

Leadership Skills for Non-Supervisors

(SAID: 43100)

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| DATE/TIME: | 9 – 10 December 04 (0800-1600) |
| COST: | \$250 per person |
| DESPRIPTION: | Whether or not you are a supervisor, you still must work with others to accomplish your tasks. The purpose of this course is to increase individual and group communication and cooperation skills to provide for more effective and efficient workplace environment. The course will focus on individual actions and solutions for improving communication skills, working with difficult people, working effectively in groups, and managing office tension, conflict, and stress. |
| ELIGIBILITY: | This course is designed for individuals who lead others, office coordinators and other non-supervisory employees who want to enhance their leadership skills. |
| VENDOR: | John R. Morrisette, Ph.D. 2992 Walling Way, Beavercreek, Ohio 45434 |
| LOCATION: | HRO (Build#1472) Classroom |
| POC: | Commander, U.S. Naval Forces, Japan (CNFJ), Regional Training Office (RTO) N114 at 243-8182. |
| NOMINATION PROCEDURES: | Submit Training Request (DD Form 1556) via appropriate management chain and activity training coordinator to CNFJ, RTO, N114 NLT 15 Oct 04 . <u>Payment method for the course is a DD form 1556 with a line of accounting.</u> Payment by a credit card will not be accepted. |
| NOTE: | Cancellations after deadline date are liable for payment. |