



HUMAN RESOURCE DEVELOPMENT DIVISION

Training

West Region

March, 2004

Upcoming LEADERSHIP TRAINING

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

26-30 Apr 04
Ft Irwin, CA
(Gloria.smith@irwin.army.mil)

3-7 May 04 - ILDC
Kansas City, MO
(ildc@leavenworth.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 Bliss, TX
(Bobadilloa@bliss.army.mil)

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

26-30 Jul 04 - ILDC
San Francisco, CA
(linda.k.luikens@spd02.usace.army.mil)

2-6 Aug 04 - ILDC
Kansas City, MO
(ildc@leavenworth.army.mil)

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

30 Aug-3 Sep 04 - ILDC
Kansas City, MO
(ildc@leavenworth.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**

WEST REGION HRD CONFERENCE

"Regional Training Roadmap"

Karen Webb, Acting Regional Director, opened the conference with a challenge to the training community to develop a regional training program that meets the needs of our Commanders. She shared that resources are very limited so our program must provide results, be value-added and clearly demonstrate a return on the investment. Achieving these goals will require a strong commitment, creative problem solving and involvement by everyone attending the conference. Collectively we can make a difference, separately we cannot deliver the kind of services our region deserves.



Mr. Bob Cronin, representing CHRA's Training Management Division (TMD), joined twenty-seven participants from all activities/installations serviced by the West Region at our March HRD conference in Sierra Vista and Ft Huachuca, AZ.

The conference agenda was designed to facilitate development of a "roadmap," in partnership with our CPACs and Training Administrators, that will result in a robust regional training program. Mr. Cronin's presentation reinforced that theme as he outlined some of CHRA's HRD Goals:

- Know installation training needs
- Develop a robust Regional Training Program
- Market the Regional Training Program
- Execute the Regional Training Program
- Document completed training in DCPDS

Bob also provided an overview of the CHRA & G-1 organizational structure, information

about emerging policy issues and details about NSPS & the HR for New Supervisors training requirement.

Conference highlights included a preview of our web-based Training Needs Survey training video, hands-on experience with the actual survey tool, introduction of the revised HRD IDEF (in an exercise setting) and outstanding participant presentations of success stories and unique training initiatives.

We covered a lot of material, engaged in some great discussion and had a little fun as well. I'm extremely proud of my small but competent staff and was heartened by the level of participation as well as the very positive feedback I've received. I have no doubt that we can follow our roadmap to success and, as Yogi put it so nicely: **"The future just ain't what it used to be!"**

Bob Zenda

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

HR FOR NEW SUPERVISORS

Fundamentals and Tools

Each CPAC was recently tasked by CHRA to deliver one iteration of this exportable course before the end of FY04. CHRA's plan, as briefed by Mr. Cronin at the HRD Conference, included:

- HR Regional Directors responsible for ensuring new supervisors are trained.
- CHRA develops/updates training materials
- CPACs deliver training onsite
- Regional HRDs provide assistance/oversight
- Local commanders provide funding for printing, & supplemental faculty TDY (if needed)

CPAC Directors have been requested to let us know if instructor support is required.

An outline/agenda for this 4-1/2 day course was provided to all CPAC Directors & participants at the HRD Conference; however the final course materials are not expected to be available on the CHARA web site until sometime in April. Stay tuned -- we will get the word out when that happens.

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

NEW ADDITIONS West Region Lending Library

The acquisition of some books from the Training Management Division at Aberdeen, MD along with the purchase of some books with end of year funds has enabled us to add 19 new books to our Lending Library. With these additions there are now 57 books available for your use.

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

Our Regional Lending Library contains a wide variety of video cassettes, CD ROMs, DVDs, books and audio cassettes that are available for your use. All training materials are free of charge and are provided on a first-come first-serve basis. The ONLY thing we ask in return for loaning out these training materials is data indicating how many employees utilized the training resource. Listed below are titles of the new books that have recently been added to the Lending Library:

- "Developing the Leader Within You"
- "Executive Charisma: Six Steps to Mastering the Art of Leadership"
- "First Team - Everything You Need to Know to Start a Team, Lead a Team and Be a Team"
- "Games Trainers Play"
- "Getting to Yes"
- "Give 'em the Pickle ... and They'll be Back!"
- "Leadership by Rudolph Giuliani"
- "Leadership 101 - What Every Leader Needs to Know"
- "Primal Leadership - Realizing the Power of Emotional Intelligence"
- "Retraining the American Workforce"
- "Team Games for Trainers"
- "Ten Tools for Quality"
- "The Leadership Secrets of Colin Powell"
- "The 17 Indisputable Laws of Teamwork"
- "The 21 Indispensable Qualities of a Leader"
- "The 21 Irrefutable Laws of Leadership"
- "The 21 Irrefutable Laws of Leadership (Workbook)"
- "True Professionalism"
- "Ultra Teams: Unlocking the Secrets of the New Teamwork - Quality Connection"

A complete description of all training materials in the lending 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).

MEET ANDREW JENSON



in June to begin his six month CPAC rotational assignment.

The newest member of our HRDD Staff, Andrew is a DA Intern who joined us on March 8th to begin his eight-week rotation in our Human Resource Development function. A 2003 graduate of Brigham Young University with a major in International Relations, Andrew travels to Ft Lewis, Washington

SBLM REMINDER

Applications for Sustaining Base Leadership Management Class 04-3 (Sep 13 - Dec 8, 2004) must be received at HQDA not later than May 31st. For complete program information visit the AMSC web site at: <http://www.amsc.belvoir.army.mil/>

Third-Generation Management Development

Following is an executive summary of one of many articles focusing on leadership in the March 2004 issue of ASTD's *T+D Magazine*

By Henry Mintzberg

Managers can't be created in a classroom. Instead they should be engaged actively in their learning, which means it should relate to their personal experience. Unfortunately, most degree programs for such people rely on the first generation of other people's experience and the second generation of artificial experience, while mostly ignoring the managers' own natural experience.

In 1996, Mintzberg and a group of colleagues started the International Master's Program in Practicing Management at McGill University. They wanted participants to stay on the job while having significant time to learn, by going back and forth in order to carry their workplace experience into the classroom and their newfound learning back to the workplace.

They also had to rethink their approach to the classroom—to bring this third generation of learning alive by encouraging managers to learn from experience. Classroom activities had to be reinforced by activities on the job. That extends the learning not only to the participating managers, but also into their organizations.

To obtain your free PDF copy of the full article, go to www.astd.org -- look under publications/T+D Magazine.

ANTIVIRUS NEWS

Computer viruses are appearing at an alarming rate. Today, it is estimated that there are more than 64,000 in existence and more than 100 new viruses are identified every week! Unfortunately, these viruses target all computers, including the one in your home. They can cause the loss of valuable data or open your computer to even greater vulnerabilities. Protect your system from viruses and intruders now - **AT NO COST!**



DoD has made a provision for the protection of their network assets to include your home computer. All DoD Employees may download the latest antivirus and firewall software now, even from home. The ACERT-CNO (USArmy Computer Emergency Response Team-Computer Network Operations) supports all soldiers and DoD Civilians at work and at home. Their goal is to be your authoritative source for computer security. You can access them from anywhere with your AKO login. **(Excluded from this program are Contractors and Retirees.)**

NEED ASSISTANCE?

We are only a phone call away

Sammy Arciniega, 520 533-8304 (DSN 821)

Kathy Evans, 520 533-8159 (DSN 821)

Ralph Hangsleben, 520 533-8300 (DSN821)

Vickie Jeffries, 520 533-7410 (DSN 821)

Andrew Jenson, 520 538-1528 (DSN 879)

Bob Zenda, 520 533-8154 (DSN 821)