

FY13 CALENDAR (OCTOBER 2012-SEPTEMBER 2013)

SUPERVISORY	COST	COURSE DATES											
		OCT 12	NOV 12	DEC 12	JAN 13	FEB 13	MAR 13	APR 13	MAY 13	JUN 13	JUL 13	AUG 13	SEP 13
Coaching for Outstanding Performance	\$200							08				13	
Creating the Emotional Intelligent Workplace	\$220					26						12	
Dealing w Difficult Situations & Employees (1/2 day)	\$150					27							
Dynamic Leadership	\$825							29 Apr -01 May					
Health & Wellness for Supervisors (1/2 day)	\$150							09				14	
Managing for Maximum Performance	\$200					25							
Managing Stress & Time	None		29			07			16				19
NAVAIR Supervisory Personnel Management (Mandatory for New Probationary Supervisors)	None			03-05				01-03				5-7	
NAVAIR Supervisory Personnel Management Refresher (Mandatory for Non-Probationary Supervisors)	None	16-17	13-14	11-12	22-23	19-20	19-20	16-17	14-15	11-12	09-10	20-21	17-18
QUARTERLY NO-COST TRAINING	None			06			21			05			11
Resolving Conflict & Disputes	\$200							10					

NOTE: Schedule continued on next page.

COURSE TITLE:	<i>COACHING FOR OUTSTANDING PERFORMANCE</i>
VENDOR:	The Corporate Center at College of Southern Maryland 22950 Hollywood Road Leonardtown, MD 20650
LOCATION:	Career Development Center, Building #2189
DATE: 08 April 13 13 August 13	NOMINATION DEADLINE: 08 March 13 13 July 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	Supervisors face many challenging issues; including helping their staff members achieve goals and avoid problems. This course will teach supervisors techniques to coach their employees to the next level, and achieve outstanding performance. Attendees will learn the difference between coaching and counseling, and when to apply the appropriate techniques. Specific areas addressed include how to set boundaries; identify positive and negative behaviors; develop good feedback methods; and the importance of clear and concise communication.
OBJECTIVES:	Upon completion of this course, students should be able to: <ul style="list-style-type: none"> ❖ Integrate coaching into day-to-day interaction with staff members ❖ Prepare for and role play an employee feedback session ❖ Guide staff members to greater levels of success ❖ Learn techniques to improve the coaching ability
AUDIENCE:	Supervisors, Managers, Team Leads, Project Managers
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil . Select NAVAIR Course Catalog then Supervisory & Managerial. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
LENGTH:	1 Day
COST:	\$200
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301)757-4122

COURSE TITLE:	<i>CREATING THE EMOTIONAL INTELLIGENT WORKPLACE</i>
VENDOR:	The Corporate Center at College of Southern Maryland 22950 Hollywood Road Leonardtown, MD 20650
LOCATION:	Career Development Center, Building #2189
DATE: 26 February 13 12 August 13	NOMINATION DEADLINE: 26 January 13 12 July 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	Studies indicate that emotional intelligence is one of the keys to effective leadership. Understanding the difference between emotions and actions is important to business and personal success. In this course, supervisors will assess their own emotional intelligence abilities, learn strategies to manage counterproductive tendency, identify and apply key emotional intelligence insight skills to workplace situations, and create an action plan for continued emotional intelligence self-development.
OBJECTIVES:	Upon completion of this course, students should be able to: <ul style="list-style-type: none"> ❖ Identify characteristics of emotionally intelligent leaders. ❖ Evaluate the quality of relationships in the workplace. ❖ Apply practical strategies for strengthening the emotional intelligence of employees and work team. ❖ Establish an action plan using emotional intelligence principles.
AUDIENCE:	Supervisors, Managers, Team Leads, Project Managers
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil . Select NAVAIR Course Catalog then Supervisory & Managerial. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
LENGTH:	1 Day
COST:	\$220
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301)757-4122

COURSE TITLE:	<i>DEALING WITH DIFFICULT SITUATIONS/EMPLOYEES</i>
VENDOR:	The Corporate Center at College of Southern Maryland 22950 Hollywood Road Leonardtown, MD 20650
LOCATION:	Career Development Center, Building #2189
DATE: 27 February 13	NOMINATION DEADLINE: 27 January 13
TIME:	8:00 a.m.-1200 p.m.
DESCRIPTION:	Supervisors are sometimes forced to deal with both difficult situations and people. Therefore, it's imperative to be able to recognize different personality types and know how to deal with them effectively. This class teaches the skills necessary for dealing with hard-to-handle people through communication, listening and constructive criticism. Additionally, the training will discuss ways to diffuse emotional and angry situations in the workplace.
OBJECTIVES:	Upon completion of this course, students should be able to: <ul style="list-style-type: none"> ❖ Identify different personality types. ❖ Learn skills to become a better communicator and a stronger listener. ❖ Prepare to conduct hard conversations in a non-threatening and constructive way.
AUDIENCE:	Supervisors, Managers, Team Leads, Project Managers
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil . Select NAVAIR Course Catalog then Supervisory & Managerial. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
LENGTH:	½ Day
COST:	\$150
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301)757-4122

COURSE TITLE:	<i>DYNAMIC LEADERSHIP</i>
VENDOR:	Stanley E. Portny & Associates 20 Helene Drive Randolph NJ 07869
LOCATION:	Career Development Center, Building #2189
DATES: 29 April - 01 May 13	NOMINATION DEADLINE: 29 March 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	<p>Stan Portny, author of the acclaimed Project Management For Dummies, explores leadership and what it entails, the characteristics of successful leaders, how dynamic leaders can help to ensure success and different leadership styles.</p> <p>Topics addressed include:</p> <ul style="list-style-type: none"> ❖ False premises about leadership and leaders ❖ The dynamic leader's primary tasks ❖ The difference between leadership and management ❖ Similarities and differences between today's leaders and leaders of the past ❖ Three common motives of dynamic leaders ❖ Character and behavioral traits shared by dynamic leaders ❖ What successful leaders need to know ❖ How to encourage successful interpersonal relationships ❖ How to ensure successful communication ❖ How to resolve conflicts constructively ❖ How to motivate and inspire others ❖ Assessing your own personal leadership style (D. I. S. C.) ❖ Preparing your Leadership Development Plan
AUDIENCE:	This course is designed for anyone interested in leadership roles and dynamics.
PREREQUISITE:	None
LENGTH:	3 Days
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil. Select NAVAIR Course Catalog then Supervisory & Managerial.</p> <p>NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html</p>
COST:	\$825
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301) 757-4122

COURSE TITLE:	<i>HEALTH & WELLNESS FOR SUPERVISORS</i>
VENDOR:	The Corporate Center at College of Southern Maryland 22950 Hollywood Road Leonardtown, MD 20650
LOCATION:	Career Development Center, Building #2189
DATE: 09 April 13 14 August 13	NOMINATION DEADLINE: 09 March 13 14 July 13
TIME:	8:00 a.m.-1200 p.m.
DESCRIPTION:	How does your lifestyle affect your job and your health? This course will introduce basic concepts and behavioral choices to promote wellness for life. Supervisors will gain an understanding of how their current lifestyle may be affecting their health and on-the-job performance. Emphasis will be placed on the benefits of exercise and fitness, proper diet, and stress reduction, along with management of lifestyle behaviors important for good health and lifetime wellness.
OBJECTIVES:	Upon completion of this course, students should be able to: <ul style="list-style-type: none"> ❖ Describe the principles involved in promoting and maintaining total wellness in daily life. ❖ Understand how to better balance personal and professional responsibilities. ❖ Identify stressors that affect their personal and on-the-job productivity. ❖ Formulate goals to improve current level of wellness.
AUDIENCE:	Supervisors, Managers, Team Leads, Project Managers
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil . Select NAVAIR Course Catalog then Supervisory & Managerial. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
LENGTH:	½ Day
COST:	\$150
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301)757-4122

COURSE TITLE:	<i>MANAGING FOR MAXIMUM PERFORMANCE</i>
VENDOR:	The Corporate Center at College of Southern Maryland 22950 Hollywood Road Leonardtown, MD 20650
LOCATION:	Career Development Center, Building #2189
DATE: 25 February 13	NOMINATION DEADLINE: 25 January 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	It is important to provide supervisors, managers and employees instruction on developing career skills for motivating and maintaining high employee performance. Through small group activities and discussions, supervisors will learn critical performance management skills, from planning for performance to monitoring and developing performance. An emphasis will be placed on the importance of establishing an ongoing performance dialogue between supervisors and employees.
OBJECTIVES:	Upon completion of this course, students should be able to: <ul style="list-style-type: none"> ❖ Give and receive feedback. ❖ Improve communication skills to obtain increased maximum performance from staff members. ❖ Translate performance objectives into effective action statements.
AUDIENCE:	Supervisors, Managers, Team Leads, Project Managers
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil . Select NAVAIR Course Catalog then Supervisory & Managerial. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
LENGTH:	1 Day
COST:	\$200
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301)757-4122

COURSE TITLE:	<i>MANAGING STRESS & TIME</i>
VENDOR:	Tim Smith Naval Air Warfare Center Aircraft Division Patuxent River, MD 20670
LOCATION:	Career Development Center, Building #2189
DATE: 29 November 12 07 February 13 16 May 13 19 September 13	NOMINATION DEADLINE: 29 October 12 07 January 13 16 April 13 19 August 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	<p>Stress and change is a fundamental fact of life. The goal of this course is to help students identify sources, causes and symptoms of stress in both personal and professional life. This will help individuals take a more constructive approach rather than having a blaming perspective. Students will learn to develop resiliency to stressors, discuss why stress management is essential and discuss techniques and practical methods to use in situations that cause stress. Change can cause an individual to become even more stressed and this course will provide you with techniques in which to manage change effectively. Good time management helps in achieving goals, thereby reducing stress.</p> <p>Finally, at the end of the initial course information is presented, the students will develop their own individual priorities and define what each priority means in their own words. After development of their individual priorities the information will be consolidated with other student's information to allow the students to compare/contrast their individual priorities versus others within the class. NO personal information will be disclosed but only priority areas will be developed using inputs from the students.</p>
OBJECTIVES:	The end result of this training is reduced levels of stress and increased performance. By evaluating yourself and making minor changes discussed in this training you will get better performance out of your employees.
AUDIENCE:	Supervisors, Managers, Team Leads, Project Managers who need to reduce stress levels, better manage their time and improve work performance.
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil. Select NAVAIR Course Catalog then Supervisory & Managerial.</p> <p>NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html</p>
LENGTH:	1 Day
COST:	None
METHOD OF PAYMENT:	N/A
POC:	(301)757-4122

COURSE TITLE:	NAVAIR SUPERVISORY PERSONNEL MANAGEMENT <i>(Mandatory for Probationary Supervisors)</i>
VENDOR:	Total Force Strategy and Management Department Naval Air Warfare Center Aircraft Division Patuxent River, MD 20670
LOCATION:	Career Development Center, Building #2189
DATES: 03-05 December 12 01-03 April 13 05-07 August 13	NOMINATION DEADLINE: 03 November 12 01 March 13 05 July 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	This course is required for employees recently appointed to supervisory positions. Subject areas include: <ul style="list-style-type: none"> ❖ Awards / Recognitions ❖ Civilian Employee Assistance Program ❖ Disciplinary & Adverse Actions ❖ Drug Free Workplace Program ❖ Employee/Career Development ❖ Labor Relations ❖ Equal Employment Opportunity ❖ Leave Administration ❖ Performance Management ❖ Position Classification ❖ Preventing Workplace Violence ❖ Privacy Act ❖ Records Management ❖ Security for Supervisors ❖ Staffing & Recruitment ❖ Suicide Prevention ❖ Telework ❖ Wellness ❖ Worker's Compensation (FECA)
OBJECTIVE:	At the conclusion of this course, supervisors should be equipped to deal with a variety of personnel issues which affect their employees.
AUDIENCE:	All newly appointed NAVAIR supervisors within six months of their appointment to a supervisory position. This course is required for all new supervisors in a probationary period.
PREREQUISITE:	Must currently be in a NAVAIR supervisory position.
LENGTH:	3 Days
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil . Select NAVAIR Course Catalog then Supervisory & Managerial. NAVAIR CIVILIAN/MILITARY EMPLOYEES ONLY NOTE: Contractor personnel are not eligible to attend.
COST:	None
POC:	(301) 757-4122

COURSE TITLE:	NAVAIR SUPERVISORY PERSONNEL MANAGEMENT REFRESHER (Mandatory for Non-Probationary Supervisors)
VENDOR:	Total Force Strategy and Management Department Naval Air Warfare Center Aircraft Division Patuxent River, MD 20670
LOCATION:	Career Development Center, Building #2189
DATES: 16-17 October 12 13-14 November 12 11-12 December 12 22-23 January 13 19-20 February 13 19-20 March 13 16-17 April 13 14-15 May 13 11-12 June 13 09-10 July 13 20-21 August 13 17-18 September 13	NOMINATION DEADLINE: 16 September 12 13 October 12 11 November 12 22 December 12 19 January 13 19 February 13 16 March 13 14 April 13 11 May 13 09 June 13 20 July 13 17 August 13
TIME:	8:00 a.m.-3:30 p.m. (Day 1) and 8:00 a.m.-12:00 p.m. (Day 2)
DESCRIPTION:	<p>This course was developed in continued support of Commanders Focus Area #3 (Developing a Long-Range Workforce) and to be in compliance with the National Defense Authorization Act of Fiscal Year 2010 (NDAA 2010). The purpose of this training is to provide required refresher training to NAVAIR non-probationary supervisors every three years in compliance with NDAA 2010.</p> <p>Course modules include the latest information for topics such as Awards & Recognition, Employee Development, Performance Management, Staffing & Recruitment, Position Classification, Disciplinary & Adverse Actions, Workplace Violence, Leave Administration, EEO, Labor Relations, Worker's Compensation, Telework and other important topics relevant to supervisory responsibilities.</p>
OBJECTIVE:	At the conclusion of this course, supervisors should be better informed to deal with a variety of personnel issues which affect their employees.
AUDIENCE:	All current non-probationary supervisors every three years.
PREREQUISITE:	Must currently be in a NAVAIR supervisory / managerial position.
LENGTH:	1-1/2 Days
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil. Select NAVAIR Course Catalog then Supervisory & Managerial.</p> <p>NAVAIR CIVILIAN/MILITARY EMPLOYEES ONLY</p> <p>NOTE: Contractor personnel are not eligible to attend.</p>
COST:	None
POC:	(301) 757-4122

COURSE TITLE:	<i>QUARTERLY TRAINING (for Supervisors)</i>
INSTRUCTOR:	TBD each Quarter
LOCATION:	Career Development Center, Building #2189
DATES: 06 December 12 21 March 13 05 June 13 11 September 13	NOMINATION DEADLINE: Refer to Course-SUPERVISORS ORIENTATION TO THE EAP 21 February 13 04 May 13 11 August 13
TIME:	TBD
AUDIENCE:	Supervisors, Managers & Team Leads
DESCRIPTION:	TBD
OBJECTIVE:	TBD
LENGTH:	1 Hour
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil. Select NAVAIR Course Catalog then Supervisory & Managerial.</p> <p>NAVAIR CIVILIAN/MILITARY EMPLOYEES ONLY</p> <p>NOTE: Contractor personnel are not eligible to attend.</p>
COST:	None
POC:	(301) 757-4122

COURSE TITLE:	<i>RESOLVING CONFLICT & DISPUTES</i>
VENDOR:	The Corporate Center at College of Southern Maryland 22950 Hollywood Road Leonardtown, MD 20650
LOCATION:	Career Development Center, Building #2189
DATE: 10 April 13	NOMINATION DEADLINE: 10 March 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	The stresses and challenges found in today's work environments trigger conflicts between staff members and a multitude of stakeholders including coworkers. <i>Resolving Conflict and Disputes</i> enables supervisors to recognize the signs of conflict, to assess each conflict situation to determine how to handle it, and to encourage and counsel those involved in the conflict on how to resolve it. Supervisors will learn practical skills to communicate in a non-threatening way to reach a win-win solution for all those involved.
OBJECTIVES:	Upon completion of this course, students should be able to: <ul style="list-style-type: none"> ❖ Recognize the signs of conflict and the impact on individuals. ❖ Choose an appropriate level of involvement for guiding conflict. ❖ Prepare for and conduct conflict resolution discussions. ❖ Handle challenging conflict-related discussions effectively.
AUDIENCE:	Supervisors, Managers, Team Leads, Project Managers
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil . Select NAVAIR Course Catalog then Supervisory & Managerial. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
LENGTH:	1 Day
COST:	\$200
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301)757-4122

COURSE TITLE:	<i>RISK COMMUNICATION</i>
VENDOR:	Dr. Vincent Covello, Center for Risk Communications 415 East 52 nd Street, Suite 3DA New York NY 10022
LOCATION:	Career Development Center, Building #2189
DATE: 05-06 February 13 23-24 July 13	NOMINATION DEADLINE: 05 January 13 23 June 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	<p>Risk Communication: Communicating Effectively Verbally and in Writing About High Concern Issues.</p> <p>This 2-day seminar explores the knowledge and skills required to communicate effectively when the topic is of high concern among people receiving the information. Examples of high concern issues include budget cuts, base closures, performance standards, organizational changes, complaints and revised deadlines. The material presented is based on nearly 30 years of university-level, scientific research. The principles and guidelines learned are applicable for all high-concern communications, whether one-on-one, in groups, or across large organizations. The seminar is interactive with presentation, discussion and exercises designed to encourage full participation by attendees.</p>
OBJECTIVES:	<p>Upon the completion of the workshop, participants will be able to:</p> <ul style="list-style-type: none"> ❖ describe changes in how information is processed in high concern situations; ❖ craft and deliver messages responsive to audience concerns in high concern situations; ❖ describe communication strategies to enhance believability, trust and credibility in high concern situations; ❖ describe ways to communicate information proactively about high concern issues.
AUDIENCE:	Managers, Supervisors, Team Leads, Program/Project Managers and Developmental Program Participants
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil. Select NAVAIR Course Catalog then Supervisory & Managerial.</p> <p>NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html</p>
LENGTH:	2 Days
COST:	\$325
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301)757-4122

COURSE TITLE:	<i>SUPERVISION 1</i> <i>(Mandatory for Probationary Supervisors)</i>
VENDOR:	Cornerstone Management Services, Inc. 100 Carole Meadows Court Danville CA 93312
LOCATION:	Career Development Center, Building #2189
DATES: 14-16 January 13 20-22 May 13 19-21 August 13	NOMINATION DEADLINE: 14 December 12 20 April 13 19 July 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	<p>This course is designed to meet the transition and development needs of new supervisors. Identify, explore, and apply the knowledge, skills and behaviors of an effective supervisor and leader. Interact with peer leaders and an experienced manager/instructor to refresh/develop core perspectives, responsibilities, purposes and actions in the leading of individuals and teams and the shaping of work performances and results. This is a skills development workshop for people leading and shaping the work performances of others. Workshop content and practice activities provide orientation, insight, and tools for influencing desired performance. Participants are encouraged to expand their personal “tool” box of strategies and tactics in practices of leadership, interpersonal communications, stakeholder alliance forming, and positive engagement of individuals and teams.</p> <p>Leadership Competencies supported:</p> <ul style="list-style-type: none"> ❖ Fundamental Competencies: Interpersonal Skills, Integrity/Honesty, Written Communications and Oral Communications. ❖ Leading Change: Flexibility and Resilience. ❖ Building Coalitions: Partnering and Influencing/Negotiating. ❖ Results Driven: Accountability and Customer Service. ❖ Leading People: Conflict Management, Developing Others and Team Building.
AUDIENCE:	This course is required for all new supervisors in a probationary period. Other students will be accepted on a space available basis.
PREREQUISITE:	None
LENGTH:	3 Days
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil. Select NAVAIR Course Catalog then Supervisory & Managerial.</p> <p>NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html</p>
COST:	\$638
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC	(301)757-4122

COURSE TITLE:	<i>SUPERVISION 2</i> <i>(Mandatory for Probationary Supervisors)</i>
VENDOR:	Cornerstone Management Services, Inc. 100 Carole Meadows Court Danville CA 03312
LOCATION:	Career Development Center, Building #2189
DATES: 04-06 March 13 25-27 June 13 16-18 September 13	NOMINATION DEADLINE: 04 February 13 25 May 13 16 August 13
TIME:	8:00 a.m.-3:30 p.m.
DESCRIPTION:	<p>Affirm and develop practices to positively shape the performances of individuals, teams and organizations in ways that accomplish the purposes of the organization, the mission of the teams, and that leverage and recognize everyone's contributions. Apply 25 Cornerstone Performance Action Steps in real performance shaping scenarios developed by participants and instructor. Action Steps tools and outlines combine best practices for performance targeting, communicating accurately, results oriented planning, alliance building, participative problem solving, performance recognition and talent development. Identify and apply 12 strategies for creating and sustaining a "best practices" work environment relative to your personal leadership style and the mission responsibilities. Distinguish between performance problem and motivation problems. Learn procedures for performing the major functions of leading and managing: Planning, Organizing, Directing, and Controlling. Apply "Cornerstone Performance Action Steps" to specific circumstances through discussion and role-practice exercises</p> <p>Leadership Competencies supported:</p> <ul style="list-style-type: none"> ❖ Fundamental Competencies: Integrity/Honesty, Written Communications, Oral Communications, Continual Learning and Public Service Motivation. ❖ Leading Change: Flexibility, Resilience, Strategic Thinking and Vision. ❖ Building Coalitions: Partnering and Influencing/Negotiating. ❖ Results Driven: Accountability, Decisiveness, Entrepreneurship and Problem Solving. ❖ Leading People: Conflict Management, Leveraging Diversity, Developing Others and Team Building. ❖ Business Acumen: Human Capital Management.
AUDIENCE:	This course is required for all new supervisors in a probationary period. Other students will be accepted on a space available basis.
LENGTH:	3 Days
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil. Select NAVAIR Course Catalog then Supervisory & Managerial.</p> <p>NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html</p>
COST:	\$638
METHOD OF PAYMENT:	Vendor accepts GCPC (Government-wide Commercial Purchase Card).
POC:	(301)757-4122

COURSE TITLE:	<i>SUPERVISORS ORIENTATION TO THE EAP</i>
INSTRUCTOR:	Janet Moody, LCSW-C, CEAP EAP Consultant/Counselor Federal Occupational Health (FOH) Contractor Employee Assistance Program Patuxent River, MD 20670
LOCATION:	Career Development Center, Building #2189
DATE: 06 December 12	NOMINATION DEADLINE: 21 November 12
TIME:	1100-1200 (1 hour)
AUDIENCE:	Supervisors, Managers & Team Leads
DESCRIPTION:	<p>What is the Employee Assistance Program (EAP)? Are you aware of the many services the EAP can provide to you and your employees?</p> <p>By attending this workshop you will learn the following:</p> <ul style="list-style-type: none"> ❖ Manager Functions the EAP supports ❖ How the EAP promotes organizational productivity ❖ Review EAP services offered to all employees
OPTIONAL:	The instructor will be available at the end of the training to answer your specific questions or for additional discussion regarding EAP services.
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil.</p> <p>Select NAVAIR Course Catalog then Supervisory & Managerial.</p> <p>NAVAIR CIVILIAN/MILITARY EMPLOYEES ONLY</p> <p>NOTE: Contractor personnel are not eligible to attend.</p>
COST:	None
POC:	(301) 757-4122