



**HUMAN RESOURCE
DEVELOPMENT
DIVISION**

Training

West Region

May, 2004

**Upcoming
LEADERSHIP
TRAINING**

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)

21-25 Jun04 - LEAD - WSMR, NM
(Madridi@wsmr.army.mil)

19-23 Jul 04 - LEAD - Ft Bliss, TX
(Bobadilloa@bliss.army.mil)

19-23 Jul 04 - LEAD - Ft Huachuca, AZ
(Rufus.henderson@hua.army.mil)

19-23 Jul 04 - LEAD - Omaha, NE
(kathleen.j.grove@nwo02.usace.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)

23-27 Aug 04 - ILDC - Kansas City, MO
(ildc@leavenworth.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)

18-22 Oct 04 - LEAD - Ft. Huachuca, AZ
(rufus.henderson@hua.army.mil)

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

REGIONAL TRAINING SURVEY

The first West Region annual training needs survey – a critical element to the success of our revitalized regional training program – will debut this month using a web-based instrument that was previewed at the Regional Human Resource Development Conference in March. CPAC Chiefs and our primary training points of contact at each installation/activity will soon receive the tasking memo that includes instructions on how to access the survey and when it must be completed. The memo also introduces the “movie” we developed to train users how to navigate and use all the features of the survey instrument.

Vickie Jeffries has been extremely busy working with our ISD crew to craft all the changes/enhancements that were recommended by participants at the HRD Conference. In addition to many cosmetic enhancements, the FY05 PROSPECT survey tables have also been loaded into the survey and I am confident that you will be impressed by the ease-of-use functionality that she has orchestrated. We were also extremely fortunate to have Mr. Hans Hart, who was the brainchild behind the SW CPOC source product that we started with, spend some time helping us overcome a major challenge involving heirarchical organizational selection options – the most complex enhancement recommended by conference participants.

Unfortunately, Vickie will be leaving us at the end of May to deal with some serious health issues. We will all miss her upbeat personality as well as the the skill, talent and workaholic commitment she brought to bear on this important project. Her shoes will be extremely difficult to fill.

As many of you already know, I have initiated recruit actions through both DEU and Resumix to fill her job as well as a new GS-12 position that will be directly involved with analyzing survey results, preparing a regional training plan and conducting negotiations with vendors to match and deliver cost effective regional training.

The Resumix announcement closes on June 4th, so status candidates who are interested in this opportunity should update their resumes and complete the self nomination process.

I will be attending the ASTD International Conference & Exposition in Washington, DC, May 23-27. The theme is “LEARN - PERFORM - SUCCEED,” and this year’s event features over 300 sessions in nine tracks, as well as non-stop networking opportunities. I’ll be staying at the Hilton Garden Inn at Franklin Square and hope to connect with anyone else from Army who is attending.

Bob Zenda

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

MEET MIA FRANKEN



The newest member of our HRDD team, Mia is a DA intern who joined us on April 26th to begin her rotation in our HRD function. She is a graduate of the University of

Maryland with a BS in Business & Management and a MBA in Management from Western International University. Mia will attend the Basic HRD class at TMD June 14-18 before travelling to Ft Hood, TX where she will begin her six-month CPAC rotational assignment.

DID YOU KNOW??

The ASTD web site (<http://www.astd.org>) contains a great deal of resource material that is available to the general public (aka non-members), to include at least one article from each issue of T+D Magazine. This month’s “free” article is titled “Where To, the Field?” Check it out.

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

MORE ADDITIONS West Region Lending Library

In the February and March editions of our Newsletter we announced the addition of 18 training videos and 19 books to the West Region Lending Library. Well the expansion of the West Region Lending Library is not over yet! This month we are pleased to announce the addition of 6 training CDs and DVDs to our inventory.

Many of you have previously used the West Region 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 yet taken advantage of this resource, here is some background information on how our lending library works:

The West Region Lending Library consists of various video cassettes, CD ROMs, books and audio cassettes that are made available to you (and the folks you service) at no cost. 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. 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 data indicating how many times the product was utilized and how many employees viewed, listened or read the material provided. We collect that information to compute and track cost avoidance data, i.e., how much the user would have spent if they had to rent or purchase the product.

Listed below are the titles of the new CDs and DVDs that have been added to the West Region Lending Library:

- "The 7 Habits Coach" - by Dr Stephen Covey (CD)
- "Classification, Compensation and Performance Reference Library" (CD)
- "The Abilene Paradox - 1st edition (DVD)
- "The Abilene Paradox - 2nd edition (DVD)
- "The Other Side of the Window -- Providing Exceptional Service in Government"- meeting opener (DVD)
- "The Other Side of the Window -- Providing Exceptional Service in Government" (DVD)

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).

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: www.amsc.belvoir.army.mil/

E-LEARNING UPDATE

Check out the new Army E-Learning section on our web pages (Functional Areas / Human Resources Development Division / Dept of Army E-Learning (My SmartForce) -- April 04). In addition to general information about types of training courses offered (**FREE OF CHARGE TO OUR SOLDIERS AND ARMY CIVILIAN EMPLOYEES**), we have added an easy hyperlink directly to the ATRRS home page where individuals may register for courses, view the course catalog and access the courseware. **Continue to next article to learn of changes in the works that were recently announced by HQDA.**

*** Late breaking news ***

On May 21st the Army announced that MySmartForce (MSF) is scheduled to migrate to SkillPort, a new learning interface on June 15, 2004.

According to the announcement, SkillPort is a new, user-friendly learning platform, designed to provide easier access to the extensive MySmartForce course library. The log on screen, along with the user Ids and passwords, should be exactly the same as they are now. The connection with ATRRS and AARTS will also be exactly the same.

Current students should complete unfinished courses, including uploading student records from downloaded courses, prior to June 15th to ensure credit is given for completed courses. Progress on incomplete courses will be lost. Completions will be posted into ATRRS. All other progress records will not migrate. However, if a student has downloaded a course, they will be able to complete it on the computer on which the course was downloaded. They must synchronize their progress in order to get credit for completing the course. It is recommended that students print out progress records for their own reference. Look for more information to follow on the Army's AKO e-learning portal page.

HR FOR NEW SUPERVISORS

Fundamentals and Tools

West Region CPACs are moving out smartly to meet the CHRA Director's desire for each CPAC to deliver at least one iteration of the new "HRNS" course before the end of FY04. To facilitate that effort, the collection of lesson materials that must be printed locally and included in student binders has been placed on the CHRA web site (updated on May 17th): <http://www.chra.army.mil/catalog/HRFNS/hrfnsmain.htm>.

Although CHRA has rescinded the mandate that only certified Adjunct Faculty be utilized to deliver this training, TMD recently announced two centrally funded (ACTEDS) iterations of the the Instructional Methods Class (19-23 July and 26-30 July) at Aberdeen and has called for nominations using the online system NLT June 4th.

In addition to the two courses at Aberdeen Proving Grounds MD, TMD has agreed to deliver one class at Ft Huachuca in August or September, and the West Region plans to fund the attendance of one Specialist (GS-11 or higher) from each CPAC. Stay tuned, we will let you know as soon as the dates are confirmed and provide further instructions.

NEED HELP WITH LEAD TRAINING???

Got a backlog of new supervisors who need training? Need a facilitator(s) to help you out of your bind? We have three certified LEAD facilitators on staff and can help. While this course is an installation responsibility, we recognize that there will be times when assistance may be needed. Give us a call -- let's talk!

NEED ASSISTANCE?

We are only a phone call away

Sammy Arciniega, 520 533-8304 (DSN 821)

Kathy Evans, 520 533-8159 (DSN 821)

Mia Franken, 520 538-1580 (DSN 879)

Ralph Hangsleben, 520 533-8300 (DSN 821)

Vickie Jeffries, 520 533-7410 (DSN 821)

Bob Zenda, 520 533-8154 (DSN 821)