
CHRO TRAINING ANNOUNCEMENT: HRM & SAFETY TRAINING FOR SUPERVISORS

CLASS: HUMAN RESOURCES MANAGEMENT (HRM) & SAFETY TRAINING FOR SUPERVISORS

DATE: 23 - 25 October 2019

TIME: 08:00-16:30 (Total 24 H)

PLACE: Camp Foster, Administration Bldg. # 495, 2nd Floor, Civilian Human Resources Office,
CHRO, Classroom #4

DESCRIPTION:

The 1st -2nd day provides the necessary tools needed to successfully accomplish organizational objectives and abide by human resources laws and regulations. Students will learn merit system principles, prohibited personnel practices, position classification, staffing and placement, training, labor management relations and the Japanese national (MLC/IHA) human resources programs and more.

The 3rd day: Supervisor Safety Training (SST) and Equal Employment Opportunity (EEO) for Supervisors Per MCO 5100.29B, Marine Corps Safety Program, all DoD Civilians serving as supervisory personnel are required to receive specialized safety training. SST include an overview of the command safety program, basic mishap investigation and reporting; supervisors responsibility to train their subordinates, identify operations and personnel at risk to occupational health hazards identified by industrial hygiene and safety surveys; development and implementation of Job Hazard Analyses (JHA), and all items specified by 29 CFR 1960, Basic Program Elements for Federal Employees OSH Programs and Related Matters.

EEO provides EEO, diversity, sexual harassment prevention for supervisors.

ELIGIBILITY:

This class is open to all SUPERVISORS of U.S. Appropriated Fund (APF) employees and MLC/IHA employees of USMC Okinawa; priority for this training is as follows:

Priority 1: USMC Appropriated Fund employees appointed within the last 12 months to a supervisory position in the competitive/service serving a probationary supervisor period.

Priority 2: New Military supervisors of APF and MLC/IHA employees of USMC Okinawa.

Priority 3: Experienced supervisors with a need to refresh their knowledge of supervisory skills

HOW TO APPLY:

For 1st and 2nd day class + EEO: Submit nominations to Workforce Development Unit, Civilian Human Resources Office via e-mail to mcbbutlerchrotraining@usmc.mil . Deadline for submission is 17 Oct 2019.

- Nomination must include below listed information:

- 1) Name
- 2) Grade
- 3) Position Title
- 4) Service Status
- 5) EDI PI/DOD ID # (CAC Number)
- 6) Organization or Code
- 7) Installation
- 8) Duty Phone
- 9) Supervisor's Name
- 10) Priority based on eligibility (indicate (1), (2), or (3))

For 3rd day Safety class: Please sign-up to attend Supervisor Safety Training via ESAMS (Enterprise Safety Applications Management System) https://esams.cniv.navy.mil/esams_gen_2/loginesams.aspx or contact the Safety Office at 645-4468

Dress Code: Business Casual Attire/Uniform of the day