

Introduction to Supervision

(SAID: 20000)

DATE/TIME:	5 - 8 April 2005 (0800-1600)
COST:	\$440 per person
DESCRIPTION:	The course provides an introduction to supervision and management for the newly assigned first-time supervisor. This four day introductory course in supervision is designed to provide a sound base on which to build the skills necessary to make the transition to supervision. Balanced coverage is given to provide a broad understanding of the supervisor's role in management, basic supervisory functions, and specific skills needed for success as a supervisor. Provides the new supervisor with the knowledge and skills to effectively lead and direct group efforts with confidence.
ELIGIBILITY:	Newly appointed supervisors and Experienced supervisors who want to update their leadership competencies. The course is also extremely valuable for those who attend "The Supervisor's Role in Human Resources management" course.
VENDOR:	Reeves-Martin & Associates, P.O. Box 14043, Huntsville, AL 35802 (Insert in DD Form 1556, Block 19a & b)
LOCATION:	Yokosuka Naval base (The classroom will be determined later)
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 1 Feb 05 . Payment method for the course is a DD form with line of accounting. Payment by credit card will not be accepted.
NOTE:	Cancellations after nomination deadline date are liable for payment.