



The Training Wheel



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In this issue:

- From the Desk of Chief, Perry Blake: 2004 in Review
- Wise Men and Women Travel to NC Regional Training Center
- Ask The Training Wizard
- The Civilian Corps Creed
- Still Searching for Lead Facilitators
- Strategic Leadership for Executives
- Federal Executive Institute & Management Development Centers
- SBLM Application Deadline
- Comings & Goings

"...we've had a very good start but, there is still much to be done because the employees we serve deserve the very best."



2004 in Review From the Desk of HRDD Chief, Perry Blake

As the Human Resource Development Division (HRDD) Chief, I take great pride in the opportunity to reflect on our previous fiscal year. This was a year in which we made great strides toward establishing a viable regional training program. We also had some personnel turnover that bears mentioning. Jerry Boyd, who started the year as Chief, HRDD chose to go gently into that good night of retirement. Because we keep in touch, I can tell you that he is enjoying every moment. With Jerry's departure I was given the opportunity to continue his good work. For that I am humbled and thankful. I was dealt a very good hand. The HRDD staff is an enthusiastic, committed and creative group.

In the time since I became HRDD Chief, we have added three new members to the staff: assistant, Kim Green, and students, Amy Jack and Amber Carter. Each has become a valuable staff member as they have taken on the lion's share of the administrative burden thereby allowing the specialists to concentrate on the substantive work of fielding a regional training program. During this year, three of our specialists reached their target grade of GS-11. Each has acquired the knowledge

and experience to operate in the ever-changing arena of civilian training. Congratulations to Annette Parchert, Michele Fetterley and Aline Scott. Pam Koby and Alex Papke, the two most senior specialists, continue to keep the office grounded and focused on our goal of providing the customer with the training they require and becoming the best HRDD that we can be.

One of our most notable ventures this year includes the first Training Advisory Group conference. This was the first conference that allowed a face-to-face meeting and a free exchange of information between the HRDD staff and the Training Coordinators from each of the ten Civilian Personnel Advisory Centers (CPACs) within the North Central Region. As a result of this meeting we have established more substantive working relationships with our counterparts in the field.

We also received double the number of responses to the annual training needs survey from the previous year. Combined with our working relationships with our CPAC counterparts, the training needs survey allowed us the ability to provide a variety of classes via video teletraining, onsite at central locations

and at specific installations across the region. These accomplishments are a part of our overall vision of providing "the right training at the right time." The training needs survey forms the basis for the schedule of classes provided by our office.

In addition, we have been heavily involved in marketing and conducting leadership training. The staff published a leadership tutorial guide that outlines the registration procedures for most of the Army's leadership courses. The tutorial was distributed to managers and CPAC personnel during the Customer Advisory Board and via email to all the regional HRDD Chiefs. Our office coordinated and/or facilitated 17 LEAD classes at various locations from Washington D.C. to Ft. McCoy, WI to Birmingham, AL to Atlanta, GA. All specialists on staff are LEAD facilitators and stand ready to provide training when needed.

To sum up our year, we've had a very good start. But, there is still much to be done because the employees we serve deserve the very best. We continue to work toward that goal. As we head toward a New Year, I wish you all a very Happy Holiday Season!

Upcoming Courses

**HR
Advisor/Consultant**
Jan 10-14
Rock Island
Arsenal, IL

**Federal Budgeting
for Non-Budget
Personnel**
Jan 18-20
Rock Island
Arsenal, IL

**Briefing
Techniques**
Jan 25-27
Rock Island
Arsenal, IL

**Briefing
Techniques**
Feb 1-3
Rock Island
Arsenal, IL

**Stress
Management**
Feb 22
VTT

Team Building
Feb 23-24
Ft. Belvoir, VA

Writing for Results
Feb 23-24
Rock Island
Arsenal, IL

**Intro to Financial
Management**
Mar 1-3
Rock Island
Arsenal, IL

Team Building
Mar 1-3
Ft. McCoy, WI

**Federal
Appropriations
Law Update**
Mar 4
Rock Island
Arsenal, IL

LEAD
Mar 14-18
Rock Island
Arsenal, IL

Wise Men and Women Travel to NC Regional Training Center



Front Row: Marvin Bethel; Ed Griggs, Instructor; Annette Parchert; Rafael Contreras; Jane Slaughter; Larry Mann; Angela Dietz; **Middle Row:** Mary Young-Roberts; Alline Scott; Michele Fetterley; Keirsten Ramon; Christina Henzen; Nicole Kirchgessner; Jennifer Guzis; Rosonya Turner; **Back Row:** Braxton Toy; Ty Guda; Lance Dechant; Jennifer McLendon; Linda Webster; Kim Meyer; Emma Matthews; Debbie Prue; Sandy Moxley, Instructor; Nikki Young, Instructor

Absent from photo: Alex Papke, Instructor

In November, several wise men and women traveled from Puerto Rico, Washington D.C., Wisconsin, Kansas and Michigan. However, they didn't follow a "star in the east." They came to the North Central Regional Training Center located at Rock Island Arsenal, IL to attend *Basic Human Resources Development (HRD)*.

Basic HRD, a course designed to assist participants in learning basic skills and principles

for the training and development function, was held November 1-5. A blend of lectures, discussions and group activities was used to teach participants how to interpret policies and regulations, review training nominations, evaluate training and consult with employees and line managers.

Sandy Moxley, recently elected HRD Chief, Northeast Region, Alex Papke, HRD Specialist, NC Region, Nikki Young

and Edward Griggs, ACT II Management, taught the course.

The class was well received. On his evaluation one of the participants notes, "Sandy Moxley was a wealth of information. It's a breath of fresh air to have an instructor who not only knows her subject but can effectively communicate it to the class. She gets an A+."



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***"I am an Army Civilian –
a member of the Army
Team. I am dedicated to
the Army, its Soldiers
and Civilians"***
Civilian Corps Creed



Ask the *Training Wizard*...

Dear Training Wizard,

I'm a new supervisor and I'm wondering if there are any mandatory classes I need to complete.

~Curious in Rock Island

Dear "Curious,"
There are two courses a new supervisor is required to complete - Supervisory Development Course (SDC) and Leadership, Education and Development (LEAD).

SDC is phase I of the mandatory supervisory training for all newly appointed supervisors (military and civilian) of civilian employees. The SDC course must be completed within 6 months of appointment to the supervisory position for civilian supervisors and

within 12 months of appointment for military supervisors.

This course is available as interactive online training and there is no charge for the course. Students may begin the course from the website at any time. The SDC is made up of two sub courses, ST5001, Managing and Leading and ST5002, Human Resources Management. Both sub-courses must be completed.

To register and enroll in the course go to:
<http://cpol.army.mil/library/train/courses/> You will be enrolling in course number 131 F21.

LEAD is phase II of the mandatory supervisory training for all newly appointed supervisors (military and civilian) of civilian employees. The LEAD course must be

completed within 6 months of appointment to the supervisory position for civilian supervisors and within 12 months of appointment for military supervisors.

Local commands are responsible for arranging and conducting LEAD courses. Contact your servicing Civilian Personnel Advisory Center (CPAC) for class dates and locations. While there is no tuition charge for LEAD, your organization may have to cover the cost of travel and per diem.

"Curious," if you have not completed SDC and LEAD you should do so as soon as possible. It is also important to note that employees are responsible for ensuring that their training records are updated..

~Training Wizard

Editors Note: If you have questions for the Training Wizard please e-mail them to Michele.Fetterley@us.army.mil. Responses will be published in the quarterly editions of the Training Wheel.



The Civilian Corps Creed

I am an Army Civilian – a member of the Army Team. I am dedicated to the Army, its Soldiers and Civilians. I will always support the mission. I provide stability

and continuity during war and peace.

I support and defend the Constitution of the United States and consider it an Honor to serve the Nation

and it's Army. I live the Army values of loyalty, duty, respect, selfless Service, Honor, integrity, and personal Courage.

I am an Army Civilian.

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The Training Wheel

Page 4 of 5

Still Searching

The North Central Regional Training Center is still in need of additional Leadership, Education and Development (LEAD) facilitators. The increased number of scheduled LEAD courses has dramatically increased the demand for LEAD facilitators.

Please survey your staff and identify employees interested in completing the LEAD Train-the-Trainer (LEAD TTT)

course and willing to serve as LEAD facilitators. Information regarding the LEAD TTT



course and a schedule of upcoming courses is available at <http://cpol.army.mil/library/train/catalog/ch01leadttt.html>

Please ensure the names of trained facilitators are forwarded to the program coordinator for the NC Region - Ms. Pam Koby, 309-782-5055 (DSN 793), Pamela.Koby@cpocria.army.mil.

Strategic Leadership for Executives

The Civilian Leadership Training Division, Center for Army Leadership announces offerings of the leadership course, *Strategic Leadership for Executives (SLE)*.

SLE is a follow-on to the Organizational Leadership for Executives (OLE) course which has been an integral part of the Army's leadership common core curriculum since 1987. The goal of SLE is to provide organizations with strategic leaders who provide their organizations with purpose, vision and direction; examine and shape the organization's

culture and climate; have a depth of vision, capability for self-insight and objectivity to forge the



organization's future; purpose, vision and direction; examine and shape the organization's culture and climate; have a depth of vision, capability for self-insight and objectivity to forge the organization's future; understand the importance and role of Army and organizational values; and

have the skills to develop strategies and priorities for change.

Target Audience is Managers of programs, resources and /or policy as well as officers in the rank of Lieutenant Colonel or Colonel. Attendees must be currently working in, or have excellent potential for executive positions. All attendees must be graduates of the OLE course. This course is NOT centrally funded, therefore, travel and per diem is the responsibility of the participant's organization.

Registration and additional information may be found at http://www.cgsc.army.mil/cal/cltd/CLTD_courses/sle.asp



The Federal Executive Institute & Management Development Centers

The Federal Executive Institute and the Management Development Centers are dedicated to developing career leaders for the Federal Government. Three centers located in Charlottesville, Virginia, Shepherdstown, West Virginia, and Denver, Colorado all offer exceptional residential learning environments and are staffed with program directors, seminar leaders, and facilitators drawn from America's elite corps of training professionals.

The centers work to

- Create, share, and apply knowledge and skills to address the challenges faced by public sector organizations

- Develop the values and competencies that are the foundation of public service, transcending individual professions and missions



- Offer state-of-the-art learning experiences in world-class learning environments.

for anywhere from a few days to four weeks to enhance their leadership and management skills. They may do so at any stage of their career from first line supervisor through the Senior Executive Service.

For more information and a list of classes please go to <http://www.leadership.opm.gov/courselist.cfm>

Customers are high-performing supervisors, managers, and executives who come to the Centers

SBLM Application Deadline

FORT BELVOIR, VA. (ARMY MANAGEMENT STAFF COLLEGE, Nov 5, 2004) – Applicants have until February 9, 2005, to apply for the Sustaining Base Leadership and Management resident program, Class 05-2, which runs May 16 – August 5, 2005.

To learn more about the SBLM program and to apply online, please visit our web site at <http://amsportal/belvoir.army.mil>

Comings & Goings

This quarter we say goodbye to three of our training coordinators in the North Central region.



Ms. Frieda Hair is now serving as a generalist at the Walter Reed CPAC working primarily in the field of classification.

Ms. Terry Vines left Ft. Myer to accept a position at the Ft. Belvoir CPAC where she is employed as a generalist.

Mr. Henry Fisher is retiring from Federal Service. His last week as training coordinator for the Detroit Arsenal CPAC is the week of 13 December. Our best wishes to each of them.

We are also delighted to introduce our new points-of-contact: Ms. Leigh Penny, Walter Reed CPAC, Ms. Bonnie DeHart, Ft. Myer CPAC, and Dr. Pricilla Hines, Detroit Arsenal CPAC.

“The Federal Executive Institute and the Management Development Centers are dedicated to developing career leaders for the Federal Government”