



# TLC Times

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*Road maps cover entry to executive level positions.*

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## Effective Leadership Using Emotional Intelligence

Three sessions of a dynamic 7-hour distance learning course will be taught by Dr. Scott Rosenske to approximately five sites on 7, 8, and 9 Oct 03.

Emotional Intelligence (EI) is defined as the ability to make excellent judgements in the workplace by combining our intellect (IQ) with our capacity to understand others and ourselves.

EI is the process of balancing our thoughts (reason) with our emotional database to increase our

**Who Should Attend:**  
**Managers, Supervisors,  
Team Leaders**



Distance Learning

**Cost: \$50  
per participant**

### Dates/Times:

**7 Oct 03, 8-4 Mountain Time  
8 Oct 03, 8-4 Eastern Time  
9 Oct 03, 8-4 Central Time**

Year-end money can be used for this training. For more information contact Marsha Samples 256-842-6543/DSN 788-6543 or e-mail [marsha.samples@us.army.mil](mailto:marsha.samples@us.army.mil)

effectiveness as a person, employee or leader.

## Two Career Guides: Road Maps for Career Progression and the Trail Guide for Future Leaders

Did you know that there are Road Maps for Career Progression for the majority of Army Civilians?

Did you know that there is a Trail Guide for Future Leaders? Both can be found at the websites provided below.

Roadmaps for civilian career progression are found in ACTEDS plans. The plans cover positions from the entry-level to the executive level of civilian occupations covered by career programs and career fields. ACTEDS is The Army Civilian Training

Education and Development System which is a systematic approach to development of technical, professional, and leadership skills similar to the military system.

Employees, supervisors and organization planners use the road maps for career progression and for workforce planning.

ACTEDS Plans can be located at the following website:  
<http://cpol.army.mil/library/train/acteds>



The Trail Guide for Future Leaders is located at: <http://cpol.army.mil/train/guide/fl> The guide assists employees in navigating through the various career development sources on Army websites.

## Upcoming Courses

Maximizing Interpersonal Relationships  
9 Sep  
\$25  
Redstone Arsenal, AL

How to be a Highly Successful Team Leader  
15-16 Sep  
\$297  
Richmond, VA

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

Clean Air Act  
25-26 Sep  
\$300  
Redstone Arsenal, AL

Advanced Microsoft Excel for the Power User  
17 Oct  
\$105  
Columbus, GA

Getting Started with FERS  
\$99  
17 Nov  
Ft. Jackson, SC

Mid-Career (CSRS)  
\$99  
18 Nov  
Ft. Jackson, SC

Mid-Career (FERS)  
\$99  
19 Nov  
Ft. Jackson, SC

Pre-Retirement (CSRS)  
\$99  
20 Nov  
Ft. Jackson, SC

Pre-Retirement (FERS)  
\$99  
21 Nov  
Ft. Jackson, SC

## Sustaining Base Leadership and Management (SBLM) Course, Class 04-1 Suspense – 29 Sep 2003

There is still time to submit an application for the SBLM Course, Class 04-1 scheduled to take place January 12, 2004 through April 2, 2004. Applying for the course is now easier than ever because of the Electronic Application Process (EAP) system. The EAP system can be accessed at the Army Management Staff College home page at

<http://www.amsc.belvoir.army.mil> You will find a detailed description of the course, eligibility requirements and enrollment instructions at the website. The suspense for submission into the system is September 29, 2003. The SBLM course is a 12-week graduate level program that covers the body of knowledge and experience of sustaining base

leadership, management, and decision making by blending student experience with program design and development. Points of contact for this course are:

Penny Berardelli/703-325-7261 – DSN 221  
Valerie Peyton/703-325-0615 - DSN 221  
or email:  
[valerie.peyton@asamra.offman.army.mil](mailto:valerie.peyton@asamra.offman.army.mil)

## Human Capital: A Guide for Assessing Strategic Training and Development Efforts in the Federal Government

The United States General Accounting Office (GAO) has published an exceptional guide to lead agencies in the development of organizations and individuals. The above titled guide can be located at the GAO homepage at <http://www.gao.gov> Enter the publication number: GAO-03-893G in the search function. This research provides timely information on assess-

ment of training needs and the development efforts to make it easier to determine what, where, and how learning may be implemented.

There are three sections in the guide. The first covers the four components of the training process (planning, design, implementation and evaluation). The second section includes key

questions to answer when making decisions in the four components of the training process. The third section summarizes observations on the core characteristics that make training effective and strategically focused on achieving results.

When you are in the GAO homepage, don't forget to look for other human capital topics.

## Action Officer Development Course (AODC)

*Are you an intern? Have you recently been promoted to a Journey-level position? Do you prepare staff work on behalf of senior managers or commanders?* If you can answer yes to any of these questions, then the AODC is for you. For Interns and Journey-level positions the AODC is mandatory, and a nice-to-have training session for all others.

The AODC is related to the Combined Arms and Services Staff School, taught to military officers. The AODC does not refer to the type of staff work you may do. It prepares you to be an action officer, the subject matter expert on actions. It educates you in organization and management; conducting staff work; managing time and priorities; conducting

meetings and briefings; solving problems, decision making and more. The course offers 21 credit correspondence course hours, is at no cost to you or your organization, and provides you a certificate of training for record purposes. To register, click on the website below.

<http://cpol.army.mil/library/train/courses>