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TLC Times

A publication of the South Central Training & Learning Center

Employees Enhance Time Management Skills

Dr. Don Wetmore, president of the Productivity Institute, cites that the average working person is interrupted every 8 minutes, spends 1.5 hours per day being distracted, has reduced their leisure time by 33%, spends under 30 minutes talking with their children and wishes for more time.

How can you overcome these challenges? Answers can be found in one of South Central Training and Learning Center's (SC-TLC) popular time management programs.

These sought-after courses provide practical time management techniques and offer at-



Connie Ingram provides employees with practical techniques to improve their time management skills.

tendees opportunities to practice newly acquired skills.

Recent offerings at Fort Bragg have received rave reviews.

For additional information on time management or other SC-TLC programs contact Linda Burnette at 256-842-6533 or TLC@cpocscr.army.mil

FY04 Needs Assessment Underway

Planning is under way for the fiscal year (FY) 2004 South Central Regional Training Program.

This process begins with the identification of projected training requirements. By participating in the needs assessment, customers significantly increase the likelihood that training programs will be offered when and where they need them.

Two assessment tools are available to assist with the collection of requirements. A Microsoft Access database offers comprehen-

sive collection and reporting options. A simplified Microsoft Excel-based tool is also available. Both products can be accessed online at: <http://cpolrhp.belvoir.army.mil/scr/hrdd/tools/SurveyTools.htm>

If an organization has an existing system that projects training requirements, Ms. Marsha Samples can work with organization representatives to assess whether an appropriate extract can be secured.

To inquire about this possibility or for additional

information on the needs assessment process contact Ms. Samples at (256) 842-6543, DSN 788-6543 or marsha.samples@us.army.mil

All input is requested by May 14, 2003. SC-TLC will consolidate received information and will work with training representatives from your site to establish the FY 2004 regional training schedule. The final schedule will be officially published by October 2003.

Upcoming Courses

Knock-Your-Socks Off Customer Service
April 21
\$127
Huntsville, AL

Mid-Career Retirement Planning
April 29
\$70
Ft. Bragg, NC

Coping with Public Tragedy
April 30
FREE
Distance Learning

OSHA Compliance/ Workplace Safety
April 30
\$150
Huntsville, AL

Communicating with Tact and Finesse
May 5-6
\$297
Huntsville, AL

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

Effective Communication
May 15
\$125
Ft. Benning, GA

Time Management & Organizational Skills
May 20
\$140
Ft. Benning, GA

TAG Workshop Scheduled for June

The annual Training Advisory Group (TAG) Workshop is planned for June 17-19 in Huntsville, Alabama, at the Radisson Suite Hotel.

During the workshop participants will develop the fiscal year 2004 regional training schedule. Additional information on current workforce development issues and topics will be shared.

It is highly encouraged

that training proponents from each site within the region attend.

“The TAG workshop allows installations to directly influence the regional training program,” said Marsha Samples, event manager. “Attendees will leave with a tentative FY04 schedule and current information on training topics and trends.”

Individuals who would like to have items added to the

workshop agenda are encouraged to provide this information no later than April 21st. A final agenda will be available in early May.

For additional information on the TAG workshop contact your servicing SC-TLC consultant or Marsha Samples at 256-842-6543 or e-mail:

marsha.samples@us.army.mil

Back-to-Back Sessions Offer Increased Flexibility

Have you ever found yourself in a situation where your staff or colleagues needed training but workload demands prevented large numbers from being out of the office at the same time? If so, the South Central Training and Learning Center (SC-TLC) may be able to help.

By scheduling back-to-back sessions of the same course – organizations can split attendance

among sessions, make additional space available to other regional customers and reduce costs.

Fort Rucker recently scheduled back-to-back sessions of *Workplace Negativity: Creating Optimism in the Workplace*. The Adjutant General's office wanted to train employees, but didn't want everyone out of the office for an entire day. By scheduling two sessions, half of the staff could con-

tinue working each day.

Through innovative approaches such as this, SC-TLC staff can work with you to create training solutions to meet your needs.

Scheduling a course involves no up-front fees or financial obligations. For additional information on hosting regional training programs call 256 842-6545 or e-mail

tlc@cpocscr.army.mil

TLC Leadership Changes Underway

South Central Training and Learning Center (SC-TLC) director, Mr. John Heath, recently accepted a promotion as the new head of training for the Defense Treat Reduction Agency (DTRA) in the Washington DC area.

In this role, Mr. Heath will be tasked with leading a newly established

workforce development office for the agency.

Ms. Patricia Biltoft has been selected as Mr. Heath's successor. Ms. Biltoft is the current training chief of Army's Europe region. She has a distinguished track record and an in-depth understanding of Army civilian training programs.

“I have mixed emotions about the move,” said Heath. “While this is an outstanding opportunity, it's difficult to leave such a great organization and staff.”

A farewell reception is planned for Mr. Heath on April 23rd.