

FY 05 CALENDAR (OCT 2004– SEP 2005)

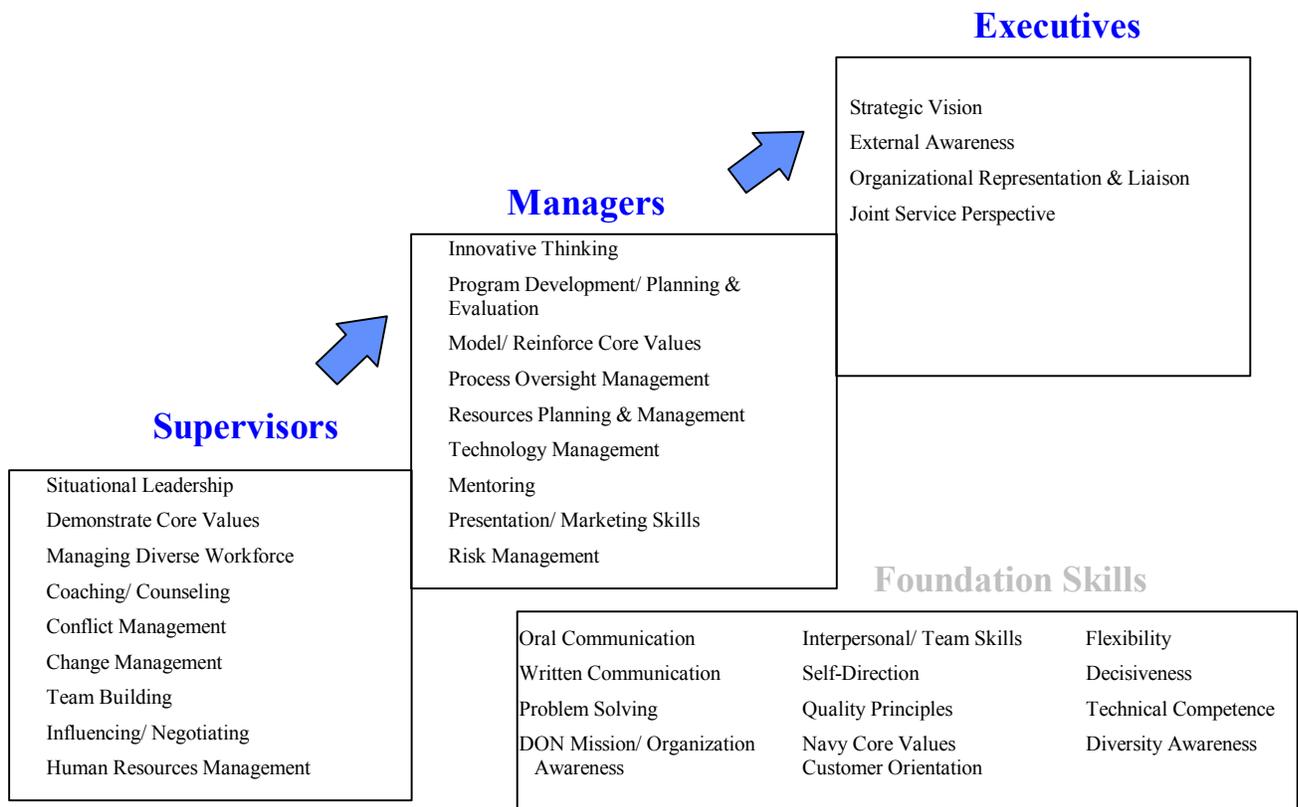
SUPERVISORY AND MANAGERIAL	COST	COURSE DATES AND COURSE CODES											
		OCT 04	NOV 04	DEC 04	JAN 05	FEB 05	MAR 05	APR 05	MAY 05	JUN 05	JUL 05	AUG 05	SEP 05
Advanced Project Management	\$670										25-27		
Basic Project Management	\$670							11-13					12-14
Building and Sustaining High Performance Project Teams	\$650									13-15			
Coaching, Counseling, and Confronting	\$315											24-25	
Dynamic Leadership	\$650									27-29			
Introduction to Personnel Management	None		15-18			28 Feb-03 Mar				20-23		29 Aug-01 Sep	
Leadership Communications: Confidence & Competence	\$315											03-04	
Supervision I: Introduction to Supervision	\$715				24-27			18-21			25-28		
Supervision II: Shaping the Performance of Others	\$315						14-15			27-28			19-20
Turning Team Conflict into a Positive Source of Energy	\$315									21-22			

SUPERVISORY AND MANAGERIAL TRAINING

The transition from a team member to a team leader or supervisor is the most significant change a person will make during his or her career. Unfortunately, very little of a person's earlier work experiences prepare him or her for the transition. It is important that a supervisor possess the skills which will enable him or her to lead others as well as to manage his/ her own work load effectively.

Learning is a lifelong process, and that supervisors, both new and experienced, have special training and developmental needs. To that end, we strive to provide a program of on-site courses which will meet the needs of these individuals. The courses which we have designed are based on the competencies which have been established by the Navy in the Civilian Leadership Continuum. These competencies, documented within this text, reflect key supervisory tasks performed by all supervisors, regardless of their place in the organization.

Civilian Leadership Development Continuum



COURSE TITLE:	ADVANCED PROJECT MANAGEMENT	
VENDOR:	Stanley E. Portny & Associates 20 Helene Drive Randolph, NJ 07869	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 25-27 Jul 05	NOMINATION DEADLINE: 24 Jun 05
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	<p>Stan Portny, author of the acclaimed Project Management For Dummies, introduces you to advanced skills and techniques for effective project planning, organizing and control. Topics will include:</p> <ul style="list-style-type: none"> ❖ Keys for successful matrix management ❖ Conflict management ❖ Difference between management and leadership ❖ Keys to successful interpersonal relations ❖ Techniques to facilitate effective communication ❖ How to develop and use power and influence ❖ Overview of the elements of a high performance project team ❖ How to create and sustain motivation and enthusiasm ❖ Benefit cost analysis as a decision support tool ❖ How to develop the project budget ❖ Project risk management ❖ Project management information systems: schedule, labor and funds ❖ Earned Value Analysis and progress reporting ❖ The Post Project Evaluation 	
AUDIENCE:	Managers and team members of small, medium and large projects, as well as others who support projects.	
LENGTH:	3 Days	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$670	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	BASIC PROJECT MANAGEMENT	
VENDOR:	Stanley E. Portny & Associates 20 Helene Drive Randolph, NJ 07869	
LOCATION:	Employee Development Center, Building #2189	
	DATES: 11-13 Apr 05 12-14 Sep 05	NOMINATION DEADLINE: 11 Mar 05 12 Aug 05
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	<p>Stan Portny, author of the acclaimed Project Management For Dummies, introduces you to key techniques and approaches for effective project planning, organizing and control. Topics will include:</p> <ul style="list-style-type: none"> ❖ Defining project purpose, desired outcomes, constraints and assumptions (the Statement of Work) ❖ Determining key project participants (the Audience List) ❖ Identifying project activities (the Work Breakdown Structure) ❖ Specifying project roles and responsibilities (the Linear Responsibility Chart) ❖ Developing and displaying a realistic and achievable project schedule (the Network Diagram, Key Events and Activities Lists and Gantt Chart) ❖ Estimating required personnel resources (the Skills Roster, Human Resources Matrix, Person Loading Chart and Person Loading Graph) ❖ Controlling project schedule performance and resource expenditures ❖ How to hold people accountable over whom you have no direct authority ❖ Keys for creating and keeping a motivated project team 	
AUDIENCE:	Managers and team members of small, medium and large projects, as well as others who support projects.	
LENGTH:	3 Days	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$670	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	BUILDING AND SUSTAINING HIGH PERFORMANCE PROJECT TEAMS	
VENDOR:	Stanley E. Portny & Associates 20 Helene Drive Randolph, NJ 07869	
LOCATION:	Employee Development Center, Building #2189	
	DATES: 13-15 Jun 05	NOMINATION DEADLINE: 13 May 05
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	<p>Participants will learn key techniques and skills for creating and sustaining high performance project teams.</p> <p>Topics will include:</p> <ul style="list-style-type: none"> ❖ The High Performance Project Team: Goals, Roles, Processes and Relationships; ❖ Developing the Project Team: Forming, Storming, Norming and Performing; ❖ Project Leadership versus Project Management; ❖ Defining Project Leader and Team Member Roles and Responsibilities; ❖ Determining Personal Operating Style: a Self-Assessment; ❖ Creating the Project Team Vision; ❖ Organizing the Project Team; ❖ How to Choose the Right People; ❖ How to Plan for Multiple Assignments; ❖ How to Ensure Stronger and More Productive Team Member Relationships; ❖ Managing the Project Team During Performance; ❖ Alternative Approaches to Project Decision Making and Conflict Resolution; ❖ Communicating Effectively and Efficiently; and ❖ Sustaining Project Team Motivation. 	
AUDIENCE:	Managers and team members of small, medium and large projects, as well as others who support projects.	
LENGTH:	3 Days	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$650	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	COACHING, COUNSELING, AND CONFRONTING	
VENDOR:	Cornerstone Management Services, Inc. 12300 Palm Avenue Bakersfield, CA 93312	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 24-25 Aug 05	NOMINATION DEADLINE: 25 Jul 05
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This workshop distinguishes and defines the activities of coaching, counseling and confronting. For many formal and informal leaders, the techniques and issues surrounding these activities are difficult to identify and control. This workshop answers questions of how, when and where to perform these skills. Practical steps provide tools for effectively performing in each of these situations while maintaining a focus upon both the needs of the employee and the work responsibilities. Workshop exercises provide opportunity for participants to practice the tools and skills relative to their particular work circumstances and issues.	
AUDIENCE:	This course is designed for those in supervisory positions or those who have been designated as team leaders.	
PREREQUISITE:	None	
LENGTH:	2 Days	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$315	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	DYNAMIC LEADERSHIP	
VENDOR:	Stanley E. Portny & Associates 20 Helene Drive Randolph, NJ 07869	
LOCATION:	Employee Development Center, Building #2189	
	DATES: 27-29 Jun 05	NOMINATION DEADLINE: 27 May 05
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. 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>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$650	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	PERSONNEL MANAGEMENT (INTRO TO)	
VENDOR:	Human Resources Department Naval Air Warfare Center Aircraft Division Patuxent River, MD 20670	
LOCATION:	Employee Development Center, Building #2189	
	DATES: 15-18 Nov 04 28 Feb-03 Mar 05 20-23 Jun 05 29 Aug-01 Sep 05	NOMINATION DEADLINE: 15 Oct 04 28 Jan 05 20 May 05 29 Jul 05
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is required for employees recently appointed to supervisory positions. Topics include: Employee and Labor Relations, Benefits, Prevention of Sexual Harassment, AIDS in the Workplace, Civilian Employee Assistance Program, Position Management, Staffing and Classification, Performance Appraisal Process, Employee Development, Equal Employment Opportunity and the Discrimination Complaints Process, Safety and Security.	
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 supervisors and managers within six months of their appointment to a supervisory position.	
PREREQUISITE:	Must currently be in a supervisory/managerial position	
LENGTH:	4 Days	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development NOTE: <u>CONTRACTOR PERSONNEL ARE NOT ELIGIBLE.</u>	
COST:	None	
POC:	(301) 757-4123	

COURSE TITLE:	LEADERSHIP COMMUNICATIONS: CONFIDENCE & COMPETENCE	
VENDOR:	Cornerstone Management Services, Inc. 12300 Palm Avenue Bakersfield, CA 93312	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 03-04 Aug 05	NOMINATION DEADLINE: 01 Jul 05
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This workshop is for all personnel who want to improve their leadership communication skills. It is designed to help attendees develop and renew personal effectiveness in influencing others, dealing with criticism, negotiating, asserting personal values and expectations, confronting problem behaviors and feeling in control of situations.	
OBJECTIVE:	<p>At the conclusion of this course, participants should be able to:</p> <ul style="list-style-type: none"> ❖ Possess the fundamental skills and practices of effective communication. ❖ Know how to negotiate effectively for win-win solutions. ❖ Develop a personal improvement plan for leadership communications. ❖ Apply communication skills to real situations. ❖ Modify own personal communication style to better communicate with others. 	
AUDIENCE:	All personnel in a supervisory or team lead position. Others are welcome to attend dependent upon space availability.	
LENGTH:	2 Days	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$315	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	SUPERVISION I: (INTRO TO)	
VENDOR:	Cornerstone Management Services, Inc. 12300 Palm Avenue Bakersfield, CA 93312	
LOCATION:	Employee Development Center, Building #2189	
	DATES: 24-27 Jan 05 18-21 Apr 05 25-28 Jul 05	NOMINATION DEADLINE: 24 Dec 04 18 Mar 05 24 Jun 05
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	<p>This is a practical skills workshop for all levels of personnel with responsibility for coordinating, leading, and supervising the work of others. It is designed for those in supervisory or team lead positions, and is comprised of lectures, discussions, videos, individual and group projects, skills practice and class interaction. The course content includes:</p> <ul style="list-style-type: none"> ❖ Fundamentals of managing and leading ❖ Interpersonal skills ❖ Coaching/ counseling ❖ Influencing specific performance improvements ❖ Performing leadership and enjoying the work ❖ Problem solving ❖ Implementing change ❖ Managing workload 	
AUDIENCE:	This course is designed for those in supervisory positions or those who have been designated as team leaders. It is required for all new supervisors in a probationary period.	
PREREQUISITE:	None	
LENGTH:	4 Days	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$715	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	SUPERVISION II: SHAPING THE PERFORMANCE OF OTHERS	
VENDOR:	Cornerstone Management Services, Inc. 12300 Palm Avenue Bakersfield, CA 93312	
LOCATION:	Employee Development Center, Building #2189	
	DATES: 14-15 Mar 05 27-28 Jun 05 19-20 Sep 05	NOMINATION DEADLINE: 14 Feb 05 27 May 05 19 Aug 05
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	<p>This is a skills development workshop for personnel with responsibility for supervising and shaping the work performances of others. It reinforces the practices of positive coaching and problem solving with employees. Emphasis is placed upon assessing performance, dealing with complaints and grievances, dealing with difficult people, using positive discipline, developing individual performance improvement plans and gaining support for personnel actions. Strategies are discussed for developing your personal technical competencies and emotional strengths for confronting and addressing performance improvement of others. Topics include:</p> <ul style="list-style-type: none"> ❖ Taking responsibility for the performance of others ❖ Dealing with complaints and grievances ❖ Dealing with conflicts ❖ Using positive discipline ❖ Managing a diverse workforce ❖ Performance Appraisal 	
AUDIENCE:	This course is designed for those in supervisory positions or those who have been designated as team leaders.	
PREREQUISITE:	This course is stand-alone for seasoned supervisors. Newly appointed supervisors should take Supervision I prior to taking this course.	
LENGTH:	2 Days	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$315	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	TURNING TEAM CONFLICT INTO A POSITIVE SOURCE OF ENERGY	
VENDOR:	Cornerstone Management Services, Inc. 12300 Palm Avenue Bakersfield, CA 93312	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 21-22 Jun 05	NOMINATION DEADLINE: 20 May 05
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	<p>This two day workshop identifies and coaches techniques for gaining increased teamwork effectiveness through systematic resolution of conflict. Methods used assume enhancement of technical and teamwork performance through approaches, techniques and skills to change conflict within teams from limiting constraints into creative energy.</p> <p>Topics addressed:</p> <ul style="list-style-type: none"> ❖ Destructive and creative aspects of team conflict their relationship to customers and quality of performance ❖ Preferred methods of dealing with conflict ❖ Five conflict-handling modes ❖ Generating ideas for benefiting from team conflict ❖ Clarifying expectations within teams ❖ Assessing team effectiveness as it relates to conflict ❖ Using analysis and team building techniques ❖ Talking “straight”, using feedback, “group problem solving” and other techniques ❖ Creating an environment of positive team energy 	
AUDIENCE:	This course is designed for those in supervisory positions or those who have been designated as team leaders.	
PREREQUISITE:	None	
LENGTH:	2 Days	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
COST:	\$315	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	