



**HUMAN RESOURCE
DEVELOPMENT
DIVISION**

Training

West Region

February, 2004

**Upcoming
LEADERSHIP
TRAINING**

9-13 Feb 04 - ILDC
Albuquerque Dist, COE
(Lluikens@spk.usace.army.mil)

9-13 Feb 04 - ILDC
Sacramento Dist, COE
(Lluikens@spk.usace.army.mil)

1-5 Mar 04 - ILDC
Seattle Dist COE
(lori.danielson@usace.army.mil)

8-12 Mar 04 - LEAD
Ft. Lewis, WA
(johnstom@lewis.army.mil)

8-12 Mar 04 - LEAD
Ft. Hood, TX
(debbie.telles@hood.army.mil)

12-16 Apr 04 - LEAD
Ft. Huachuca, AZ
(hendersonr@huachuca-emh1.army.mil)

24-28 May 04 - ILDC
WSMR, NM
(hunts@wsmr.army.mil)

7-11 Jun 04 - LEAD
Ft. Lewis, WA
(johnstom@lewis.army.mil)

7-11 Jun 04 - ILDC
WSMR, NM
(hunts@wsmr.army.mil)

12-16 Jul 04 - ILDC
Ft. Huachuca, AZ
(kathy.evans@cpocwcp.hua.army.mil)

19-23 Jul 04 - LEAD
Ft. Huachuca, AZ
(hendersonr@huachuca-emh1.army.mil)

9-13 Aug 04 - LEAD
Ft. Hood, TX
(Debbie.telles@hood.army.mil)

13-17 Sep 04 - LEAD
Ft. Lewis, WA
(johnstom@lewis.army.mil)

20-24 Sep 04 - ILDC
Ft. Huachuca, AZ
(Kathy.evans@cpocwcp.hua.army.mil)

**Complete course details on
West CPOC Web pages**

**REGIONAL TRAINING
ROADMAP
2004 and BEYOND**

We have received very positive responses to the 2004 West Region HRD Conference that we will be hosting here in Sierra Vista (Ft Huachuca), AZ on 9-11 March. I'm pleased to report that every CPAC and/or installation training activity will be represented! My staff and I are really looking forward to 2 ½ very productive days as we renew/strengthen partnerships and build a roadmap designed to ensure the success of our renewed commitment to regional training in the West. The DRAFT agenda has been provided to all attendees for comment and includes an opportunity for each activity to make a brief presentation of their own success stories and initiatives. We are also pleased that a representative from CHRA, TMD will attend and make a presentation on CHARA's vision, products/services and expectations. We intend to have some fun as well and will be reporting conference outcomes in future editions of this Newsletter.

Bob Zenda

Chief, Human Resource Development Division
West Region Office, Civilian Human Resources Agency
(robert.zenda@cpocwcp.hua.army.mil)

**TRAINING AUTHORITIES &
GUIDLINES**

If you are looking for current and complete regulatory guidance relating to training, go to OPM's web site at <http://www.opm.gov/hrd/lead/pubs/handbook/sitemap.asp> Each of the subject titles shown below is hyperlinked to the relevant material for easy access. Bookmark this one!

- ◆ Introduction
- ◆ Summary of the Legal Foundation of Training

- ◆ Legal Foundation for Training
 - The Government Employees Training Act (GETA)
 - Title 5, U.S.C., Chapter 41
 - Executive Order 11348
 - Other Laws That Affect Training
 - Title 5, C.F.R. part 41
 - Federal Agencies Impacting the HRD Program
- ◆ Legal Foundation by Subject Area
 - Academic Degree Training
 - Assignment to Training
 - Continued Service Agreements
 - Copyright Laws
 - EEO Concerns and Merit Principles
 - Employees with Disabilities
 - Ethical Issues Related to Training
 - Expenses Related to Training
 - Meetings and Conferences
 - Interagency Training
 - Membership in Professional Organizations
 - Pay of the Employee
 - Procurement of Training
 - Professional Credentials
 - Records of Plans, Activities, and Expenditures
 - Required Training
 - Retraining
 - Student Educational Employment Program
 - Training Needs Assessment
 - Training of Non-Government Employees
 - Use of Government Funds for Training
 - Worksite Educational Programs

This material should be part of the basic toolkit of every individual assigned duties involving the management and administration of civilian training. However, keep in mind that this material may well be supplemented with additional implementing guidance unique to the Army and/or your MACOM.

We welcome your feedback and ideas for future Newsletter topics. Send Email to: westhrdd@cpocwcp.hua.army.mil

EXPANDED VTT SCHEDULE

The Civilian Human Resources Agency (CHRA), Training Management Division (TMD), recently posted their expanded (complete) FY04 Video TeleTraining (VTT) schedule on the CHRA web site at: <http://www.chra.army.mil/catalog/FY04%20VTT%20Schedule.htm>. In addition to course descriptions, target audience definitions, identification of instructors and dates and times of all offerings, a link to the VTT registration instructions is included. Since the number of sites that can participate in any session is usually limited to no more than six, the earlier you start the registration process the better chance you have to lock in the most desirable date(s) and time(s). All of the HR subjects on the schedule are offered in 2-4 hour blocks and many are targeted at managers and administrative POCs. Check it out and get on board quickly. If you don't know where your nearest VTT capable facility is located, we can send you a complete listing of locations and their points of contact. Just send an email to Sammy Arciniega (florencio.arciniega@cpocwcp.hua.army.mil) Remember, "**the early bird gets the worm!**"



--- LEAD TRAINING ---

The Leadership Education and Development (LEAD) Course is one of the mandatory courses contained in Army's progressive and sequential core leadership training suite. The LEAD course is the second phase of required training for new supervisors (AR 690-400, Chapter 410).

WHY LEADERSHIP TRAINING? Army civilians are assuming more and higher levels of responsibility throughout the Army. Traditionally, civilians have achieved levels of responsibility through technical expertise. Until recent years, formal leadership training opportunities for civilians were minimal or were seen as non-productive to the organizational mission. However, senior Army leadership has come to realize that formal leadership training of civilians is vitally important.

LEAD is a 5-day experiential learning course that teaches supervisors how to assess their own effectiveness and how to assess employee and team effectiveness. The course objectives also include how to motivate and influence employees; to communicate effectively; to conduct effective counseling sessions; how to resolve conflicts; to develop strategies to create fully functioning teams; to make effective decisions; and to explain the effect of values on individual and team effectiveness.

While responsibility for conducting LEAD training rests with installation commanders, we recognize that there will be times when trained facilitators may not be available to conduct the training in a timely manner. Your West Region HRD team has several qualified LEAD facilitators who can be made available to help you meet this mandatory training requirement. We like to think of this as a "call 911" capability. If you find yourself in this kind of bind, contact Kathy Evans (kathy.evans@cpocwcp.hua.army.mil - phone: 520 533-8159) and we will do our best to accommodate your needs.

WCPOC LENDING LIBRARY

The HRD Staff is pleased to announce a number of new additions to the West CPOC Lending Library. By video taping a number of VTT training courses at the Ft. Huachuca Distributed Learning Center and with the purchase of some commercial videos with end of year funds, we have added 18 new videos to our Lending Library bringing our total to 109 training videos available for your use.

Many of you have previously used the West CPOC Lending Library to supplement some of the training initiatives that have been going on at your respective installations/organizations. For those of you who have not taken advantage of the West CPOC Lending Library, here is some background information on how our lending library works:

Our Lending Library consists of various video cassettes, CD ROMs, books and audio cassettes. In an effort to expand training opportunities and to increase the effectiveness of training in the West Region, these training aids are made available to our CPAC partners and the employees they service. All training materials are free of charge and are available on a first-come first-serve basis. The ONLY thing we ask in return for loaning out these training materials is an e-mail indicating (for example) how many times a video was shown and how many employees viewed it.

NEW ADDITIONS

Here's a listing of the videotape titles we've recently added to the lending library.

- * Benefits & Entitlements: Maintaining Quality Records in DCPDS (VTT)
- * Benefits & Entitlements: Retirement System Coverage Determinations (VTT)
- * Benefits & Entitlements: TSP Accession Actions (VTT)
- * Benefits & Entitlements: TSP Hardship Withdrawals (VTT)
- * Federal Long Term Care Insurance Program (Educational Meeting VTT)
- * Federal Long Term Care Insurance Program (VTT-Program #2)
- * Federal Long Term Care Insurance Program (VTT Broadcast #3)
- * Give'em the PICKLE!
- * How in Hell Do We Manage?
- * How to Make Quality Fail (Government version)
- * How to Use Video in Training
- * Introduction to Discipline (VTT)
- * OPM Project Manager Classification Guide (VTT)
- * Retirement System Coverage Determinations Workshop (VTT)
- * Smile!
- * The Abilene Paradox (2nd edition)
- * The Attitude Virus: Curing Negativity in the Workplace"
- * The Other Side of the Window: Providing Exceptional service in Government

A complete description of the training materials in our library is posted on the WCPOC web-site at: <http://cpolrhp.belvoir.army.mil/west> (then click on Functional Areas/Human Resources Development Division/HRDD Regional Training Lending Library).