

**Department of Defense
New Supervisors (NS) Training
Frequently Asked Questions**

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INFORMATION ABOUT THE NEW SUPERVISORS COURSE

What is the New Supervisors Course?

The New Supervisors Course is the first step towards excellence in supervision. The purpose of the program is to equip supervisors with the skills and competencies necessary to be an effective supervisor in the Department of Defense. The program is competency-based and supports the Department's lifecycle management approach to recruit, manage and develop, and retain a capable and ready workforce. The New Supervisors Course assists the new supervisor through the transition from employee to supervisor, and to provide the skills necessary to be effective in this new role.

At the conclusion of the New Supervisors Course, participants will be able to:

Describe the significance of legal and regulatory requirements necessary for:

- Critical Transitions to the next level of leadership
- Hiring talent
- Developing talent
- Managing employee performance
- Managing the workplace to accomplish the mission

Recognize the necessity of accomplishing the mission through the leadership skills of:

- Building effective teams
- Leveraging diversity
- Managing conflict
- Developing others
- Human capital management
- Financial management

This course is targeted primarily for supervisors in the Fourth Estate (OSD/Defense Agencies/Field Activities). Other Components may offer new supervisor training. Those outside the Fourth Estate should first check with their servicing human resources office.

Why is training required for new supervisors?

The following authorities require training for all supervisors at various levels of their careers:

- Section 1113 of the FY2010 National Defense Authorization Act (NDAA),
- Part 412 of title 5, CFR,
- DoD internal hiring reform, recruitment and related policies

Who is required to complete supervisory training?

- **New Supervisors**
(<2 years as a first-time supervisor leading civilians)
This training is being linked to completion of probationary period
- **New Managers**
(<2 years as a manager, supervising other supervisors and/or someone who formulates and effects management policies); this training is being linked to completion of probationary period
- **Refresher training** (Seasoned supervisors & managers)
(>2 years) and as a refresher training every 3 years

What is the terminal learning objective for the overall course?

At the conclusion of this course, new supervisors will be able to:

- Describe the significance of legal and regulatory requirements necessary for:
 - The successful transition from employee to supervisor
 - Hiring Talent
 - Developing Talent
 - Managing Employee Performance
 - Managing the workplace to accomplish the mission
- Recognize the necessity of accomplishing the mission utilizing key leadership skills:
 - Building effective teams
 - Leveraging Diversity
 - Managing Conflict
 - Developing Others
 - Human capital management
 - Financial Management

What are the benefits of supervisory training?

This course is based on DoD-wide training requirements and adds strategic value by:

- Promoting world-class leaders within DoD
- Promoting demonstrated supervisory excellence
- Promoting an interdisciplinary approach to leading people
- Providing opportunities for emerging leaders to interact and learn from organizational leaders Using a competency-based platform consistent with DoD's talent management framework
- Offering a variety of learning modalities to develop the "whole leader"
- Furthering the Department's strategic human capital objectives
- Aligning with DoD's official civilian leader development model Showcasing a tangible result: developing leaders who lead people
- Complying with statutory (FY10 NDAA) and regulatory (5 CFR 41) requirements

What does the New Supervisor Course entail?

The main topics covered in this course are:

- Critical Transitions (from employee to supervisor)
- Hiring Talent
- Developing Talent
- Managing Employee Performance, and
- Managing the Workplace

How is the Managerial and Supervisory Training being funded?

All courses (New Supervisors Course, Supervisor Refresher Course, New Managers Course, and Managers Refresher Course) offered through the Managerial & Supervisory Training Program are centrally funded by DoD. Your Component or agency is responsible for travel and per diem.

NS SCHEDULING PROCESS

How will participants be scheduled?

Participants can self register using a registration link that will be provided through the [Manager and Supervisor Training Program](#) web page, prior to each course.

How are participants selected to attend?

Individuals are selected to attend through their Component. Each Component will establish its own selection process. Interested individuals should contact their agency training office for the selection requirements, process and timeline.

What forms are required to attend this course?

Participants must complete the self-registration to attend, and complete any agency-unique requirements. You are encouraged to contact your training office for additional guidance.

When is the New Supervisor's Course held?

Please review this website for course offering dates. Classes generally begin first thing on Monday, with Sunday being the arrival day.

How will I know which class I am scheduled to attend?

You will select your course date when you register. If your selected course is full, you will be notified and asked to select a second date.

COURSE COMPLETION

What is required to complete the training?

Most participants are expected to complete the course during the allotted time. However, situations may occur that prevent completion, and they will be handled on a case by case basis.

How will completion of the course be documented?

Participants who complete the course will get a certificate of completion. The individual is responsible for submitting the certificate to their Component and their Official Employee Personnel Folder.

RESPONSIBILITIES & GENERAL INFORMATION

How can I get more information?

Participants can get more information from the [Manager and Supervisor Training Program](http://www.cpms.osd.mil/lpdd/MandS_index.aspx) web page at: http://www.cpms.osd.mil/lpdd/MandS_index.aspx.

As a manager/supervisor/Component within the Department, what are my responsibilities for this training?

Growing new supervisors for the Department of Defense is a critical responsibility of every Supervisor. The supervisor's responsibilities include:

- Ensuring supervisors that require this training are given the opportunity to complete the course;
- Assist new supervisors in applying what they have learned from the course;
- Provide meaningful and honest feedback to participants on their supervisory strengths and deficiencies;
- Demonstrate a commitment to supervisory development by encouraging attendance, completion, and application of the training upon return to the duty organization

LOGISTICS

How do I register?

After you have been approved to attend by your Component you register by registering on the following link:

<https://eportal.cpms.osd.mil/lpdd/supervisor/register.html>.

When does the class actually start and when do I have to be there?

The class actually starts on Monday and Sunday is considered a travel day. You have to be ready to start first thing on Monday morning.

How are weekends handled?

Given the breadth of content covered by this course, there is instruction over the weekend. Participants are expected to stay at EMTC until the course concludes on the following Friday.

How are lodging reservations handled?

Lodging reservations are secured when your registration is confirmed. No additional steps are required

How do I make shuttle arrangements?

Please complete the shuttle request on the course registration page, OR click on this link: [M&S GROUND TRANSPORTATION REQUEST FORM](#)

What should I consider when preparing travel orders?

This information is current as of October 1, 2011.

You can get to Southbridge by flying into either Hartford, Ct., or Boston, MA. If you are travelling from the National Capital Region (Washington D.C., Northern VA, or MD), it is strongly recommend that you fly into Boston as airfare is less expensive, and flights are more frequent. Shuttle service is provided from and to both. If there is no service within an hour or two of your arrival and/or departure, we recommend traveling with several people to share the cost of a rental.

As the Executive Management Training Center is leased by DoD, lodging is virtually free. You are assessed fees for your provided meals. When creating your travel orders in DTS, zero out your lodging costs, and indicate that breakfast, lunch, and dinner is provided as shown below. Your per diem will be automatically adjusted accordingly. The breakdown is as follows:

- * A day with three meals (breakfast, lunch and dinner) is 56.00 per day.
- * A day with two meals (breakfast and lunch) is 25.84 per day.
- * A day with breakfast only is 11.40.

Breakfast and lunch is provided every day, but you're only charged for breakfast on your day of departure. Please note that meals will be automatically charged to

each individual's room based on check-in/check-out times and dates, and that meal costs are mandatory for all guests, whether or not you eat.

Should I get a rental car?

The EMTC operates a shuttle between the airport and the EMTC. The EMTC shuttle service is also offered during the evenings for dinner and other excursions. Electing to secure a rental car is totally up to you, with the approval of your agency. If you do decide to rent a car, we recommend sharing the expense with others as to minimize costs as a matter of preserving our resources.