



# TLC Times

A publication of the South Central Training & Learning Center

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**Our goal is to be of value to you.**

## Discounts on Training in Your Local Community

The South Central CPOC conducted site assistance visits to Ft Gordon and Ft Jackson in July. Louise Olszewski, Employee Development Specialist, represented the TLC.

During the visits Louise reviewed the regional training program with managers, training coordinators, and admin staff. The activity training coordinators focused on the TLC's role in assisting their organizations in identifying training requirements and sources to provide the training. One innovative approach discussed is to connect with publicly scheduled sessions provided by training



*Fred Smith, Roy Shields, Fort Gordon CPAC Chief Ted Sharpe, Cheryl Patterson, Louise Olszewski, and Brenda Wright.*

providers such as National Seminars or Dale Carnegie in the local community. This strategy reduces travel cost while providing training at an agreed dis-

count. Please contact your TLC representative for more information about this approach to provide training or contact the TLC at 256-842-6545/DSN 788-6545.

## TLC Partnership Promise:

As your broker for training and development, the TLC understands the magnitude of information you must consider when purchasing training. One technique that can be applied to the decision making process is to analyze what we can't and can control.

### Things we can not control:

1. The price trainers and vendors expect and their availability.
2. The quantity, condition, and availability of classroom space.

3. The training budget.

There may be other factors beyond our control.

### Things the TLC can control:

1. Making sure you have a good experience working with us.
2. That you will receive the information you want promptly.
3. That we provide expert advice and assistance about training and employee development.
4. That we will reduce the cost of training by

working together in a regional program.

5. That you will receive alternatives when planning on training initiatives to make the best decision possible.

If for any reason we fail to provide you with all the information necessary for you to make a well-informed decision when purchasing training, please let me know. Our goal is to be of value to you.

Please feel free to contact me personally if I can help or serve you.

Pat Biltoft, Chief, HRDD  
256-313-0818  
DSN 746-0818

## Upcoming Courses

MS Access 2000 Level 1  
12 August  
\$338  
Huntsville, AL

Project 2000 – Level 2  
11 August  
\$169  
Huntsville, AL

MS Access 2000 Level 2  
20 August  
\$169  
Huntsville, AL

Effective Communica-  
tions  
27 August  
\$125  
Ft. Benning, GA

MS Access 2000 Level 3  
28 August  
\$169  
Huntsville, AL

Military Briefing 101:  
For Civilian Employees  
3-4 Sep  
USASOC Ft. Bragg, VA

How to Write Better &  
Faster  
19 Sep  
\$147  
Columbia, SC

Business Writing &  
Grammar Skills  
22-23 Sep  
\$296  
Richmond, VA

Clean Air Act Overview  
Refresher  
23-24 Sep  
\$300  
Redstone Arsenal, AL

How to Deal with Unac-  
ceptable Employee Be-  
havior  
30 Sep  
\$135  
Hampton, VA

## Clean Air Act Overview/Refresher

Civilian and military per-  
sonnel responsible for/ or  
working with hazardous  
air pollutants, air quality  
programs, federal and  
state permits, and/or Risk  
Management Planning at  
military installations and  
activities are the target  
group for the above titled  
course.

The instructor, Ms. Scottie  
Alpin of Good Earth Envi-  
ronment INC is an attor-  
ney with more than 15  
years of experience in

environmental training.  
Participants will gain a  
thorough understanding of  
regulatory requirements  
pertaining to major pro-  
grams of the Clean Air  
Act.

Practical exercises and  
“real life” scenarios are a  
part of the curriculum.  
Also covered is an up-  
date of significant current  
issues relating to the  
Clean Air Act.

This two-day course is  
conducted at Redstone

Arsenal, Huntsville, AL on  
September 23-24, 2003.

Participants currently en-  
rolled are from Anniston,  
Fort Stewart, Fort Sam  
Houston, White Sands,  
and AMCOM. A special  
thanks you to Anniston  
Army Depot who identified  
this training requirement.  
Contact Louise Olszewski  
at 256 842-6540/DSN  
788-6540 or by email at  
Louise.Olszewski@us.ar  
my.mil for more informa-  
tion or to enroll.

## Army Mass Training Update Spreadsheet

A revision of the Mass  
Training Update spread-  
sheet was published in  
February 2003; however,  
the South Central CPOC  
is still receiving some of  
the obsolete versions.  
The older versions do not  
provide sufficient informa-  
tion to properly update  
completed training in an  
individual’s records. It is  
easy to identify the newer  
version. The first tab at  
the bottom of the work-  
book is called “Read Me

1<sup>st</sup>” and has “version 2.1a”  
near the top.

On the first tab of the  
workbook the user is  
asked to provide some  
basic information, one  
being the location (instal-  
lation) of the user. This  
information is also impor-  
tant to accurately update  
an individual’s training  
history, especially now  
that the records are elec-  
tronically placed in  
MDCPDS.

To obtain a copy of the  
most current version of  
the spreadsheet, visit the  
South Central CPOC web  
site at  
<http://cpolrhp.belvoir.army.mil/scr>

For further information on  
Training and Education  
Updates, contact Bill Al-  
bert at 256-842-6587/DSN  
788-6587 or e-mail  
[william.albert@us.army.mil](mailto:william.albert@us.army.mil)

## Announcement: Strategic Leadership for Executives (SLE)

The Civilian Leadership  
Training Division, Center  
for Army Leadership an-  
nounces the pilot session  
of Strategic Leadership for  
Executives (SLE) 7-12  
Dec 2003.

SLE is the follow-on  
course to Organizational  
Leadership for Executives  
(OLE). Applicants must  
be a graduate of OLE to

attend SLE. This course is  
not centrally funded;  
therefore, travel and per  
diem are the responsibility  
of the participant.

SLE focus is on executive  
leadership skills at the  
strategic level, specifically,  
creating organizational  
vision, values, shaping  
culture and creating a cli-  
mate that fosters excel-

lence. For class details, eli-  
gibility, and registration, click  
[here](#).

For more information re-  
garding leadership training  
contact John Bentley at 256.  
876.2760, DSN 746-2760, or  
email:  
[john.bentley5@us.army.mil](mailto:john.bentley5@us.army.mil)