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National Park Service
U.S. Department of the Interior

Supervision II for NPS Supervisors
Leading, Mentoring and Coaching for Excellence

April 13-16, 2015

This four day seminar is designed for supervisors within the National Park Service who have already attended a basic 1st 40 supervision course and who have supervised for at least 2 years. It primarily serves as a refresher course for the experienced supervisor, addressing a wide variety of topics with a more "in-depth" focus than is typical in a fundamentals course. Participants are challenged to consider various methods and strategies introduced / discussed in the seminar, and apply these in creating a more positive workplace, i.e., one aimed at yielding high levels of performance and one which fully adheres to agency protocols and requirements,. Some of the topics included:

- Creating an Environment for Excellence
- Communicating, Coaching and Developing for High Performance
- Being an Effective Mentor
- Current and New Practices in Employment / Staffing
- Becoming an Advocate for a Diverse Environment
- Effectively Dealing with Grievances and Other Types of Complaints
- Managing from a Distance
- Writing and Reviewing Performance Standards: Actions to Take and to Avoid
- Labor Relations in the Federal Government Today
- Using Constructive Discipline to Effect Positive Change

DATE: April 13-16, 2015

TIME: 8:00 a.m. – 4:30 p.m.

**SESSION
LENGTH:** 32 hours (4-days)

**COURSE
CODE:** NPS-2015-0413-WASO

LOCATION: Capital Training Facility
1201 Eye Street, N.W.
Washington, D.C. 20005

PARTICIPANTS: Supervisors/Managers

CLASS SIZE: 24

COMPETENCIES: Team Building & Conflict Management
Oral/Written Communication & Interpersonal Skills
Accountability & Technical Credibility
Human Capital Management

VENDOR: Rita Rone
Lifespan Services

TUITION: Paid by Learning and Development

REGISTRATION PROCESS:

NPS employees **SHOULD** apply online using **DOI LEARN**, and follow – up with an **SF-182 training form**. Submit a SF-182 training form with supervisory approval, to the Capital Training Facility no later than March 26, 2015. Training forms should be sent to Brigitte Keels, Brigitte_Keels@nps.gov or fax (202) 371-6747 to the Capital Training Facility by the indicated deadline.

COURSE

COORDINATOR: Katrina Roberts
Training Manager
WASO-Leadership Development Program
1201 Eye Street, N.W.
Washington, D.C. 20020
Phone: 202-354-1471