



The "Mini" Resource For Leader and Workforce Development

February 2016

Civilian Leader Development Program (CLDP)

The Civilian Leader Development Program, (CLDP) is a 3 Phase Program that runs from Oct-June each year, and is available to civilian employees on Fort Riley.

Phase II of the FY16 Civilian Leader Development Program is on-going through 10 March 16. Attendees for Phase II are Susan Allen, Bobbie Anderson, Ellen Becker, Ronette Berning, Mark Grant, Kevin Griffin, Lynn Hammond, Michael Hummel, Tricia Lagabed, Carl Lynn, Jeffrey Mataruso, Della McCallister, Theodore Parks, Julie Petruccelli-Treen, Kari-ga Pratt, Susan Ramirez, Jeffery Riffel, Kay Schmidt, Marvin Springer II, Diane Thomas, Sarah Wallo, Adrienne Watson, Shannon Wilson, and Michael Witmer.

For information on the FY17 CLDP, contact the Leader and Workforce Development Office at 239-2205.



Customer Service Training



On 17 February, Leader and Workforce Development provided "Customer Service" training for 19 Fort Riley civilians. In attendance were 10 USAG employees, 4 MEDCOM, 4 CHRA, and 1 FORSCOM employees. Instructing was Ms. Robi Ley, from Dallas, TX, representing Fred Pryor Seminars.

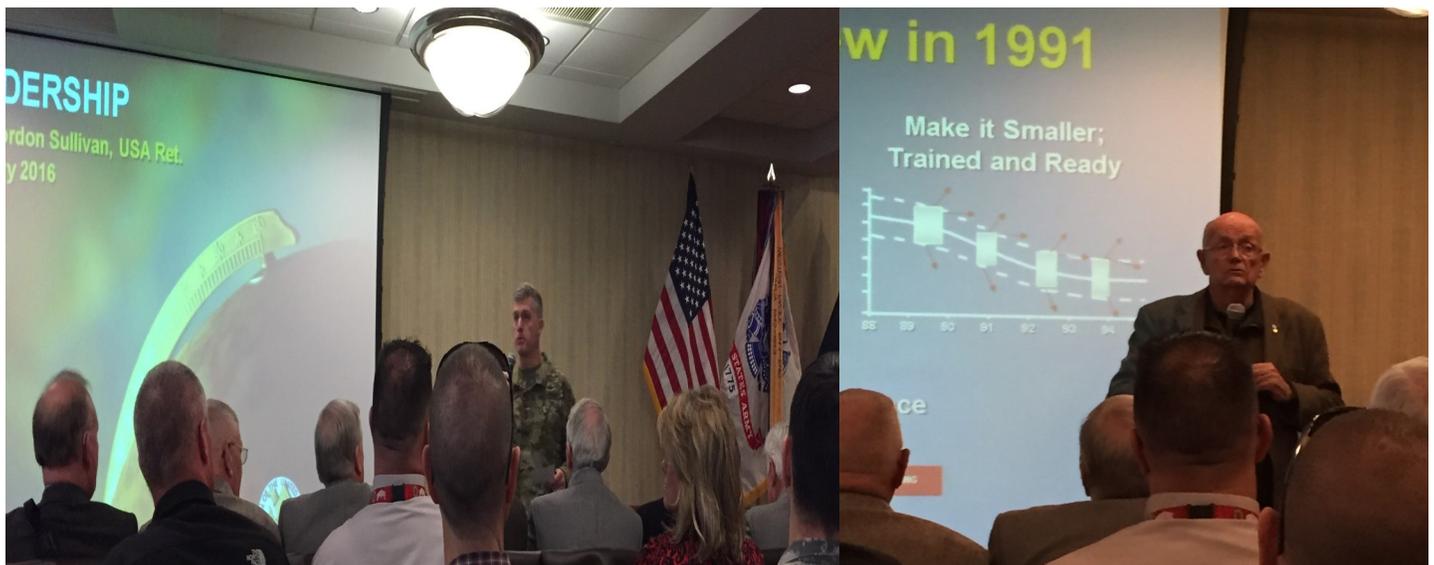
Garrison Leaders participate in 1ID Leader Professional Development Event

GEN Grigsby consistently reminds us that, "Fort Riley is a leadership factory for Soldiers and Civilians". For the first time, on 5 February, 2016, twenty-five Garrison civilian leaders were given the opportunity to participate in a 1st Infantry Division (1ID) Leadership Professional Development (LPD) event, and hear GEN (R) Gordon Sullivan speak about leadership.

GEN (R) Sullivan was the Commanding General, 1st ID, from June 1988 to July 1989. He served as the 32nd Chief of Staff of the Army, and is the co-author of Hope is Not a Method published by Random House in 1996. Sullivan is currently the President and Chief Executive Officer of the Association of the United States Army (AUSA). His understanding and practical application of leadership principles is extensive, and Garrison civilians knew they were fortunate to have the opportunity to hear him.

GEN (R) Sullivan reflected on his experiences while in the Army, and shared stories with the large group of both military and civilians in attendance. As a leader, Sullivan continually asked himself, "What is happening?" "What is not happening?" and "What can I do to influence the action?" It was clear to all that GEN (R) Sullivan considers the "people" to be the greatest asset to a commander. Sharing his values and vision with the "people" provided them the keel and rudder they needed to accomplish the mission.

Some of the most valuable parts of the LPD, occurred when Sullivan shared "Things I've Learned," and "rules (with a small 'r')". Hearing a leader of this magnitude share a lifetime of lessons learned was truly a highlight. GEN (R) Sullivan's, Rule 14 is "When in charge, be in charge", and some of his lessons learned include "Communicate....but Listen" and "Things Generally Come Down to People."



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Garrison attendees were appreciative of Sullivan's message. Scott Scherberger, DFMWR, said, "I think there is a huge amount of value in sending folks who wouldn't normally get to see a leader like GEN Sullivan speak."

Jeff Greer, EEO Office, considered the highlights to be Sullivan's discussion of "Character: I have your back, (Duty, Honor, Country)" and his extensive knowledge and obvious enjoyment of Army history, particularly WW I.

Daphne Maxwell, ILO, and member of the Employee Satisfaction Improvement Team (ESIT) thought that Sullivan's leadership points were directly applicable to the ESIT team as it transitions to a new name and updated mission. Per Sullivan, "We operate like an orchestra, by learning the fundamentals and base doctrine. From that basis, when necessary, we turn into jazz musicians, and improvise, adapt, and overcome."

Bob Everdeen's comment sums it up well. "This was an excellent reminder about the importance of what we do as civilian employees -- supporting the Army and its soldiers. I'm thankful I had the opportunity to attend!" Thank you to GEN Grigsby and his staff for inviting Garrison Civilians to share in this extraordinary experience. We appreciate it, and look forward to future LPDs.



Attendees pictured: Tim Livsey, Mark Dombrowski, Will Paskow, Vittorino Dimattia, David Roudybush, Scott Scherberger, Rich Wilson, Ted Parks, Johnnie Eaves, Tom Black, Bob Smith, Casey Houghton, Mick Tener, Steve Milton, Alan Hynek, Jeff Fleming, Jeff Greer, Michael Witmer, Daphne Maxwell, Roseann Grob, Kelley Paskow, Mark Flynn, Robert Everdeen, Curt Slinger, Melissa Sions, Kathy Bassett

Leadership Self Development Opportunities Websites

Do You Want to be a Leader?

(or an even better Leader than you are today)

This website has articles in categories of “Thinking about Leadership”; “Being a Leader”, “Leadership Self-Assessment”; and “Developing Leaders”.

<http://www.learn-to-be-a-leader.com/>

plus

The Eleven Skills of Leadership

The Boys Scouts of America approach to leadership

<http://www.learn-to-be-a-leader.com/eleven-skills.html>

Leadership Now—Building a Community of Leaders

Do you have what it takes to be a leader?

Website includes: leadership ideas, best leadership books of 2015, leadership blogs & more!

Check your leadership potential on our Leadership Aptitude Quiz at

<http://www.leadershipnow.com/>

Leadership Skills—Become an Exceptional Leader

On this site, you'll learn 58 skills and techniques that will help you become a better leader at work. On it, you can find out about core leadership techniques; discover how to use a wide variety of leadership styles; learn how to become highly emotionally intelligent; and find out how to lead effectively when things get difficult. Enjoy exploring these tools, and becoming a highly effective leader!

https://www.mindtools.com/pages/main/newMN_LDR.htm

Which historical military leader are **YOU** most like?

Take the short test:

<http://www.military.com/LeaderShipTest/1,16183,main.htm,,00.html>

Leadership Quote:

“Leadership is solving problems. The day soldiers stop bringing you their problems is the day you have stopped leading them. They have either lost confidence that you can help or concluded you do not care. Either case is a failure of leadership.”

Colin Powell

Self Development

Do you know where you can find your career dashboard?

Do you know where you can find your career record?

Do you know what your career program is?

Do you know what your career map is?

Do you know what training you need for advancement to the next grade level?

Do you know where you can manage your professional and personal goals?

Do you know where you can create your individual development plan?

Do you know where you can find upcoming courses for your career program?

ARMY CAREER TRACKER (ACT)

DOES IT ALL

<https://actnow.army.mil>

Army Career Tracker (ACT) is a leadership development tool that integrates training and education into one personalized, easy-to-use website. Users can search multiple Army education and training resources, monitor their career development and receive personalized advice from their supervisor and Army leadership.



QUICK START GUIDE

Log into Army Career Tracker at <https://actnow.army.mil>

ACT ALLOWS YOU TO...
VIEW All Career-Related Data in One Consolidated Place
CREATE Individual Development Plan (IDP)
RECEIVE Targeted Career & Training Recommendations from Leaders and Mentors
TRACK Career Information & Goals
PLAN Career Paths with Professional & Personal Goals

- 1 ACT HOMEPAGE & NAVIGATION**
**HOME**
 - a) Select your 1st Line Leader.
 - b) View ACT news and updates on the **ACT HOMEPAGE**.
 - c) Explore ACT 2.0 using the left hand navigation panel.
 - d) Return to the **ACT HOMEPAGE** at any time by clicking the ACT logo in the upper left corner.
- 2 REMINDERS, LEADERS & MENTORS ICONS**

 - a) Review **REMINDERS** by clicking on the bell icon in the upper right corner.
 - b) Take action by clicking **GO**.
 - c) Review **LEADERS & MENTORS** requests by clicking on the people icon in the upper right of the header.
 - d) Accept or Reject the request and type a comment to the sender.
- 3 REVIEW PROFILE INFORMATION**
**TRACK**
 - a) From **LEADERS & MENTORS**, select additional Leaders/Mentors and Subordinates/Mentees.
 - b) From **MESSAGES**, view messages and recommendations sent to you.
 - c) Review your information on **CAREER DASHBOARD** and **CAREER RECORD**.
- 4 IDENTIFY & SAVE GOALS**
**PLAN**
 - a) Establish your Army career goals in the **PROFESSIONAL DEVELOPMENT MODEL**, **COURSE SEARCH**, and **DUTY POSITION SEARCH**.
 - b) Manage your ACT goals using **GOALS MANAGEMENT**.
 - c) Visualize alternative career timelines with **CAREER PATH BUILDER**.
- 5 CREATE AN INDIVIDUAL DEVELOPMENT PLAN (IDP)**
**PLAN**
 - a) Create and submit your IDP from the **INDIVIDUAL DEVELOPMENT PLAN**.
 - b) Your 1st Line Leader will receive your submitted IDP and will be able to review, edit, and approve it.
- 6 STAY CONNECTED WITH COMMUNITIES**
**COMMUNITIES**
 - a) Explore **COMMUNITIES** for the latest Proponent news and updates.
 - b) Check out the Bookmarks for links to helpful external resources highlighted by the Proponent.



CareerTracker 1.0 TO 2.0 INDEX

Log into Army Career Tracker at <https://actnow.army.mil>

IF YOU ARE LOOKING FOR...

YOU CAN FIND IT HERE IN 2.0...

SOLDIER

OFFICER

CIVILIAN

MY CAREER DASHBOARD

MY LEADERS

MY CAREER

MY NOTICES

ACT REMINDERS

MY PLANNER / CAREER MAP

MY IDP

MY ACTIVITIES

MY CAREER PLANNER

EXPLORE MY CAREER

MY RESOURCES

ACT NEWS

SEARCH

CAREER RESOURCES

LEADER

SUPERVISOR

LEADER/SUPERVISOR DASHBOARD

MY SOLDIERS/EMPLOYEES

MY SOLDIER/EMPLOYEE DETAILS

MY SUBORDINATE/EMPLOYEE IDPS

RECOMMENDATION KIT

MANDATORY REQUIREMENTS

HELP

HELP GUIDE

CREATE A TICKET



TRACK CAREER DASHBOARD



TRACK LEADERS & MENTORS



TRACK CAREER RECORD



TRACK MESSAGES



TRACK REMINDERS



PLAN PROFESSIONAL DEVELOPMENT MODEL



PLAN INDIVIDUAL DEVELOPMENT PLAN



PLAN GOALS MANAGEMENT



PLAN CAREER PATH BUILDER



PLAN DUTY POSITION SEARCH



COMMUNITIES COMMUNITIES



HELP & SUPPORT INFORMATION & UPDATES



PLAN COURSE SEARCH



COMMUNITIES COMMUNITIES



LEAD & MANAGE DASHBOARD



LEAD & MANAGE SUBORDINATES



LEAD & MANAGE SUBORDINATE DETAILS



LEAD & MANAGE SUBORDINATE IDPS



LEAD & MANAGE RECOMMENDATION KIT



LEAD & MANAGE MANDATORY REQUIREMENTS INPUT



HELP & SUPPORT ACT KNOWLEDGE BASE



HELP & SUPPORT SUBMIT HELP TICKET

ARMY CAREER TRACKER

Five Tips You Should Know About ACT:

Great Resource

Log into ACT and get updates from your Career Programs (CPs) and access Army Civilian Training, Education and Development System (ACTEDS) career maps. ACT interfaces with more than 15 different Army systems, with new system interfaces coming in the near future.

Career maps contain the professional competencies expected by each CP. Career maps also include the training and certifications that are required for each job series and pay plan/pay grade.

Through ACT, you can also create Individual Development Plans (IDPs). Your supervisors and mentors can monitor your IDP and suggest trainings through ACT to help you reach your career goals.

Create multiple career paths

It's easy to visualize future career possibilities in ACT. Go to the My Planner/Career Map tab to view My Career Planner located under the Professional Development Model. All of the goals you have created in ACT will populate here. My Career Planner allows Civilians to create multiple Career Paths, which can be helpful when exploring career options. For instance, if your CP has multiple series, you may want to create Career Paths for two series to help you determine the best fit.

Creating multiple Career Paths can also help if you are considering changing career fields in the future. Career Paths can also be marked as "private" if you do not wish to display a particular Career Path to a supervisor.

AR 350-1 Regulatory Guidance for Implementation

ACT is the Army's authoritative source for the Individual Development Plan (IDP), through Army Civilian Training and Leadership Development, DCS, G37/TRV. ACT is mandated by the Chief of Staff of the Army and AR 350-1.

GoArmyEd

ACT is integrated with GoArmyEd, the Army's virtual education, training, and leader development application site, creating a more efficient training application process by passing IDP and chain of command data to GoArmyEd. As a result, supervisors are provided an ability to plan for training and to manage their budgets more effectively.

Army Civilian Acculturation Program

The Acculturation pilot program is now accessible in Army Career Tracker (ACT) to better integrate new Civilian Employees into the Department of the Army. The program involves both onboarding and orientation. Onboarding is the strategic process of welcoming new Employees, establishing responsibilities, and familiarizing them with the Army culture.

The Army Civilian Acculturation Program helps provide newly hired DA Civilians with a positive introduction into the Army by establishing a standardized process for Civilians to both learn and develop an appreciation for Army culture. The goal is for Civilians to understand their role as members of the Army Profession and rapidly become productive members of the Civilian Corps.

Welcomes your feedback

Your suggestions and recommendations matter. ACT's functionality is under continuous improvement. The ACT Team wants an Army system based on what Soldiers and Civilians want – not what the ACT Team thinks they want. Log on and click the "Feedback" link in the footer to offer suggestions and recommendations to help make ACT an even better leadership development tool. ACT was designed with the end user in mind. The improvements made with the system since its inception resulted from suggestions from the field.
