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TLC Times

A publication of the South Central Training & Learning Center

Distance Learning Program Features Colin Powell

On March 27, a live distance learning broadcast will examine the leadership secrets of Secretary of State Colin Powell.

During this interactive program, Dr. Oren Harari will examine Powell's no-nonsense leadership principles that can enable anyone to further their 'quest for success'.

Participants will learn how Powell applies these principles and translates them into action.

The South Central Training and Learning Center (SC-TLC) has negotiated a special region-wide discount of 70% off the pub-



Colin Powell's leadership principles will be examined in a live distance learning program this month.

lished site rate, including full taping rights.

For additional information on this or other distance learning programs con-

tact: Linda Burnette at: 256-842-6533, DSN 788-6533 or via e-mail at: Linda.Burnette@us.army.mil

Streamlined Mass Update Process Implemented

The South Central Training and Learning Center (SC-TLC) has implemented a streamlined mass update process for documenting employee training records into their official personnel records.

Training proponents may now update multiple employee-training records simultaneously by completing a specially formatted 'mass training update' spreadsheet.

The recently updated tool includes a number of helpful pull-down menus and support features. It

also allows users to 'copy and paste' information when several employees have received similar training.

Data input onto the spreadsheet is electronically verified for accuracy and completeness before being posted to employee's records.

Records that are unable to be processed are flagged and are returned to the submitter along with a request for supplemental information.

This innovative tool reduces the time it takes to

update training records and provides better service to customers. The 'mass training update' spreadsheet may be accessed online at: <http://cpolrhp.belvoir.army.mil/scr/>

For additional information on the spreadsheet or updating employee training or education records, contact Charanne Harris, (256-842-6545) or Bill Albert (256-876-2760) or e-mail: tlc.cpoctscr.army.mil.

Upcoming Courses

Managing the Generation Mix
March 11
\$100
Fort Bragg, NC

Effective Interpersonal Communication Skills
March 18
\$125
Redstone Arsenal, AL

Leading in Difficult Times with Rudy Guiliani
March 19
\$1,200 per site
Distance Learning

Leadership Skills of Colin Powell
March 27
Distance Learning
\$1,200 per site

Maintaining Peak Performance
April 15
\$100
Redstone Arsenal, AL

Office Techniques for Admin Professionals
April 23-24
\$145
Fort Benning, GA

The Winning Leader Leadership Skills
May 6-7
\$200
Redstone Arsenal, AL

Effective Writing
May 7-8
\$210
Fort Benning, GA

Making the Most of Your Federal Benefits
May 13 (CSRS)
May 14 (FERS)
\$45
Redstone Arsenal, AL

Access our complete schedule online via the URL below.

USASOC/TLC Partner to Meet Need

The United States Army Special Operations Command (USASOC) recently partnered with the South Central Training and Learning Center (SC-TLC) to offer critical acquisition training.

Several USASOC employees had a need for writing performance-based statements of work training. Instead of requiring employees to travel out of the area to acquire these skills,

Michael Haluski of USASOC worked with TLC to schedule the program as a regional offering. USASOC employees received priority registration and additional spaces were opened to others within the region.

The resulting effort saved training and travel costs for USASOC and others. Response to the program has been so favorable that additional offerings are being scheduled.

USASOC's efforts are a great example of how partnering with TLC can help organizations meet their workforce development needs.

For additional information on writing performance-based statements of work training or other regional offerings contact Linda Burnette at (256) 842-6533, DSN 788-6533, linda.burnette@us.army.mil.

FY04 Planning Underway

Planning is underway for the fiscal year (FY) 2004 south central region-training program.

The process formally begins in April, when customers will be asked to project their FY04 needs.

Where possible, Training and Learning Center (TLC) staff will work with installations to extract requirements from local learning management systems. Several options

will be provided to sites without existing data collection tools.

Installation training representatives will be invited to participate in the annual Training Advisory Group (TAG) workshop on June 17-19 where the regional training schedule will be developed. The final schedule will be officially published by October 2003.

By involving customers

and installation representatives early in the planning process, TLC is able to better align offerings with actual needs. The process allows customers to directly influence program content, cost and timeframes.

For additional information on the regional training plan or offerings contact Marsha Samples at (256) 842-6543, DSN 788-6543, marsha.samples@us.army.mil.

Demand Continues for Personnel Liaison Training

What do Redstone Arsenal, Savannah Corps of Engineers (CE) and Fort Jackson have in common? Each site is hosting a session of Staffing, Pay, and Leave Fundamentals for Personnel Liaisons.

More than 60 participants have already registered for this highly sought after regional program.

The course is taught by Ms. Fran Hutsko, a former Office of Personnel Management employee with over 20 years of federal and private personnel experience.

The course covers critical topics such as initiating and tracking personnel actions, answering pay questions, documenting

leave and more.

For additional information on this program or to schedule a session at your site contact your South Central Training & Learning Center (SC-TLC) consultant or Louise Olzewski at 256-842-6540, DSN 788-6540 or e-mail: Louise.Olzewski@us.army.mil