

## The Supervisor's Role in Human Resources Management

(SAID: 20000)

<b>DATE/TIME:</b>	<b>1 – 4 February 05</b> (0800-1600)
<b>COST:</b>	<b>\$440</b> per person
<b>DESCRIPTION:</b>	The course meets the Department of the <b>Navy requirement for training newly selected supervisors of civilians</b> in the human resources management aspects of the supervisor's job. Area covered include Staffing, Classification, Position Management, Employee Development, Worker's Compensation, Performance Management, EEO, HIV/AIDS, Civilian Employee Assistance Program and Labor Relations. <u>This course satisfies the mandatory requirement for Civilian Personnel Management for Supervisors course for newly appointed supervisors.</u>
<b>ELIGIBILITY:</b>	In completing the DD Form 1556, ensure that Block 20, Item g, "Allocation Status" block, identifies the nominees' Status as follows: (1) Supervisors with an identified performance deficiency; (2) Civilians appointed within last 12 months to supervisory positions in the competitive service servicing 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 "supervisors." Position must meet the criteria of supervisor under the Supervisory Guide. <b>This course is open only for military and civilian employees of the U.S. Navy and the U.S. Marine Corps and other serviced commands.</b>
<b>VENDOR:</b>	Reeves-Martin & Associates, P. O. Box 14043, Huntsville, AL 35802 (Insert in DD Form 1556, Blocks 19a & b)
<b>LOCATION:</b>	HRO (Bldg#1472) Training Classroom
<b>POC:</b>	Commander, U.S. Naval Forces, Japan (CNFJ), Regional Training Office (RTO), N114 at 243-8182.
<b>NOMINATION PROCEDURES:</b>	Submit Training Request (DD Form 1556) via appropriate management chained activity training coordinator to CNFJ, RTO, N114 NLT <b>30 November 04</b> . <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.
<b>NOTE:</b>	Cancellations after deadline date are liable for payment.