

HRSC, NW Training Highlights

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Northwest Featured Article

Disabled Veterans Assistance Phone Line

The Department of Navy has established a Disabled Veterans Assistance Phone Line to provide employment and referrals for our returning disabled service members, recently medically retired service members, and their spouses. Specifically, this phone line is to support our Disabled Veterans of Operation Iraqi Freedom (OIF), Operation Enduring Freedom (OEF), and all disabled veterans of other conflicts, campaigns, and wars.

Our primary mission is to assist our target group (returning disabled service members, recently medically retired service members, and spouses) in their search for employment opportunities with the Department of the Navy, as well as with other Federal and State agencies.

Our secondary mission is to provide resource and referral assistance to our target group. Referrals include, but are not limited to, the Veterans Administration, Department of Labor, and other Department of Defense agencies for the purpose of meeting and addressing needs that are outside of our scope.

The assistance phone line has been set-up. The phone number is **(800) 378-4559** and will be staffed by a Human Resources Specialist. If the specialist is unavailable to take the call, the caller will receive a reply within one business day.

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Capital Featured Article

2004 East Coast Leadership Conference A Success!

The **2004 East Coast Leadership Conference** was a huge success. On 14-15 September, 106 participants from Navy, National Institute of Health, Veterans Administration, and Defense Threat Reduction Agency were able to choose between 24 workshops and listened to four keynote speakers on a variety of leadership topics. This year's conference was made possible through a partnership with Total Learning Solutions.

Some comments from attendees include "Wonderful, wealth of information," "The (keynote) speakers during the meal I simply loved, "Excellent!" "I truly enjoyed attending my first conference and am awaiting the 2004 conference. Thank you for the warm and friendly, knowledgeable, smiles, great planners and organized."

Special acknowledgement goes to our staff at the **HRSC, NW Capital Learning Center** for all their hard work!



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NORTHWEST COURSES

This is a current listing of **some** of the upcoming courses offered through the HRSC-NW Training Department. For more information such as a complete list of courses or how to register, please visit our [website](#). *All courses held at Jackson Park Community Center unless otherwise stated.*

SCHEDULE OF COURSES

<u>Course Title</u>	<u>Dates</u>	<u>Deadline</u>	<u>Cost</u>
HR WORKSHOP - FECA	10/6/2004 Location:	9/14/2004 Everett	FREE
OLE - ORGANIZATIONAL LEADERSHIP FOR EXECUTIVES	10/25/2004-11/5/2004	10/1/2004	FREE
HR PROCESS WORKSHOP-- USEFUL TIPS ON THE PERSONNEL SYSTEM AND...	10/27/2004	10/6/2004	FREE
RETIREMENT PLANNING ESSENTIALS (FERS)	11/9/2004-11/10/2004	10/19/2004	\$65.00
HR FOR SUPERVISORS	11/16/2004-11/18/2004 Location:	10/25/2004 Everett	FREE
RETIREMENT PLANNING ESSENTIALS (CSRS)	11/17/2004-11/18/2004	10/27/2004	\$65.00
INTRODUCTION TO SUPERVISION	11/30/2004-12/3/2004	11/8/2004	\$340.00
CREATING A HEALTHY WORKPLACE	12/1/2004	11/10/2004	FREE

IF YOU MISSED THE DEADLINE, CHECK THE WEBSITE TO SEE IF THE CLASS IS MARKED FULL OR IF THERE ARE SEATS AVAILABLE OR FOR MORE COURSES.

CAPITAL REGION COURSES

This is a current listing of **some** of the upcoming courses offered through the HRSC-NW Training Department. For more information, or a more detailed list, please visit our website. Click [here](#) to view our website. Click [here](#) for registration information. *All courses held at Cap Learning Center unless otherwise stated.*

SCHEDULE OF COURSES

<u>Course Title</u>	<u>Dates</u>	<u>Deadline</u>	<u>Cost</u>
BASIC SUPERVISION	2/15/2005-2/17/2005	2/1/2005	\$260.00
HANDLING DIFFICULT EMPLOYEES	3/9/2005	2/23/2005	\$125.00
CUSTOMER RELATIONS TRAINING	3/16/2005	3/2/2005	\$166.00
CUSTOMER RELATIONS TRAINING	3/17/2005 Location:	3/3/2005 NNMC	\$166.00
PRE-RETIREMENT (CSRS/FERS)	3/22/2005-3/23/2005	3/8/2005	\$100.00
BASIC STAFFING FOR PRACTITIONERS	3/30/2005-3/31/2005	2/28/2005	\$226.00
PRE-RETIREMENT (CSRS/FERS)	4/6/2005-4/7/2005 Location:	3/23/2005 NNMC	\$100.00
ADVANCED SUPERVISION	4/12/2005-4/14/2005	3/29/2005	\$260.00
PROTOCOL	4/19/2005	4/5/2005	\$166.00
PROTOCOL	4/20/2005 Location:	4/6/2005 NNMC	\$166.00

IF YOU MISSED THE DEADLINE, CHECK THE WEBSITE TO SEE IF THE CLASS IS MARKED FULL OR IF THERE ARE SEATS AVAILABLE OR FOR MORE COURSES.

Training News

DAWIA

After a position has been filled and the employee occupies the position, HRSC, NW Training Department does the following:

- ✿ Provides Career Briefs from the Defense Civilian Personnel Data System
- ✿ Enters in DCPDS completed acquisition courses
- ✿ Enters in DCPDS Acquisition Professional Community (APC) Membership
- ✿ Provides Acquisition Reports
- ✿ Archives acquisition documentation to the Official Personnel File

Need to know more? The DAWIA Program Manager is Ms. Bobbie Thompson and she can be reached by email at HRSCNW-DAWIA@navy.mil.



TRAINING COORDINATOR

Help US Help YOU

CORNER

DON NEGOTIATIONS SEMINAR

In the next few weeks ahead you will see a class titled "Labor Negotiations" appear on the Navy's [web page for training](#). This class has received some special attention from Ms. Debra Edmonds, Director of the Office of Civilian Human Resources, and we wanted to share her letter with you, as well as ten reasons to consider the course.

The purpose of this course is to satisfy the mandatory requirements for management chief negotiators who are responsible for negotiation of union collective bargaining agreements. It is also helpful for those management officials responsible for bargaining individual changes in working conditions (mid-term bargaining). This seminar will assist in obtaining collective bargaining agreements that are not unnecessarily costly or restrictive of management's ability to manage the activity.

[Click here for information on the May negotiations seminar.](#)

[Click here for the ten reasons to consider the Navy negotiations course.](#)

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Department of the Navy, Disabled Veterans Assistance Phone Line

In addition to the phone line, there will be an email address implemented where our target group can directly communicate with Human Resource Specialists via email if they prefer. In addition to the phone line and email address, information will be posted on our [website](#). Once these two additional methods of communicating with our disabled veterans have been deployed you will be notified by email.

-- NORTHWEST TRAINING COORDINATOR MEETING SCHEDULED --

You are invited to our Fall 2004 – 2005 Annual Training Coordinator's Meeting presented by HRSC, NW.

When: Thursday, October 21, 2004, 1300 – 1530

Where: Jackson Park Community Center, Bremerton, WA

Who: Training Coordinators and individuals who deal with training matters

Attached is an agenda. We will help you "Harvest Your Training" by providing you with the latest training updates, a terrific opportunity to receive hands on training, and be able to meet with us one on one, if desired. Please **RSVP** by October 13, 2004 by responding to the HRSCNW-Training@navy.mil.

Thank you for making us "your personal training providers". We look forward to meeting with you!

[Click here for a copy of the agenda.](#)