

HRSC, NW Training Highlights

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AUGUST 2004

Northwest Featured Article

HRSC, NW Business Update FY05

The HRSC, NW Business Update on June 30, 2004 was a resounding success! Thanks to a great team effort on the part of a combined HRSC, NW Staff. There were over 70 attendees consisting of Training Coordinators, HR Specialists, Administrative Officers and administrative employees from the serviced commands and activities.

Acting HRSC, NW Director, Julie Herling launched the update by confirming the event as an annual occurrence whereby all who attend will have the invaluable opportunity to network and share useful and timely information regarding updates on training and HR information. DCPDS consolidation, [an update on](#) NSPS and the new NSPS DoD website launch were also among Ms. Herling's updates.

The new FY 2005 Training Calendar was unveiled! Attendees got the "sneak preview" of the courses being offered beginning in October 2004. The rest of the world who were not in attendance have to wait until August 1st to navigate through our [website](#) to view the new course offerings. A couple of new training providers were given the opportunity to introduce themselves and give a "snippet" of their wares. Dr. Carol Winkler shared her snippet on "Working in the 21st Century" and Janet Mano (Bremerton NavHosp) on her course – "Creating a Healthy Workplace."
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Capital Featured Training

"Built to Last-Skills for Longevity" Leadership Conference 2004

Date: 14 & 15 September Cost: \$200

Craig "Rocky" Rockwell, an assistant natural resource manager at the Clarkston, Wash., in a thoughtful essay from University of Maryland Professor Henry Sims' statement that the verb "to lead" comes from a Norse word meaning "to guide the course of a ship."

"One thing that I hear voiced but rarely see enacted is that there is a vast difference between management and leadership," Rockwell writes. "The problem I see in the government is that we appoint our managers to be our leaders. We don't act upon the knowledge that leadership can come from any level within an organization. "We have locked the liability and accountability down to the point that our managers have to be involved in every decision. The combination of appointing leadership only to the top levels and keeping all responsibility for decision-making within the top levels makes a manager's job too huge to live up to and forces the entire organization to wait on the managers.

Workshops are designed for aspiring leaders, new supervisors, and seasoned managers.

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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

MID-CAREER RETIREMENT PLANNING

DATE: 8/04/04 DEADLINE: 7/14/04
COST: \$35

BUILDING OPTIMAL WORK TEAMS

DATE: 8/05/04 DEADLINE: 7/15/04
COST: \$50

INTRODUCTION TO SUPERVISION (LEADERSHIP)

DATE: 8/17 – 8/20/04 DEADLINE: 7/27/04
COST: \$340

MS ACCESS 2000: LEVEL 1

DATE: 8/18/04 DEADLINE: 7/29/04
COST: \$98

STRESS MANAGEMENT

DATE: 8/19/04 DEADLINE: 7/29/04
COST: \$75

COMMUNICATING WITH CHALLENGING PEOPLE

DATE: 9/02/04 DEADLINE: 8/12/04
COST: \$110

PROJECT MANAGEMENT

DATE: 9/02/04 DEADLINE: 8/16/04
COST: \$ 78

ANTI-TERRORISM BRIEFING

DATE: 9/07/04 DEADLINE: 8/17/04
COST: FREE

COUNTER-INTELLIGENCE BRIEFING

DATE: 9/07/04 DEADLINE: 8/17/04
COST: FREE

IF YOU MISSED THE DEADLINE, CHECK THE WEBSITE TO SEE IF THE CLASS IS MARKED FULL, 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 such as a complete list of courses or how to register, please visit our [website](#). *All courses held at Cap Learning Center unless otherwise stated.*

SCHEDULE OF COURSES

ADVANCED SUPERVISION

DATE: 8/03 – 08/05/04 DEADLINE: 7/13/04
COST: \$240

NAVAL CORRESPONDENCE

DATE: 8/04/04 DEADLINE: 7/14/04
COST: \$166

MID-CAREER FINANCIAL MANAGEMENT (CSRS/FERS)

DATE: 8/11/04 DEADLINE: 7/21/04
COST: \$166

CIVILIAN MILITARY COURSE

DATE: 8/12/04 DEADLINE: 7/22/04
COST: FREE

GETTING THE MOST FROM DISTANCE LEARNING

DATE: 8/12/04 DEADLINE: 7/22/04
COST: \$166

FEDERAL BUDGET PROCESS

DATE: 8/18 – 8/19/04 DEADLINE: 7/28/04
COST: \$331

FEDERAL PAY SETTING

DATE: 8/18 – 8/19/04 DEADLINE: 7/21/04
COST: \$331

HEART SAVER FIRST AID COURSE

DATE: 8/19/04 DEADLINE: 7/29/04
COST: \$65

CIVILIAN PERSONNEL UPDATE

DATE: 8/24/04 DEADLINE: 8/17/04
COST: F/REE

PRE-RETIREMENT (CSRS)

DATE: 8/24 – 8/25/04 DEADLINE: 8/03/04
COST: \$100

PRE-RETIREMENT (FERS)

DATE: 8/31 – 9/01/04 DEADLINE: 8/16/04
COST: \$100

DIVERSITY TRAINING

DATE: 9/07/04 DEADLINE: 8/17/04
COST: \$166

BASIC PERSONNEL MANAGEMENT FOR SUPERVISORS

DATE: 9/08 –9/09/04 DEADLINE: 9/01/04
COST: FREE

Training News

DAWIA/Training Coordinator Corner

Diploma Mills

You may be aware of the issues and the highlighting in newspaper articles of diploma mills and the use of public funds to pay for bogus degrees. In August of 2003, the Office of Personnel Management (OPM) Director issued a memo that outlined the verification requirements for funding academic degrees. The basic requirement is that the degree (or courses) in question must be from an accredited college or university that has been so certified by a nationally recognized accrediting body.

In May of 2004, the OPM Director released another memo that provided more direction and some specific definitions of accredited, non-accredited and non-qualifying (which included diploma mills). The memo includes a chart that lists what are referred to as categories of higher education and those that qualify for an academic degree training program and those that qualify as a tuition reimbursement or employee training program. The link to that chart is: [www.opm.gov/Strategic Management of Human Capital/guidance/2004/DiplomaMills.pdf](http://www.opm.gov/Strategic_Management_of_Human_Capital/guidance/2004/DiplomaMills.pdf)

In view of the recent attention to the accreditation status of academic institutions and the unfavorable publicity on payments to diploma mills, a link is provided to assist you in the accurate check of colleges and universities. The Council for Higher Education Accreditation provides a user friendly Institutional Database at: www.chea.org

TRAINING COORDINATOR

CORNER

Tip of the Month

Do you only have a certain amount of money to spend on Training? Would you like a quick way to view our courses by cost? Here's a quick tip:

- Select 'cost' from the Sort by drop down box
- Enter a large number in the Records Returned per Page box
- Click Search Courses button

The courses will now be sorted by cost from the most expensive to the least expensive to the free!

Training Opportunities	
Course Title Keyword:	<input type="text"/>
Course Location Keyword:	<input type="text" value="NW"/>
HRSC Region:	<input type="text" value="All Regions"/>
Courses From Date:	<input type="text" value="3/19/2003"/>
Courses Til Date:	<input type="text"/>
Sort by:	<input type="text" value="Cost"/>
Records Returned per Page:	<input type="text" value="100"/>
<input type="button" value="Search Courses"/>	

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HRSC, NW Business Update FY05

Following the general session were several workshops that provided essential updates on: The New & Improved Training Website, Managing Training Histories, DAWIA, Retirement, Benefits, RIF, and Processing & Data Integrity Structure and Processes. An information resource room was also set up to answer questions and provide information on; Alternative Dispute Resolution, Appeals & Investigation services, Data Integrity Team, Recruitment, Retirement & Benefits, and Training.

All in all, there was something for everyone. A big Thank you to all who attended and contributed to this worthwhile event.

Leadership Conference

With this in mind, from the poem, "Built to Last"

*Built to last till time itself, Falls tumbling from the wall,
Built to last till sunshine fails, And darkness moves on
all,
Built to last while years roll past, Like cloudscapes in
the sky,
Show me something built to last, Or something built to
try*

Are you a Leader or Manager built to try? Then, sign up today!

To register: Complete DD Form 1556 and fax to 202-433-6550

or e-mail: HRSCNW-Training@navy.mil