

General Courses

Defense Travel System (DTS) Authorizing Official

Workshop length: 1 day

Workshop number: GEN900DTS02

Description

This workshop is designed to prepare the authorizing official to apply a basic understanding of the Joint Federal Travel Regulation (JFTR)/Joint Travel Regulation (JTR), appendix O, Simplified Entitlements, and Guidance on Proportional Meal Rates, in order to

- determine the appropriateness of travel authorizations and claims for reimbursement
- use DTS to approve requests from travel authorizations, and
- approve vouchers from authorizations.

The workshop focuses on

- traveler's rights and responsibilities
- using DTS to prepare initial and updated travel authorizations
- creating a voucher from an authorization
- appropriately routing documents within DTS
- using digital signature authority to approve travel documents, and
- authorizing official's responsibilities.

This workshop may include hands-on practice in use of the DTS Enterprise Web Training System (EWTS).

Workshop objective

Participants will be able to review and approve

- authorizations
- vouchers from authorizations, and
- local vouchers.

Who should attend

This workshop is designed for all personnel whose duties involve authorizing Government-sponsored Temporary Duty (TDY) travel and who are located at activities where DTS is in use.

Participants who are enrolled in this training do not need to enroll in DTS Traveler training.

Note: Participants should review the DTS, eLearning web-based training (WBT) that is available at www.defensetravel.osd.mil. Once you open the site, select training.

Prerequisite: None

Maximum number of workshop participants: 15

Workshop manager: Bobbi Hopkins

Workshop cost: \$4,000

Public offering: \$325 per student

Contact DLA Training for our same site, back-to-back delivery pricing discount.

DLA Training: 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990

Defense Travel System (DTS) Traveler

Workshop length: 1 day

Workshop number: GEN900DTS01

Description

This workshop is designed to prepare the individual traveler to apply a basic understanding of the Joint Federal Travel Regulation (JFTR)/Joint Travel Regulation (JTR), Appendix O, Simplified Entitlements, and Guidance on Proportional Meal Rates.

The workshop focuses on

- traveler's rights and responsibilities
- using DTS to prepare initial and updated travel authorizations
- creating a voucher from an authorization
- creating a local voucher
- appropriately routing documents within DTS, and
- using digital signature authority to validate travel documents.

This workshop may include hands-on practice in use of the DTS Enterprise Web Training System (EWTS).

Workshop objective

Participants will be able to create and sign

- an authorization
- a voucher from an authorization, and
- a local voucher.

Who should attend

This workshop is designed for all personnel whose duties involve Government-sponsored Temporary Duty (TDY) travel and who are located at activities where DTS is in use.

Note: Participants should review the DTS, eLearning web-based training (WBT) that is available at www.defensetravel.osd.mil. Once you open the site, select training.

Prerequisite: None

Maximum number of workshop participants: 15

Workshop manager: Bobbi Hopkins

Workshop cost: \$4,000

Public offering: \$325 per student

DLA Action Officer Course

Course length: 2.5 days

Course number: DTC11CLS014

Description

Action officers play a critical role in DLA meeting its mission. Leaders, managers, and executives rely on action officers to skillfully complete staff work that ultimately shapes their decisions.

This course is designed to provide DLA action officers

- a shared understanding of expectations, responsibilities, and resources
- a baseline of knowledge which prepares the student for action officer work, and
- DLA-specific course content designed to provide DLA-specific guidance.

Course objectives

Participants will be able to

- describe the role of an action officer within DLA
- identify the characteristics of completed staff work
- apply critical reasoning and creative thinking skills
- identify effective tools and resources for completing staff assignments
- describe the problem-solving process and decision making techniques
- summarize key factors to effectively communicate in writing
- explain the communication process and active listening concepts, and
- outline effective techniques for preparing and presenting briefings.

Who should attend

This course is appropriate for new or current DLA action officers. An action officer is defined as a staff member, often with subject-matter expertise, whose “work actions” are on behalf of senior staff and leadership.

Prerequisite: None

Maximum number of course participants: 25

Course manager: Jane Guggenbiller

Course cost: \$6,500

Public offering: \$325 per student

Contact DLA Training for our same site, back-to-back delivery pricing discount.

DLA Training: 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990

DLA Today (DLA 101)

Course length: 1 day

Course number: GEN01CLS4S79

Continuing Education Units: 0.8



Description

DLA Today is a one-day instructor-led course that emphasizes an introduction to logistics and DLA's critical role as a combat support agency. This course provides a basic, nontechnical orientation to DLA. *DLA Today* covers the basic supply chain functions such as planning, acquisition, storage, and distribution. Topics include:

- The basics of logistics
- Logistics information systems
- Supply chain functions
- DLA distribution
- Reutilization and marketing
- Base Realignment and Closure (BRAC) 2005

Course objectives

- Explain the basic DLA logistics processes.
- Identify the programs that implement the processes.
- Identify the policies that govern these programs.
- Describe the places where the functions are performed.
- Identify the people who perform the functions.
- Identify some of the DLA process improvement initiatives.

Who should attend

This course is designed for personnel who are new to DLA, transferring from other agencies, and/or those who require only a basic, non-technical overview of the DLA organization, mission, principal stakeholders, and key objectives. Students previously completing this course may repeat for credit.

Prerequisite: None

Maximum number of course participants: 25

Course manager: Robert Finney

Course cost: \$4,000

Public offering: \$200 per student

Effective Briefings in DLA

Course length: 3 days

Course number: DTC07CLS007

Description

This course is designed to introduce briefing techniques to employees and supervisors in DLA. It is a 3-day course that provides a laboratory in which the participants learn about effective communication techniques for briefing situations and then practice those techniques. You will learn how to prepare and deliver effective, focused briefings. The course offers a roadmap to a successful briefing experience. The course provides the steps to follow to provide sharp, focused briefings that you will be proud to deliver with confidence. Completing these steps will definitely help you overcome your fear!

Participants receive valuable feedback from their peers and an experienced instructor. They also gain insights by watching their own recorded presentations.

Effective briefing involves a complex set of skills that must be developed over time. Since individuals come to the class with varying skill levels, it is intended that each one will improve from the first day, given the course content and practice received in the class. It is also assumed that participants interested in becoming high performing presenters will continue their skills development after the course.

Course objectives

- Use a template for defining briefing objectives.
- Complete an audience analysis with the use of a list of questions.
- Develop the message with the briefing template provided.
- Prepare for questions using six guidelines for responding and six problems to avoid.
- Create visual aids using guidelines for effective content and style, and sample charts.
- Improve confidence using checklists for common problems to avoid and managing nerves.
- Prepare for delivery using guidelines for communication and responding to the audience.

Who should attend

The course is designed for individuals from DLA who deliver briefings.

Prerequisite: Working knowledge of Microsoft® PowerPoint

Maximum number of course participants: 12

Course manager: Bobbi Hopkins

Course cost: \$6,500

Public offering: \$650 per student

Contact DLA Training for our same site, back-to-back delivery pricing discount.

DLA Training: 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990

Everyone is a Leader

Course length: 1 day

Course number: DTC10CLS005

Description

Regardless of job title, everyone is a leader in some aspect of their life. This 1-day course introduces nonsupervisory personnel to some of the essential knowledge and skills a leader must possess.

The major topics addressed in this course include:

- Defining what it means to be a leader
- Communication and conflict management
- Critical thinking
- Managing change
- The global workplace: Leading in a multicultural world
- Developing your personal strategic plan

Course objectives

- Identify the characteristics that define a leader.
- Describe the knowledge and skills that an effective leader should possess.
- Create an action plan for applying the information from this course.

Who should attend

This course is designed for nonsupervisors. This course may be particularly useful for team leads and project leads.

Prerequisite: None

Maximum number of course participants: 25

Course manager: Napoleon Walker

Course cost: \$4,000

Public offering: \$200 per student

Instructional Skills Workshop

Workshop length: 5 days

Workshop number: GEN00000002

Continuing Education Units: 2.8



Description

The *Instructional Skills Workshop* was formerly known as *Train the Trainer*.

In this hands-on workshop, participants are taught about adult learners, how to relate to them, and how to identify an appropriate adult learning classroom environment. A variety of teaching techniques and training aids are taught. Participants will then have the opportunity to demonstrate some of these techniques and/or use the training aids during their classroom presentation.

Additionally, the participants are given information on teaching procedures and the administrative tasks involved in teaching.

Finally, participants are recorded while giving three classroom presentations. The recorded presentations and evaluations become tools for the participants to use in improving their presentation skills.

Workshop objectives

- Describe how different adults learn.
- Identify instructional strategies to reach different types of learners.
- Utilize at least four instruction techniques in the classroom.
- Identify the phases in the instructional design process.
- Deliver a lesson beginning, body, and summary.
- Describe the procedures for systems training.
- Utilize at least four audiovisual aids in a classroom.

Who should attend

The workshop is designed for people who are beginning classroom instructors or trainers.

Prerequisite: Working knowledge of Microsoft PowerPoint

Maximum number of course participants: 10

Workshop manager: Bobbi Hopkins

Workshop cost: \$9,500

Public offering: \$1,200 per student

Contact DLA Training for our same site, back-to-back delivery pricing discount.

DLA Training: 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990

Is Supervision for You?

Course length: 1 day

Course number: DTC10CLS011

Description

This course will provide the participant with an opportunity to critically consider the question “is a supervisory position right for me?” as it applies to their own career planning. Through this course, the participant will be exposed to the DLA managerial competencies, and gain a better understanding of how those competencies are translated into the everyday responsibilities of a DLA supervisor. Participants will have the opportunity to assess their own leadership and supervisory skills during this course to help them determine if a career in supervision is a good fit for them.

This course is not intended to actually build leadership skills. It is designed to allow the participant to assess their talents and to seriously consider their desire for a career move into supervision. Participants will leave with a clearer understanding of their career direction.

Course objectives

- Better understand the duties and responsibilities of a supervisor.
- Be more aware of the rewards and challenges of being a supervisor.
- Assess their personal interest in pursuing a supervisory career path.
- Develop a better understanding of the skills they need to develop if they choose to pursue a supervisory career path.

Who should attend

This course is designed for nonsupervisory employees who are considering an eventual move in to the supervisory career field.

Prerequisite: None

Maximum number of course participants: 25

Course manager: Lynn Travers

Course cost: \$4000

Public offering: \$200 per student

The Myers-Briggs Type Indicator (MBTI)

Course length: 1 day

Course number: DTC10CLS006

Description

What is your type? If you have ever heard someone say “I’m an INTP,” and did not know what they meant, this is the course for you. The MBTI is a widely used instrument for assessing and understanding individual personality differences. It can be valuable for anyone who wants to

- improve work relationships
- increase team performance
- improve communication, and/or
- help resolve conflict.

Participants will complete the MBTI online prior to class. They will receive their results and interpretation during the class.

Course objectives

- Understand the basic principles of the MBTI.
- Gain insight into their own motivations by identifying their MBTI preferences.
- Use the information from the class to develop more effective interpersonal relationships.

Who should attend

This program is appropriate for all personnel. It may be especially valuable for use with intact teams.

Prerequisite: None

Maximum number of course participants: 16

Course manager: Lynn Travers and Bill Velbeck

Course cost: \$4,000

Public offering: \$325 per student

Contact DLA Training for our same site, back-to-back delivery pricing discount.

DLA Training: 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990

On-the-Job Training

Workshop length: 1 day

Workshop number: DTC10CLS009

Description

This workshop is designed for individuals who are required to train others in on-the-job (OJT) skills. Participants will learn about the role of the trainer, the trainer/trainee relationship, the characteristics of adult learners, and the design and evaluation of OJT.

Workshop objectives

- Explain how to establish a trainer/trainee relationship.
- Describe effective communication techniques.
- Prepare a training outline.
- Conduct OJT.
- Assess the trainees' progress and mastery of the task(s) being presented.

Who should attend

This workshop is designed for people who are required to teach others on-the-job skills, and procedures.

Prerequisite: None

Maximum number of course participants: 15

Workshop manager: Bobbi Hopkins

Workshop cost: \$4,000

Public offering: \$325 per student

Our Customer Today (DLA 105)

Course length: 1 day

Course number: DTC09CLS028

Continuing Education Units: 0.8



Description

Our Customer Today is a one-day, instructor-led course that is intended to provide information about DLA's primary customers and their functions to build a common understanding of how the Agency's mission supports the DOD.

This course focuses on

- identifying our customers
- explaining the Enterprise roles
- providing the best customer support possible, and
- developing/maintaining a positive, effective business partnership.

Course objectives

- Explain the Agency mission and organization.
- Identify our customers.
- Explain the enterprise roles.
- Describe the customer support process and its interrelationship with the DLA.

Who should attend

This course is designed for personnel who are new to DLA, personnel transferring to DLA from other agencies, and/or those who require a basic, nontechnical overview of the DLA organizations and customers.

Prerequisite: None

Maximum number of course participants: 25

Course manager: Dale Brown

Course cost: \$4,000

Public offering: \$200 per student

Contact DLA Training for our same site, back-to-back delivery pricing discount.

DLA Training: 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990