific skills needed for success as a supervisor or civil service employee.

Day 1: Course overview, Position Classification and Position Management, staffing and employment.

Day 2: Merit Promotion and Non-Competitive Promotions, Selection interviews, Reduction-in-Force, EEO, The Employee Complaints System.

Day 3: Civilian Employee Assistance Program, Labor-Management Relations, Employee Relations-Conduct and Discipline.

Day 4: Managing Employee Performance/ Recognition and Awards, the Federal Employee Compensation Act, Training and Career Development, Leave Administration, Hours of Work and Pay.

ELIGIBILITY: Recommended for both military and civilian employees who supervise DON civilians.

ENROLLMENT POINT OF CONTACT: Lucy Galster at DSN: 868-2641 or
Comm (228) 871-2641 or email: lucy.galster@navy.mil

REGISTRATION INFORMATION: Fax your SF 182 to HRSC SE, Attention: Lucy Galster, Fax DSN: 868-2400 or Commercial (228) 871-2400 or scan and email. Class size is limited and enrollment will be on a first come first serve basis. This course can only be attended by those activities that have the ability to pay using the government purchase card. **The cardholder's name, mailing address and commercial telephone number must be in block 6. In addition, please provide your email address on the SF 182. The course coordinator should be notified immediately of any need for special accommodations, i.e., wheelchair access, sign language interpreter, reader, etc.**

CANCELLATION: To cancel an employee from training after submission of a SF 182, written notification must be received prior to the registration deadline. Substitutions after the registration deadline are authorized provided the POC is notified prior to class date. Failure to do so will result in the activity paying the tuition fee.