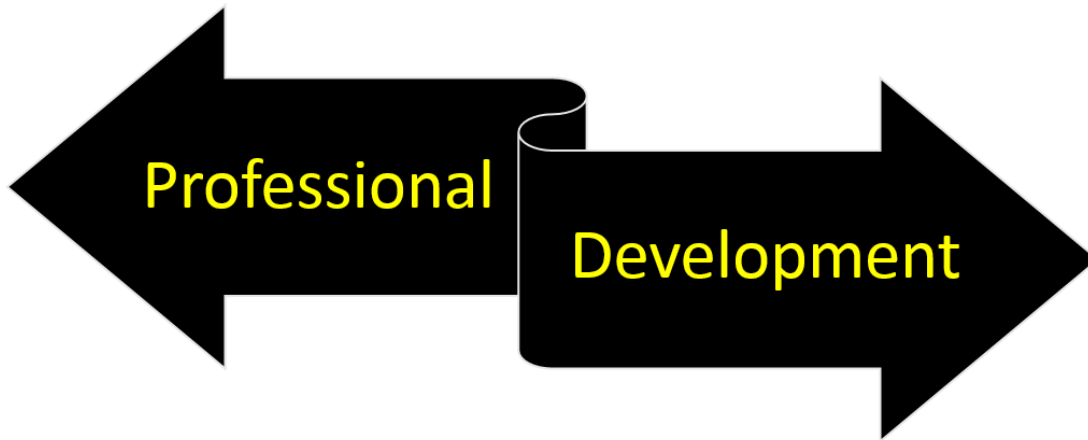


Fort Campbell Civilian Employee Professional Development Course Catalog



Fort Campbell Civilian Employee Professional Development Course Catalog

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Fort Campbell Civilian Employee Professional Development Course Catalog

This course catalog is a place to list all courses on post that are offered to the Civilian Workforce for professional development, to support the Fort Campbell Strategic Plan. All courses can be scheduled through the POC listed for the organization that offers the course. For additions or deletions, please contact the Civilian Professional Development POC's listed below.

1. Individual Civilian Training Courses

This catalog is a useful “desk side” reference for Supervisors and employees to assist in selecting appropriate training events for local professional development opportunities.

This catalog identifies:

- (a) Course title
- (b) Course identifier (if available)
- (c) Course location
- (d) Length of course. *Note: Actual course lengths may vary from that indicated within the catalog to accommodate for holidays, or training holidays.
- (e) Course prerequisites – Include unit retain ability of 1 year
- (f) Maximum and minimum course seats
- (g) Course description
- (h) Enrollment procedures

2. Course Schedules – Courses are scheduled on an as needed basis, unless otherwise noted. To schedule a course, please contact the POC for each agency.

3. Course Enrollment Procedures - Training representatives or Supervisors will request student enrollment for processing to the appropriate POC. Requests will include the following:

- (a) Course title and number.
- (b) Date(s) requested.
- (c) Student's name, grade, section and directorate
- (d) Unit POC

4. Civilian Professional Development POC-

Training Officer	Scott Galbraith	scott.b.galbraith.civ@mail.mil	270-798-2687
Training Program Manager	Leslie Herlick	leslie.a.herlick.civ@mail.mil	270-412-6622
Training Technician	Dana Prins	dana.l.prins.civ@mail.mil	270-412-6603

902d Counterintelligence Field Office

The Fort Campbell Field Office conducts full spectrum counterintelligence operations for the Army enterprise to protect forces information and technologies by detecting, identifying, neutralizing, and exploiting foreign intelligence services, international terrorists, and insider threats to US military forces and defense contractors working on Fort Campbell, KY and throughout the state of Tennessee.

1. **Course Schedules** - In order to schedule training, visit <http://www.campbell.army.mil/Tenant/Pages/902.aspx> or email the 902d at usarmy.campbell.902-mi-grp.list.902nd-mi@mail.mil.

2. **Course Enrollment Procedures**- Contact the POC for the course listed to enroll unless otherwise noted.

902d Counterintelligence Field Office Contact Information

Commander		270-798-0952
Operations Officer		270-798-2169

Course Title: Threat Awareness and Reporting Program (TARP)	Course Identifier:
Course Location: Microsoft Teams	Course Prerequisites: None
Course Length: 2 hours	Demand Minimum: 1
Course Seats:	Contact: (270) 798-2169
Course Description: The Fort Campbell Field Office currently conducts virtual TARP briefings via Microsoft Teams. Training Integration Branch will provide training dates as they become available.	

Army Community Service (ACS)

ACS will assist Commanders in maintaining readiness of Soldiers, Families and communities within America's Army by developing, coordinating and delivering services which promote self-reliance, resiliency and stability during war and peace!

1. Course Schedules - All courses taught at the Army Community Service (ACS) are listed on their monthly calendar. Reoccurring classes, briefings and trainings are always held on the same day, time and location. They recommend calling the appropriate ACS program responsible for the training as it may be changed or cancelled. ACS events can also be found on the Fort Campbell MWR website at: <http://campbell.armymwr.com/us/campbell/calendar>.

2. Course Enrollment Procedures- Contact the POC for the course listed to enroll unless otherwise noted.

Army Community Service (ACS) Contact Information

Outreach Program Coordinator	Kevin Smith	Kevin.smith17@civ@mail.mil	270-798-2062
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Course Title: Army Instructor Training Course (ITC)	Course Identifier:
Course Location: Main ACS	Course Prerequisites: None
Course Length: 3 days	Demand Minimum: 1
Course Seats: 20	Contact: 270-956-2934
Course Description: Course is designed to teach the learner how to instruct Army training courses.	

Course Title: Army Family Team Building-Leadership Through Understanding Needs	Course Identifier:
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 75 minutes	Demand Minimum: 1
Course Seats: 20	Contact: (270) 798-4800
Course Description: The learner will analyze the behaviors associated with Maslow's Hierarchy of Needs and identify motivational strategies to help fulfill those needs. The learner will also evaluate the importance of group needs and create a personal action plan to meet both individual and group needs.	

Course Title: Army Family Team Building-Examining your Leadership Style	Course Identifier:
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 2 hours	Demand Minimum: 1
Course Seats: 20	Contact: (270) 798-4800
Course Description: The learner will identify their innate leadership approach and examine the alternative styles of others in order to incorporate various approaches into their personal and professional lives.	

Course Title: Army Family Team Building-Effective Communication for Leaders	Course Identifier:
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 90 minutes	Demand Minimum: 1
Course Seats: 20	Contact: (270) 798-4800
Course Description: The learner will construct communication strategies to successfully convey information as leaders to teams or individuals.	

Course Title: Army Family Team Building-Developing Great Meetings	Course Identifier:
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 90 minutes	Demand Minimum: 1
Course Seats: 20	Contact: (270) 798-4800
Course Description: The learner will select elements and techniques needed to successfully develop and conduct meetings in personal and professional venues.	

Course Title: Army Family Team Building-Establishing Team Dynamics	Course Identifier:
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 20	Contact: (270) 798-4800
Course Description: The learner will discuss ways leaders can build strong and cohesive teams, by capitalizing on a positive attitude, understanding their role in the stages of team development, building commitment within the team, and being aware of the characteristics of an effective team.	

Course Title: Army Family Team Building-Resolving Conflict	Course Identifier:
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 20	Contact: (270) 798-4800
Course Description: The learner will explore causes and benefits of conflict and will develop approaches to conflict management. Through practical exercises the learner will apply conflict management approaches.	

Course Title: Army Family Team Building-Supporting Others through Coaching and Mentoring	Course Identifier:
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 2 hours	Demand Minimum: 1
Course Seats: 20	Contact: (270) 798-4800
Course Description: The learner will differentiate between the role of a coach and the role of a mentor, assess his/her strengths and challenges as a coach, and as a mentor, examine behaviors of a leader as a coach, and as a mentor, and identify effective feedback techniques to	

incorporate into his/her leadership repertoire to enhance his/her effectiveness in leadership roles.

Course Title: Army Family Team Building-Virtual Meetings: Tips and Techniques	Course Identifier:
Course Location: Main ACS /Portable	Course Prerequisites: None
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 20	Contact: (270) 798-4800
Course Description: The learner will identify key elements to conduct a virtual meeting and devise strategies to effectively manage a virtual meeting.	

Course Title: Army Family Team Building-Learn to Communicate	Course Identifier:
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 75 minutes	Demand Minimum: 1
Course Seats: 20	Contact: (270) 798-4800
Course Description: The learner will employ effective skills and develop communication strategies for their personal and professional lives.	

Course Title: Army Family Team Building-Effective Conflict Management	Course Identifier:
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 75 minutes	Demand Minimum: 1
Course Seats: 20	Contact: (270) 798-4800
Course Description: The learner will appraise conflict and employ respectful conflict management techniques in personal and professional lives.	

Course Title: Army Family Team Building-Problem Solving Strategies	Course Identifier:
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 75 minutes	Demand Minimum: 1
Course Seats: 20	Contact: (270) 798-4800
Course Description: The learner will be able to evaluate problem solving strategies and generate effective solutions in their personal and professional lives.	

Course Title: Army Family Team Building-Exploring Personality Traits	Course Identifier:
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 60-75 minutes	Demand Minimum: 1
Course Seats: 20	Contact: (270) 798-4800
Course Description: The learner will differentiate personality traits to discover effective ways to interact with peers, co-workers, friends, and family.	

Course Title: Bank Account/Debit Card Management	Course Identifier:
Course Location: Main ACS	Course Prerequisites: None

Course Length: 2 hours	Demand Minimum: 1
Course Seats: 20	Contact: 798-5518
Course Description: Teaches the basics about debit cards and bank account management, include how to reconcile a bank statement.	

Course Title: Briefer Training Course (BTC)	Course Identifier:
Course Location: Main ACS	Course Prerequisites: None
Course Length: 2 days	Demand Minimum: 1
Course Seats: 20	Contact: 270-956-2934
Course Description: Provides training on effective briefing styles and making briefings your own.	

Course Title: Facilitator Training Course (FTC)	Course Identifier:
Course Location: Main ACS	Course Prerequisites: None
Course Length: 3 days	Demand Minimum: 1
Course Seats: 20	Contact: 270-956-2934
Course Description: Provides training on how to better lead a group discussion.	

Course Title: Money Management	Course Identifier:
Course Location: Main ACS	Course Prerequisites: None
Course Length: 2 hours	Demand Minimum: 1
Course Seats: 20	Contact: 270-798-5518
Course Description: Teaches the basics of money management including saving and investing, budgeting, and tips on extending your buying power.	

Course Title: Resume for Results	Course Identifier:
Course Location: Main ACS	Course Prerequisites: None
Course Length: 2 hours	Demand Minimum: 1
Course Seats: 5	Contact: 270-798-4412
Course Description: Learn the basics of how to create a resume or refresh/update a current resume.	

Course Title: Sexual Harassment and Assault Response Program (SHARP)	Course Identifier:
Course Location: TBD	Course Prerequisites: None
Course Length: 1.5 hours	Demand Minimum: 1
Course Seats: 20	Contact: 270-412-5497
Course Description: This course is specifically designed to teach civilian on the proper way to intervene when someone is exposed to harassment and/or has been sexually assaulted. This training focuses on the different ways to report, receive help, and where to look for resources.	

Course Title: Thrift Savings Plan (TSP)	Course Identifier:
Course Location: Main ACS	Course Prerequisites: None
Course Length: 1 hour	Demand Minimum: 1

Course Seats: 20	Contact: 270-798-5518
Course Description: Provides an in-depth overview of the Federal Government sponsored retirement savings and investment plan.	

Course Title: USAJobs Prep	Course Identifier:
Course Location: Main ACS	Course Prerequisites: None
Course Length: 2 hours	Demand Minimum: 1
Course Seats: 20	Contact: 270-798-4412
Course Description: Learn how to navigate the USAJobs website and the USAJobs Application Manager.	

Course Title: Volunteer Awards and Recognition Training	Course Identifier:
Course Location: Main ACS/Portable	Course Prerequisites: Be appointed the Organization Point of Contact for VMIS.
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 20	Contact: 270-956-2934
Course Description: Provides instruction on the registration requirements of Fort Campbell volunteers, the recognition available at Fort Campbell, and to understand the recognition process of the awards program at Fort Campbell.	

Course Title: Volunteer Management Information System (VMIS) Organization Points of Contact (OPOC) Training	Course Identifier:
Course Location: Main ACS/Portable	Course Prerequisites: Be appointed the Organization Point of Contact for VMIS.
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 20	Contact: 270-956-2934
Course Description: Provides instruction on the Volunteer Management Information System (VMIS) for organization points of contact.	

Course Title: Volunteer Management Training	Course Identifier:
Course Location: Main ACS	Course Prerequisites: Be appointed the Organization Point of Contact for VMIS.
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 5	Contact: 270-956-2934
Course Description: Provides instruction on the process of how to become a volunteer in the Fort Campbell Community. We will discuss how to assess, recruit, train, administer, recognize, and evaluate volunteers.	

Army Community Service Resilience Training Series titled “Keeping it R.E.A.L.” Relationships Enduring Army Life is designed for Family Members, DA Civilians, and Soldiers (Couples are Welcome). The 14 skills within the resilience training curriculum are designed to strengthen

one's resilience within all aspects of their life and provide us the tools to readily recover, rebound, and build resilience. Participants are able to apply real life situations to knowledge and skills learned in the classroom to enhance their well-being and enrich their interpersonal relationships.

Examples can be structured to meet organizational outcomes and trainers can travel.

Course Title: Competencies that Build Resilience	Course Identifier: Resilience Training
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 1 hour-1.5 hours	Demand Minimum: 1
Course Seats: 5-30	Contact: 270-798-0609/270-956-2934
Course Description: Provides an overview of resilience and an offers an understanding of the six competencies (Self-Awareness, Self-Regulation, Mental Agility, Optimism, Strengths of Character, and Connection) that builds and strengthens ones resilience.	

Course Title: Achieve the Dream	Course Identifier: Resilience Training
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 1 hour-1.5 hours	Demand Minimum: 1
Course Seats: 5-30	Contact: 270-798-0609/270-956-2934
Course Description: Work through this seven step goal setting process to achieve professional or personal goals. Leverage core values and beliefs to influence daily behavior, and identify a plan for steady improvement. Lean to deliberately energize, direct, and sustain your own behavior to ensure progress.	

Course Title: Why'd I Do That?	Course Identifier: Resilience Training
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 1 hour-1.5 hours	Demand Minimum: 1
Course Seats: 5-30	Contact: 270-798-0609/270-956-2934
Course Description: Many skills are built upon this foundational skill. Participants will link thoughts to emotions and reactions in order to handle situations more effectively. Learn how to be more empathetic and understanding of others.	

Course Title: Energy Management	Course Identifier: Resilience Training
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 1 hour-1.5 hours	Demand Minimum: 1
Course Seats: 5-30	Contact: 270-798-0609/270-956-2934
Course Description: Learn ways to manage energy levels during performance and recovery efforts in both professional and personal life. Learn ways to control one's physical state, thoughts, and emotions in stressful situations.	

Course Title: Thinking Traps and Snares	Course Identifier: Resilience Training
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 1 hour-1.5 hours	Demand Minimum: 1

Course Seats: 5-30	Contact: 270-798-0609/270-956-2934
Course Description: Thinking traps are common and undermine mental toughness. Participants will learn how overly rigid patterns in thinking causes us to miss critical information about a situation or person.	

Course Title: Values Beliefs and Attitudes	Course Identifier: Resilience Training
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 1 hour-1.5 hours	Demand Minimum: 1
Course Seats: 5-30	Contact: 270-798-0609/270-956-2934
Course Description: Explore core values and beliefs and identify ways to gauge how they hinder ones effectiveness. Learn to have greater control over what “pushes your buttons”.	

Course Title: Problem Solving	Course Identifier: Resilience Training
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 1 hour-1.5 hours	Demand Minimum: 1
Course Seats: 5-30	Contact: 270-798-0609/270-956-2934
Course Description: Not your traditional problem solving model. Learn about the Confirmation Bias, the importance of “FAT Thinking,” and develop action statements for solving the problem.	

Course Title: Put it in Perspective & Mental Games	Course Identifier: Resilience Training
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 1 hour-1.5 hours	Demand Minimum: 1
Course Seats: 5-30	Contact: 270-798-0609/270-956-2934
Course Description: Put it in perspective helps stop catastrophic thinking, reduce anxiety, and improve problem-solving by identifying the worst, best, and most likely outcomes of the situation. This skill teaches us three types of catastrophic thinking that keeps us from taking purposeful action. Maintain “Your A Game” through the use of mental games as a quick distraction from thoughts that interfere with our ability to think critically, take purposeful action, or combat counterproductive thoughts.	

Course Title: “TKO” for Counterproductive Thoughts	Course Identifier: Resilience Training
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 1 hour-1.5 hours	Demand Minimum: 1

Course Seats: 5-30	Contact: 270-798-0609/270-956-2934
Course Description: It's "GO Time" and negative thoughts and anxiety are impacting your performance. Real-time resilience enables us to shut down counterproductive thoughts and stay motivated to the task at hand.	

Course Title: Being the Best of Who You Are*	Course Identifier: Resilience Training
Course Location: Main ACS/Portable	Course Prerequisites: VIA Survey & Identifying Character Strengths in Self & Others
Course Length: 1 hour-1.5 hours	Demand Minimum: 1
Course Seats: 5-30	Contact: 270-798-0609/270-956-2934
Course Description: Learn the 24 character strengths that are morally and universally valued across cultures. Identify strengths in self and others to strengthen Family and team cohesiveness.	

Course Title: Having the I.D.E.A.L Conversation	Course Identifier: Resilience Training
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 1 hour-1.5 hours	Demand Minimum: 1
Course Seats: 5-30	Contact: 270-798-0609/270-956-2934
Course Description: Build stronger relationships by learning how to address problems assertively and learn a model for communicating issues and problems that arise respectfully.	

Course Title: Listen Up...To Strengthen Relationships	Course Identifier: Resilience Training
Course Location: Main ACS/Portable	Course Prerequisites: None
Course Length: 1 hour-1.5 hours	Demand Minimum: 1
Course Seats: 5-30	Contact: 270-798-0609/270-956-2934
Course Description: Participants will learn how to praise effectively to create winning streaks and respond constructively to others in a way that strengthens and cultivates relationships.	

Army Substance Abuse Program (ASAP)

The Fort Campbell Army Substance Abuse Program offers substance abuse prevention classes, urinalysis testing, risk reduction consultation. There are also many resources (books, pamphlets, films, audio tapes, etc.) available for check out from the ADAPCP Resource Library.

1. Course Schedules – Contact the POCs listed below to schedule a class.

2. Course Enrollment Procedures- Contact the POC for the course listed to enroll unless otherwise noted.

Army Substance Abuse Program (ASAP) Contact Information

Prevention Branch Chief	Matthew Younger	Matthew.e.younger.civ@mail.mil	270-412-0214
Employee Assistance Program	Sabrina Bell	Sabrina.s.bell.civ@mail.mil	270-412-0079

Course Title: Army Substance Abuse Program (ASAP)	Course Identifier:
Course Location: Varies	Course Prerequisites: None
Course Length: 2 hours	Demand Minimum: 10
Course Seats: 30	Contact: 270-798-5253
Course Description: ASAP is formerly known as the Army Drug and Alcohol Prevention and Control Program is to educate and train Soldiers and Civilians about drugs and alcohol and the potential pact/consequences of use and/or abuse.	

Course Title: Suicide Prevention	Course Identifier:
Course Location: Varies	Course Prerequisites: None
Course Length: 2 hours	Demand Minimum: 10
Course Seats: 30	Contact: 270-798-5253
Course Description: This course is designed to offer training and resources to all personnel who would be able to assist in saving another's life from the individual's own self harm. This course is open to all employees.	

Army Wellness Center (AWC)

Army Wellness Centers (AWC) provide standardized primary prevention programs and services designed to build and sustain good health and improve the overall healthy lifestyles of Soldiers, Family Members, Retirees, and DA Civilians. The 7,000-square-foot Wellness Center offers metabolic and physical fitness assessments, body composition testing, biofeedback, health coaching, general wellness and tobacco education.

Course Schedules – Classes are scheduled on a monthly basis, and calendars can be found at <https://www.facebook.com/FortCampbellAWC/>. Call 270-461-3451 for an appointment. Classes can also be taught off site, at your location upon request.

2. Course Enrollment Procedures- Contact the POC for the course listed to enroll unless otherwise noted.

Army Wellness Center (AWC) Contact Information

Director	Jheri Godfrey	Jheri.n.godfrey.civ@mail.mil	270-461-3451
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Course Title: Upping Your Metabolism	Course Identifier:
Course Location: AWC Classroom, 5662 Screaming Eagle Blvd.	Course Prerequisites: Metabolic Testing Completed (Call for an appointment)
Course Length: 1 Hour	Demand Minimum: 1
Course Seats: 30	Contact: 270-461-3451
Course Description. Participants will learn how to increase their metabolism using the metabolic testing results.	

Course Title: Healthy Meals in Minutes	Course Identifier:
Course Location: AWC Classroom, 5662 Screaming Eagle Blvd.	Course Prerequisites: None
Course Length: 1 Hour	Demand Minimum: 1
Course Seats: 30	Contact: 270-461-3451
Course Description: Participants will learn recipe and pantry item ideas for quick and healthy meals at home.	

Course Title: Staying Fit Home and Away	Course Identifier:
Course Location: AWC Classroom, 5662 Screaming Eagle Blvd.	Course Prerequisites: None
Course Length: 1 Hour	Demand Minimum: 1
Course Seats: 30	Contact: 270-461-3451
Course Description. Participants will learn how to stay physically active and maintain fitness levels at home or traveling.	

Course Title: Fueling for Health	Course Identifier:
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Course Location: AWC Classroom, 5662 Screaming Eagle Blvd.	Course Prerequisites: None
Course Length: 1 Hour	Demand Minimum: 1
Course Seats: 30	Contact: 270-461-3451
Course Description: Participants will learn the fundamentals of nutrition and eating strategies to fuel for optimal health.	

Course Title: Retire Strong	Course Identifier:
Course Location: AWC Classroom, 5662 Screaming Eagle Blvd.	Course Prerequisites: None
Course Length: 1 Hour	Demand Minimum: 1
Course Seats: 30	Contact: 270-461-3451
Course Description: Participants will learn tools and tactics to maintain a healthy and active lifestyle post-retirement.	

Course Title: Stress Management	Course Identifier:
Course Location: AWC Classroom, 5662 Screaming Eagle Blvd.	Course Prerequisites: None
Course Length: 1 Hour	Demand Minimum: 1
Course Seats: 30	Contact: 270-461-3451
Course Description: Participants will get an overview of individual stress management services and stress reduction techniques.	

Course Title: Healthy Sleep Habits	Course Identifier:
Course Location: AWC Classroom, 5662 Screaming Eagle Blvd.	Course Prerequisites: None
Course Length: 1 Hour	Demand Minimum: 1
Course Seats: 30	Contact: 270-461-3451
Course Description: Participants will learn sleep hygiene tips for a better night's sleep.	

Fort Campbell R2 Performance Center

Fort Campbell R2 Performance Center teaches mental skills and strategies to Soldiers, Army Civilians, and Family members so they can perform consistently at their best, regardless of the situation. It also conducts team building and culture development workshops, rooted in psychology, so that units and teams are more cohesive. The R2 Performance Center training contributes to the Army Ready and Resilient vision, “The Army is comprised of adaptive leaders of character who develop cohesive teams of resilient individuals committed to the Army Profession and capable of accomplishing a range of missions in environment of uncertainty and persistent danger.”

2. Course Schedules – Courses can be customized for each unit/organization. To schedule a course, please contact the POC at least 30 days in advance.

3. Course Enrollment Procedures- Contact Becky Farmer, the Fort Campbell R2 Performance Center Manager, for the all R2 Performance Center courses.

R2 Performance Center Contact Information

Manager	Becky Farmer	rebecca.l.farmer18.ctr@mail.mil	270-412-5390
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Course Title: Active Reading (Attack Your Reading)	Course Identifier:
Course Location: TBD	Course Prerequisites: None
Course Length: 90 minutes	Demand Minimum: 10
Course Seats: 25	Contact: 270-412-5390
Course Description: This course involves learning to read technical materials using active processes to aid comprehension, knowledge retention, and efficiency.	

Course Title: Culture Development Workshop	Course Identifier:
Course Location: TBD	Course Prerequisites: None
Course Length: 1 day	Demand Minimum: 20 or more
Course Seats:	Contact: 270-412-5390
Course Description: This workshop brings together selected employees and leaders from across the unit/organization to engage in a series of exercises and discussions aimed at solidifying or redefining the unit’s shared philosophy, vision, values, and standards. Together these components comprise the unit’s culture. By defining an intentional culture, the unit/organization has a foundation upon which to build well-led cohesive teams and teams committed to the Army professional ethic.	

Course Title: Effective Notetaking (Take Effective Notes)	Course Identifier:
Course Location: TBD	Course Prerequisites: None
Course Length: 90 minutes	Demand Minimum: 10
Course Seats: 25	Contact: 270-412-5390

Course Description: This course involves developing meaningful, reusable resources that facilitate comprehension and retention, including graphic organizers.

Course Title: Learning Skills Foundations (Bring Your 'A' Game: The Learning Mindset)	Course Identifier:
Course Location: TBD	Course Prerequisites: None
Course Length: 90 minutes	Demand Minimum: 10
Course Seats: 25	Contact: 270-412-5390
Course Description: This course involves examining motivation as the foundation for successful learning and how mindset affects study strategy choice and use.	

Course Title: Memory and Learning (Remember What You Study)	Course Identifier:
Course Location: TBD	Course Prerequisites: None
Course Length: 90 minutes	Demand Minimum: 10
Course Seats: 25	Contact: 270-412-5390
Course Description: This course involves improving knowledge retention through brain-based learning theory.	

Course Title: Peer Learning (Learn with Your Peers)	Course Identifier:
Course Location: TBD	Course Prerequisites: None
Course Length: 90 minutes	Demand Minimum: 10
Course Seats: 25	Contact: 270-412-5390
Course Description: This course involves forming successful study partnerships and how to apply individual learning strengths effectively in a peer study situation.	

Course Title: Planning and Prioritization (Plan and Prioritize Your Time)	Course Identifier:
Course Location: TBD	Course Prerequisites: None
Course Length: 90 minutes	Demand Minimum: 10
Course Seats: 25	Contact: 270-412-5390
Course Description: This course involves working effectively towards academic goals and managing time, including techniques to reduce procrastination.	

Course Title: Study Effort (Make Study Effort Count)	Course Identifier:
Course Location: TBD	Course Prerequisites: None
Course Length: 90 minutes	Demand Minimum: 10
Course Seats: 25	Contact: 270-412-5390

Course Description: This course involves establishing the right study conditions to direct attention to immediate learning tasks, employing the Study Power Hour as an example study regimen to regulate study effort.

Course Title: Test Taking (Combat Your Tests)	Course Identifier:
Course Location: TBD	Course Prerequisites: None
Course Length: 90 minutes	Demand Minimum: 10
Course Seats: 25	Contact: 270-412-5390
Course Description: This course involves becoming test-wise through planning, understanding test questions, thinking effectively, managing energy and embracing nerves to alleviate test anxiety and optimize test performance.	

Civilian Personnel Advisory Center (CPAC)

Serving our customers is our primary mission. We continually strive to provide value-added and responsive products and services in achieving Fort Campbell's mission. CPAC provides comprehensive human resources services resulting in a civilian workforce that successfully supports our nation's defense.

3. Course Schedules – Courses are scheduled throughout the year.

2. Course Enrollment Procedures- Contact the POC for the course listed to enroll unless otherwise noted.

Civilian Personnel Advisory Center (CPAC) Contact Information

Director	Lachele Coppins	Lachele.r.coppins.civ@mail.mil	270-798-0599
CPAC Specialist			270-798-5113

Course Title: Resident Supervisor Development Course	Course Identifier:
Course Location:	Course Prerequisites: Assigned to a Supervisory position
Course Length: 4 days	Demand Minimum: 10
Course Seats: 30	Contact: 270-798-4913
Course Description: This four day course is designed to arm supervisors on Fort Campbell with the knowledge and information they will need to best lead the installation workforce. It is a onetime requirement for all supervisors. Please note that this course is NOT in lieu of the mandatory online Supervisor Development Course.	

Equal Employment Opportunity (EEO)

The mission of the Equal Employment Office is to lead the way in making Fort Campbell a world-class organization through proactively developing a strong and diversified work force and shaping a work environment where all employees may thrive and have the equal opportunity to excel and reach their full potential.

1. Course Schedules – These courses are taught as an as needs basis for employees and employers depending on what is going on in their organizations. The training is tailored to the needs of the organization.

2. Course Enrollment Procedures- Contact the POC for the course listed to enroll unless otherwise noted.

Equal Employment Opportunity (EEO) Contact Information

Director	Gregory Stallworth	gregory.p.stallworth.civ@mail.mil	270-798-3765
EEO Specialist	Debbie Sutton	debbie.r.sutton.civ@mail.mil	270-798-5113
EEO Specialist	Tonya Elliott	tonya.d.elliott.civ@mail.mil	270-798-2581

Course Title: A Matter of Respect	Course Identifier:
Course Location:	Course Prerequisites: None
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 25	Contact: 270-798-5113
Course Description: This course teaches employees about respect for others and how to recognize and eliminate disrespectful behavior.	

Course Title: Anyone Can Be an Ally	Course Identifier:
Course Location:	Course Prerequisites: None
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 25	Contact: 270-798-5113
Course Description: This course teaches how to speak up for an LBGT inclusive workplace, and building bridges of mutual respect.	

Course Title: Coach for Performance	Course Identifier:
Course Location:	Course Prerequisites: None
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 25	Contact: 270-798-5113
Course Description: This course provides leadership training.	

Course Title: Communication Breakdown	Course Identifier:
Course Location:	Course Prerequisites: None
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 25	Contact: 270-798-5113
Course Description: This course is to teach how to recognize a breakdown in communication and possible fixes for it.	

Course Title: Culture Awareness Training	Course Identifier:
Course Location:	Course Prerequisites: None
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 25	Contact: 270-798-5113
Course Description: Understand, respect and overcome cultural differences at work	

Course Title: Decision Making	Course Identifier:
Course Location:	Course Prerequisites: Supervisors
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 25	Contact: 270-798-5113
Course Description: This course is for supervisors, and trains them on how decisions made affect others.	

Course Title: Diversity Training	Course Identifier:
Course Location:	Course Prerequisites: None
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 25	Contact: 270-798-5113
Course Description: This course provides training on diversity.	

Course Title: EEO Pitfalls	Course Identifier:
Course Location:	Course Prerequisites: Managers/Supervisors
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 25	Contact: 270-798-5113
Course Description: This course is designed to educate managers/supervisors on how to avoid complaints.	

Course Title: Employee Awareness	Course Identifier:
Course Location:	Course Prerequisites: None
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 25	Contact: 270-798-5113
Course Description: This course trains employees on how to be aware of sexual harassment, violence (physical and verbal) in the workplace. It also focuses on the worker and the bully.	

Course Title: It's Up to You: Stopping Sexual Harassment in Workplace	Course Identifier:
Course Location:	Course Prerequisites: None
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 25	Contact: 270-798-5113
Course Description: Participants will be taught elements used to stop sexual harassment in the workplace.	

Course Title: Leadership	Course Identifier:
Course Location:	Course Prerequisites: Supervisors
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 25	Contact: 270-798-5113
Course Description: Leadership training to rebuild employee trust and gain employee involvement.	

Course Title: Making Diversity Work	Course Identifier:
Course Location:	Course Prerequisites: None
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 25	Contact: 270-798-5113
Course Description: Participants will define, recognize, and learn skills to reduce bias in the workplace.	

Course Title: Meeting Effectiveness	Course Identifier:
Course Location:	Course Prerequisites: None
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 25	Contact: 270-798-5113
Course Description: Learn how to organize and run effective and successful meetings.	

Course Title: No FEAR Anti-Harassment	Course Identifier:
Course Location:	Course Prerequisites: None
Course Length: 4 hours	Demand Minimum: 1
Course Seats: 25	Contact: 270-798-5113
Course Description: This course is annual training on EEO topics required by law.	

Course Title: Respect Inclusion in the Workplace	Course Identifier:
Course Location:	Course Prerequisites: None
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 25	Contact: 270-798-5113
Course Description: Educates participants about diversity and inclusion, identifies the characteristics of a respectful workplace, and examines acceptable and unacceptable workplace attitudes and behaviors.	

Course Title: Supervisor Skills	Course Identifier:
Course Location:	Course Prerequisites: Supervisors
Course Length: 1 hour	Demand Minimum: 1
Course Seats: 5	Contact: 270-798-5113
Course Description: The participants will learn supervisory skills that will benefit the workplace.	