



NORTHEAST REGION TRAINING EXPRESS

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Major Advances in Civilian Human Resources Training Application System (CHRTAS)

A NEW ERA HAS ARRIVED-FY 09'
DOCUMENT YOUR TRAINING AND PLAN YOUR CAREER DEVELOPMENT—RIGHT FROM YOUR DESK-TOP
CIVILIAN HUMAN RESOURCES TRAINING APPLICATION SYSTEM (CHRTAS)

HISTORICAL TRAINING

- View Your DCPDS Training in CHRTAS
- Your Training History is a Click Away
- Training History Supports IDP
- Update Your Army and Non-Army Training
- Training History Interface via ATRRS to DCPDS

<https://www.atrrs.army.mil/channels/chrtas/>

INDIVIDUAL DEVELOPMENT PLAN

- Web-Based, Interactive CHRTAS Tool
- Employee Profile Pre-Populated
- Roadmap for Building Your Career
- Allows for Editing and Saving
- Auto-Populates Mandatory Training
- Covers Employee Rating Period
- Facilitates Competency Gap Closures
- Career Program, Career Field Visibility
- Electronic Approval Flow Process
- Links to MYBIZ and CPOL
- Links to ACTEDS Catalog, Skill-port Training

A new era has arrived for this fiscal year 2009. Your one-stop shop for training and career development is now available in Civilian Human Resources Training Application System (CHRTAS). Document your training and plan your career development from your desktop by using an Individual Development Plan (IDP) within the CHRTAS system.

You can go into the CHRTAS website:

<https://www.atrrs.army.mil/channels/chrtas/>

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Army Civilian Corps Creed

- I am an Army Civilian – a member of the Army Team
- I am dedicated to our Army, our Soldiers and Civilians
- I will always support the mission
- I provide stability and continuity during war and peace
- I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army
- I live the Army Values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage
- I am an Army Civilian

You can start this process by logging in with your CAC and then click “Individual Development Plan.”

Get step by step instructions when developing your IDP by using the user guide for Individual Development Plan (IDP), version 1.0 CHRTAS dated September 30, 2008. The user’s guide can be found on the first page of the “Individual Development Plan” in the upper right hand corner.

Human Resources (HR) Specialist Multifunctional Interns

The CHRA NER community gained 67 local Human Resource Specialist Multifunctional Interns during FY08. This group contains a mix of individuals who were employed with the Army and those who accepted their first appointment as a civil servant. The Human Resource Specialist Multifunctional Intern program spans 2 years. The first part of the program is a 7 month structured combination of formal classroom training (14 courses) immediately followed by relevant on the job training (OJT). The multifunctional HR specialty training includes classification, staffing and processing (personnel actions) rotations. The remaining time is spent gaining the necessary HR Specialist competencies through OJT within the CPAC which they are assigned. This infusion of new employees has energized the HR community as we work through the processes of Army and Human Resources transformation.

The 7 Habits of Highly Effective People

Northeast Region HRD Staff are certified to facilitate 7 Habits of Highly Effective People 3-day Signature Program. The 7 Habits of Highly Effective People course is available to be conducted at installations within the Northeast Region. The 7 Habits course was designed by Franklin Covey to help individuals understand both the principles and applications that will make an immediate and lasting difference in people’s lives. This course will have a direct impact on organizations by influencing the individual effectiveness of its personal.

These seven habits are: be proactive, begin with the end in mind, put first things first, think win-win, seek first to understand then to be understood, synergize and sharpen the saw. Each habit will provide personnel with skills and tools that will help your organization achieve greatness everywhere.

This workshop can be conducted at your installation for the cost of training materials (\$120 per student) and TDY for 2 facilitators. The hosting organization will pay for the course materials along with travel/per diem for two facilitators. For scheduling *The 7 Habits of Highly Effective People*® course at your installation contact Henry Vargas DSN 458-1202 or commercial 410-306-1202.

DiSC Personality Profile and Team Dimensions



Did You Know?

Entering Civilian Training Completions into the Defense Civilian Personnel Data System (DCPDS) will ensure your training has been documented and will stay with you as long as you are employed in DoD.



The HRDD staff along with John Bentley and Adam Herman completed DiSC Personality Profile and Team Dimensions facilitator training. The Everything DiSC system is the most powerful tool ever built to help you succeed within your organization. The DiSC Profile is a nonjudgmental tool for understanding behavioral types and personality styles. It helps people explore behavior across four primary dimensions:

- **Dominance:** To the point, decisive and bottom line oriented. These people tend to be independent and results driven. They are strong-willed people who enjoy challenges, taking action, and immediate results.
- **Influence:** Optimistic and outgoing. They tend to be highly social and outgoing. They prefer participating on teams, sharing thoughts, and entertaining and energizing others.
- **Steadiness:** Empathetic & Cooperative. These people tend to be team players and are supportive and helpful to others. They prefer being behind the scene, working in consistent and predictable ways. They are often good listeners and avoid change and conflict.
- **Conscientiousness:** Concerned, Cautious & Correct. These people are often focused on details and quality. They plan ahead; constantly check for accuracy, and what to know "how" and "why".

Team Dimension is another profile designed to improve team performance. This profile identifies key roles that people perform in group settings. Each role that an individual has such as; creator, advancer, refiner, executor, and flexer makes a unique contribution to a team.



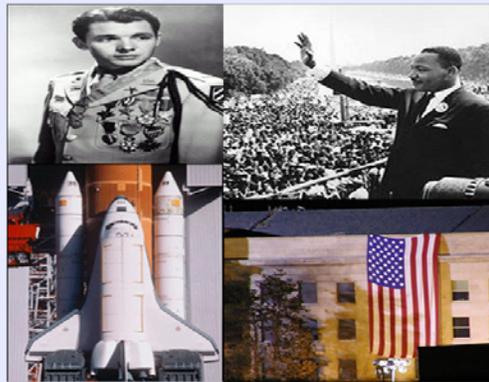
Did You Know?

Transformation of the Army begins with educating the Army's leaders. The Civilian Education System (CES) is a new progressive and sequential leader development program that provides enhanced leader development and education opportunities for Army civilians throughout their careers. Army civilians will become civilian leaders of the 21st Century who personify the warrior ethos in all aspects, from war-fighting support to statesmanship, to business management. The CES leader development program includes four courses that replace the previous inventory of legacy courses offered for Army Civilians -- Foundation, Basic, Intermediate, and Advanced.

The Team Dimensions profile will help you understand the way you prefer to work and then teaches you a process to create workgroups that deliver. Research has determined that when working with others to accomplish a specific purpose, individuals combine natural thinking and behavioral preferences into one of four approaches: spontaneous, conceptual, normative, and methodical. Everyone uses aspects of each approach, and these combine to form four distinct team roles, all essential to getting the job done.

HRDD is in the process of bringing this training to installations within in the NE Region. For additional information contact Robert Lating DSN 458-0220 or commercial 410-306-0220.

Mixing Four Generations in the Workplace



There are a series of new challenges in the workplace, and it has nothing to do with downsizing, global competition, stress or greed. Instead, it is the differences within the generations — the Matures, the Baby Boomers, Gen X and Gen Y working together and often colliding as their paths cross. Individuals with different values, different ideas, different ways of getting things done and different ways of communicating in the workplace have always existed.

This is the first time in American history that we have had *four* different generations working side-by-side in the workplace. Remember when older workers were the bosses and younger workers did what was asked of them, no questions asked. There was definite understanding as to how the boss was treated and how younger workers treated older workers.

At work, generational differences can affect everything, including recruiting, building teams, dealing with change, motivating, managing, and maintaining and increasing productivity. Think of how generational differences, relative to how people communicate, might affect misunderstandings, high employee turnover, difficulty in attracting employees and gaining employee commitment.



Is there a course you would like to take that we do not currently offer? Let us know.

Research indicates that people communicate based on their generational backgrounds. Each generation has distinct attitudes, behaviors, expectations, habits and motivational buttons. Learning how to communicate with the different generations can eliminate many major confrontations and misunderstandings in the workplace and the world of business. One increasingly important starting point is to gain an understanding of generational dynamics in the workplace. HRDD has developed a 2 and a 4 hour workshop on interacting with four generations in the workplace.

By the end of the workshop participants will be able to identify the four generations and their workplace characteristics; identify common drivers and value systems of each generation; describe how each generation defines success and understand how the differences affect communication and relationships in the workplace, determine your employees generational bias and how your approach may need to change when coaching, managing and retaining employees of different generations and appreciate and gain respect for what is important to each generation.

For more details on scheduling this workshop at your location contact the course manager, Henry Vargas DSN 458-1202 or commercial 410-306-1202.

HRDD Corner

Hail and Farewell



Robert Lating



Henry Vargas



Misti Cloman

HRDD welcomes Mr. Robert Lating, Mr. Henry Vargas and Mrs. Misti Cloman. Robert has come out of retirement, after a 33 year career at Bethlehem Steel

to share his Organizational Development expertise with the Army. Robert Lating held various positions within Bethlehem Steel. Most of Robert's career was spent in the Human Resources and Organizational Development arenas.

Henry Vargas completed his first career of 24 years as a First Sergeant in the US Army. He returned to the Army as a civilian Training Specialist, focusing primarily on Ordnance MOS and AOC Training Development and Management at the Directorate level within Ordnance Mechanical Maintenance School (OMMS).



Does your organization have training news to share? If so, we'd love to have contributions. Please send articles to the Northeast Region Training Express at NEHRD@conus.army.mil

Direct questions or comments regarding the HRDD website to: Jef.Cramer@us.army.mil
Comm: (410) 306-1247
DSN: 458-1247

Misti Cloman has served 21 years as a civil servant at APG. Prior moving to HRDD she worked in various career programs in Training Administration and Management within Army schools. Misti came from the Training Management Division, Ordnance Mechanical Maintenance School (OMMS).



Matthew Schwartz



Deborah Prue



Kelly Smith

The Civilian Human Resources Agency, Northeast Region Human Resources Development Division, (CHRA NER HRDD) has bid farewell to Mr. Matthew Schwartz, Ms. Deborah Prue and Ms. Kelly Smith. Matt and Debbie accepted positions with the APG Civilian Personnel Advisory Center (CPAC). Kelly moved to Hawaii. We wish them much success and happiness in their future endeavors.

Now Available: Northeast Region HRDD Lending Library!

In our continuing effort to expand training and development solutions we offer to the Army Civilian community, CHRA Northeast Region HRDD is proud to introduce our new [Lending Library](#). This list contains over 100 books, DVDs and training kits covering such topics as Change Management, Conflict Resolution, Leadership, and Training Skills. Each of these materials is available to any Army Civilian. Questions on the NER HRDD Lending Library may be directed to Terri Shores at (410)306-0066 or DSN 458-0066 or by email Teresa.shores@us.army.mil.