



Management/Supervisory Development Courses

Training through ITA

Course Title	Description	Funded by:	SF-182 Form
<p>Effective Time Management for Leaders Trainer: Sage Horizons LLC Length: Two days Location: HCHB Dates: TBD</p>	<p>A customized two-day seminar designed to help managers and supervisors develop skills to more effectively manage time in the workplace. Participants will learn how to: (1) identify and respond to underlying issues affecting workplace time management; (2) set priorities more effectively; (3) plan and organize for the most effective use of time; and (4) effectively execute proven time-management techniques. Participants will need to bring/have access to their office calendars for one of the class exercises and will be asked to take a survey to identify their individual time-management style and discuss the pros and cons of each style.</p>	<p>ITA 2009 Centralized 400K Fund</p>	<p>Training Request Form/Procedures (SF-182)</p>
<p>Crucial Conversations: Communication Skills for Supervisors: Trainer: Vital Smarts, Inc. Length: Two days Location: HCHB Dates: TBD</p>	<p>Crucial Conversations Training will help leaders create conditions where people speak with complete candor (no matter the topic) and with complete respect (no matter the person). The training teaches you how to achieve spirited dialogue at all levels in your organization; you'll begin to surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment. This training experience introduces a set of tools that builds alignment, agreement, and interpersonal communication.</p>	<p>ITA 2009 Centralized 400K Fund</p>	<p>Training Request Form and Procedures (SF-182)</p>
<p>Executive and Leadership Coaching (program) Vendors: Training Resources Group and Bill Pullen & Associates Length: Four months (two 60 minute sessions per month) Location: HCHB Dates: On-Going</p>	<p>Coaching is partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential. Professional coaches provide an ongoing partnership designed to help clients produce fulfilling results in their personal and professional lives. Coaches help people improve their performance and enhance the quality of their lives. The coaching will initially focus on 'employee engagement' and adjust according to the needs of the client. Typically lasting about 4 months, the objectives of this program are: identification of priority development needs to include, if appropriate, a brief data gathering interview with the executive's supervisor; ensuring the creation of a development action plan; and initiation of action in pursuit of development objectives. The executive is quickly transitioned to continuing their development on their own, with support from their supervisor.</p>	<p>ITA 2009 Centralized 400K Fund</p>	<p>Training Request Form/Procedures (SF-182)</p>
<p>Supervisory Certificate Program – New Supervisors</p>	<p>click here for a complete description</p> <p>New Supervisors will be contacted and enrolled within 60 days of new appointment.</p>	<p>ITA Centralized Training Fund</p>	

Training through OPM's Federal Executive Institute (FEI)

Course Title	Description	Funded by:	SF-182 Form
A Leader's Guide to Developing Resilience	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Executive Development Seminar: Leading Change (EDS)	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Leadership for a Democratic Society (LDS)	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Developing High-Performing Teams	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Facilitative Leadership Seminar	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Maximizing Your Organization's Greatest Asset: People	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Seminar for New Managers: Leading People (SNM)	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Grassroots Leadership – It's Your Ship	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)

For more information, please contact ITA CFO Admin, Daniel Shaw on 202-482-1751

This document can be found on-line at http://www.ita.doc.gov/hrm/documents/management_and_supervisor_courses.pdf

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Course Title	Description	Funded by:	SF-182 Form
Supervising and Managing a Virtual Workforce	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Building a Great Place for People to Work	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Building High-Performance Organizations	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Leaders Growing Leaders	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Leading Across Generations	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Leading Through Constructive Conflict	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)

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Leading Change	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Leading People	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Leading Teams and Groups	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Jump Starting High-Performing Teams	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Correcting Employee Conduct and Performance	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Managing and Measuring Performance	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)
Human Resources Management for Supervisors and Managers	Click here for a complete description, dates, location and costs.	Requester's Business Unit	Training Request Form/ Procedures (SF-182)

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