



## NORTHEAST REGION TRAINING EXPRESS

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### \*Hot Off the Press\*

#### Northeast Region Training Handbook

Work has been completed on the Northeast Region HRDD Training Handbook. The handbook is a comprehensive guide to understanding training regulations and processes in the Northeast region. You can view it on the NER HRDD Website at:

<http://cpolrhp.belvoir.army.mil/ner/FunctionalAreas/CHRA/hrd/NERHRDDTrainingHandbook2009.pdf>

If you have any questions regarding the Training Handbook, please contact Adam Herman at [adam.herman2@us.army.mil](mailto:adam.herman2@us.army.mil).

#### Army Suicide Prevention Training Program

In 2008, suicidal behavior among Soldiers was at an all time high. In order to reverse the trend of suicidal behavior within the force, Army Leadership directed a Stand-down followed by a chain teaching program on suicide prevention. Phase I of the stand down took place 15 Feb – 15 Mar 09. During this time, Commands conducted training to increase awareness of suicide risk factors and warning signs and encouraged intervention for at risk individuals. Phase II, chain teach, is for leaders at all levels to train their immediate subordinates. This training focuses on improvement of an individual's ability to recognize risk behaviors and suicidal behaviors, and how to intervene to prevent suicidal behavior. Phase II takes place from 15 Mar – 15 Jul 09. Phase III, sustainment, runs concurrently with Phases I and II, and continues indefinitely. This phase establishes routine mandatory annual training requirements and institutionalizes Army Suicide prevention training in Army policy and procedures. Additional information on the Army Suicide Prevention Program is located at: <http://www.armyg1.army.mil/hr/suicide/default.asp>

#### Changing Our Perspective of Suicide



"The Army's charter is more about holistically improving the physical, mental, and spiritual health of our Soldiers and their families than solely focusing on suicide prevention. If we do the first, we are convinced that the second will happen."

GEN Peter W. Chiarelli, VCSA, 29 March 2009

## Civilian Education System (CES)

Foundation Course Change:  
As of 15 April students approved for enrollment in the CES Foundation Course have an additional requirement to complete the 4 Army e-Learning courses listed below.

Course #

PD\_01\_A03\_BS\_ENUS, Developing Excellent Time Management Habits, 3.5

Hrs

Course # COMM0521,

An Essential Guide to Giving Feedback, 2.5 Hrs

Course #

OPER\_04\_A02\_BS\_ENUS,

Team Dynamics, 2 Hrs

Course #

COMM\_02\_A01\_BS\_ENUS,

Interpersonal Communications: The Process, 3 Hrs

NOTE: Additional information on the Army e-Learning system is located on page 6.

## Leader Development Programs

This is a great opportunity to nominate your "best and brightest" civilian GS-14/15's or payband equivalent leaders for participation in two incredible leader development programs.

### Defense Senior Leader Development Program (DSLDP)

This is a new DoD-wide program replacing the old Defense Leader and Management Program (DLAMP). Army has been given 36 quotas to fill for the 2010-2012 two-year program. The program has 3 elements: 10-month SSC/Professional Military Education at one of several resident War Colleges; Defense-focused Leadership Seminars (at least four 3-5 day seminars); and Individual Development designed to provide an Enterprise-wide perspective.

### Army Civilian Senior Service College (SSC)

SSC is the apex of leader development. We are seeking applicants for Army War College (resident) in Carlisle, PA (10 spaces); Army War College-Distance Education (non-resident at your home station)(20 spaces); and the Industrial College of the Armed Forces - including Senior Acquisition option (2 regular ICAF/7 Acquisition.)

The application period for both DSLDP and SSC for Army is currently open through 10 July 2009. (Commands will have their own internal deadlines in order to provide Order-of-Merit Lists). NO extensions to the 10 July deadline will be granted due to the Army Secretariat's locked-in schedule of boards throughout 2009. The Army DSLDP/SSC combined selection board will be held 25-28 August 2009 for Academic Year 2010-2011.

Additional details and application procedures are found at:

<http://cpolrhp.belvoir.army.mil/ner/FunctionalAreas/CHRA/hrd/training.htm>

under the heading Training Information.

## Do you have a Training Plan?

Are you familiar with the Army Civilian Training Education Development System (ACTEDS)? It is a system that maps planned development of civilian members of the force through a blending of progressive and sequential work assignments, formal training and self-development for individuals as they progress from entry level to key positions. This comprehensive resource can be used by managers and employees to create an Individual Development Plan (IDP). Reminder—IDPs are mandatory for Interns and recommended for everyone else.

To view the ACTEDS Training catalog with recommendations for your career program click on the link below:

<http://www.cpol.army.mil/library/train/catalog/>

If you require additional information or assistance contact your servicing Civilian Personnel Advisory Center (CPAC).

## TOOLS OF THE TRADE



### 10-Minute Training Evaluation for Busy Supervisors

You are a harried supervisor with papers piled high on your desk. Along with managing and rewarding your team—and helping with their technical work—you try to get them the training they need. Evaluating that training is part of your job too, but you find this frustrating. Any evaluation done at the end of training is only rarely passed on to you. Even then, it does not consider whether the training had any effect in the workplace. Good news—there's something you can do. Use 10-minute training evaluation with each team member to get the job done. Here's how it works: The first five minutes. Have a chat about the training soon after your team member returns. Ask these four questions:

1. What did you think of the training? This gives your team members an unprompted opportunity to evaluate their experience. Listen carefully to understand what was good and not-so-good.
2. How much could you get from just the manual? Sometimes the essentials of training—especially technical training—don't require class attendance. Knowing this can save resources in the future.
3. How much did you already know? Some training addresses mostly basic or introductory information that those on the job already know.
4. What will you do differently on the job? Your team member has the newly-learned information in mind and is in a good position to predict how it can be used. Jot some notes from this conversation on the top half of a sheet of paper or a generated form. Your notes from the fourth question will help you decide when to plan your second five minutes.

The second five minutes. Have another chat after your team member has had the time and opportunity to put the training to use. Ask these two questions:

1. How did you use what you learned? Listen carefully to learn about barriers that prevented use of the training and for any misinformation or mismatch with your work setting.
2. Would you go again or do something else? Your team member is in a good position to see how well the training supports the job and perhaps suggest a better alternative.

Take more notes on the bottom half of your paper. Use your judgment about the team's work habits and environment to add your own perspective as to whether this training would be useful for other team members. As you talk to others about these training episodes, be sure to refer to these notes and emphasize the perspective of your other team members.

A folder of these notes will help when your agency “rolls up” data to meet its yearly training evaluation responsibilities under the recent revision of 5 CFR 410. This training evaluation can help the voice from a single training instance to be heard—and make a difference.

Reprinted from Issues of Merit, a publication of the Office of Policy and Evaluation, U.S. Merit Systems Protection Board



NER HRDD  
Course Requests

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

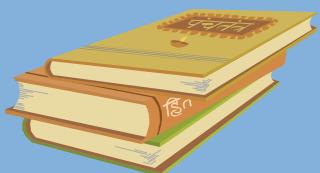
[nehrdinfo@conus.army.mil](mailto:nehrdinfo@conus.army.mil)



## Did You Know?

### DA Training Approval

If you are planning to attend training provided by a foreign government or organization you must first receive DA approval. Approval requests should be submitted 60-90 days prior to travel or training.



### HRDD Library Titles

**Grow Your Own Leaders, How to Identify, Develop, and Retain Leadership Talent,**  
by William C. Byham, Audrey B. Smith and Matthew J. Paese

**Leadership, Theory, Application, Skill Development** by Robert N. Lussier, Ph.D. and Christopher F. Achua, D.B.A.

## Farewell

The Civilian Human Resources Agency, Northeast Region Human Resources Development Division, (CHRA NER HRDD) sends Best Wishes to Mrs. Karin Hancock, Senior Human Resource Specialist on the occasion of her retirement. Her Federal career began in 1968 in the Civilian Personnel Office (CPO) at Edgewood Arsenal. Throughout her 41 year career she has held positions as an AMC Intern, Management Employee Relations Specialist, Staffing Specialist, and a Human Resource Development Specialist. Her career was highlighted by her participation in the USDA Graduate School's Women's Executive Leadership Program in 1995. Ms Hancock's involvement has been fundamental in the CPO Regionalization in 1996, the Modern DCPDS Deployment in 2001, NSPS Transition in 2007, and the implementation of the Army's Civilian Education System within the NE Region in 2008, and the Civilian Human Resources Agency Transformation in 2008.



Mrs. Karin Hancock receives her certificate of retirement from Mr. Joe Levy, CHRA, NE Region Director

## Northeast Region HRDD Lending Library

The latest addition to our library is, Perspectives on Leadership, a compilation of thought-worthy essays from the faculty and staff of the Army's premier educational institution for Civilian Leadership and Management, the Army Management Staff College.

The library contains over 100 books. DVDs and training kits are also available.

This month's training kit feature is:

### **Would I Follow Me?**

Have you ever considered the effect you, as a leader, have on the people who work for you? Your behavior strongly influences the success or failure of your work group. In this program, one leader gets to see the significant, but often unintended, effect he has on his work group. As he learns from his mistakes, he demonstrates effective leadership behaviors. Viewers not only learn successful leadership practices, but also recognize how significant their own behavior is in determining success.

Each of these materials is available to any Army Civilian. The complete list is available at: <http://cpolrhp.belvoir.army.mil/ner/FunctionalAreas/CHRA/hrd/LL.htm>

Please contact Terri Shores with inquiries or to loan materials. She can be reached at (410)306-0066 or DSN 458-0066 or by email [Teresa.shores@us.army.mil](mailto:Teresa.shores@us.army.mil).

## The 7 Habits of Highly Effective People

Bruce Spruell with HRD NE Region facilitated three 7 Habits for Highly Effective People classes during the month of April 2009. Mr. Spruell traveled to Adelphi Maryland to conduct his first class for fifteen Army Research Lab (ARL) employees in building 601. Mr. Spruell then traveled to Seckenheim Germany to conduct two additional 7 Habits classes for eighteen employees at USARUER CHRA CPOCEUR. A segments of the first class will be shown as a commercial on the Armed Forces Network (AFN) television station to promote USARUER army civilian training program.



The 7 Habits of Highly Effective People Class ARL, Adelphi, MD



The 7 Habits of Highly Effective People, Class 001, Seckenheim Germany



The 7 Habits of Highly Effective People, Class 002, Seckenheim Germany



NER HRDD on the web!

<http://cpolrhp.belvoir.army.mil/ner/hrd.htm>

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



News

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](mailto:NEHRD@conus.army.mil)



## Recognizing Outstanding Service

Our very own HR Specialist, Jef Cramer, was recently presented with a Commanders Coin by LTC Thomas J. Tickner, Commander, United States Army Corps of Engineers, Philadelphia District for his continuing support to the workforce within his district. Jef was in Philadelphia instructing an HR for Supervisors class at the time.

## Top 5 Army E-Learning Rosetta Stone® Foreign Language Courses

1. Spanish (Latin America)
2. German
3. English
4. French
5. Spanish (Spain)

## IT Training

The Army's e-Learning Program is the Army's primary provider for basic and advanced information technology (IT) training. Active Army, Army National Guard and Reserve Soldiers, and DA Civilians must utilize the program for IT training. If the training programs offered do not meet an organization's or MACOMs' requirements a request for exception authority can be requested to the Chief Information Officer/G6. Reference HQDA Ltr 350-04-1, 8 Jan 04. For more information on the policy letter and exception authority see the Army e-Learning home page via AKO.



Do you have the skills to advance your career?



### FREE Individual Training

for Active Army, National Guard, Reserves, ROTC (MS III/IV), and DA Civilians

To begin your FREE training, go to the Army e-Learning home page via AKO

[www.us.army.mil](http://www.us.army.mil)  
Select Self Service and then My Education



Over 2,600 courses in Information Technology (IT), Business, Leadership and Foreign Language

- ❖ IT certification prep programs (MCSE, CISSP, C++, Cisco, Oracle and many more)
- ❖ 31 Rosetta Stone® foreign language courses (Arabic, Military Arabic, Pashto, French, German, Spanish, Tagalog and many more)
- ❖ On-line subject matter experts and mentors available 24/7
- ❖ Books 24x7 Referenceware
- ❖ Customized learning paths
- ❖ Knowledge Centers (Leadership, Project Management, IT Security and MCSE & MCSA certification areas)

#### Training Value:

- ❖ Promotion points for Enlisted (1 for every 5 hours)
- ❖ Continuous Learning Points for DA Civilians
- ❖ Retirement points for Reservist (1 for every 3 hours)
- ❖ College credit (ACE) - 32 course modules
- ❖ Reduces cost per trained Soldier
- ❖ Increases readiness
- ❖ Flexibility to take anywhere, anytime at no charge to the individual or unit