
Army Family Team Building

Fort Riley, KS



Military Life 101

**Conflict
Management**

**Enhancing
Relationships**

Leadership Skills

**Effective
Communication**

Group Dynamics

And lots more...

WHAT WE ARE ABOUT

Army Family Team Building (AFTB) is not a new idea or concept. It is the formal recognition and naming of something the Army and Army families have been doing for over 200 years - sustaining and nurturing the force and serving the Nation.

The goal of AFTB is for volunteer family members to help other military family members. We have learned that a major key ingredient missing from previous efforts to help family members meet the expectations of military living was the exclusion of the real experts: our family members. Those individuals have faced the challenges of military living, learned to make things happen and survived by helping each other. In essence, AFTB is a family member grass roots driven program; it's a combination of our best, most effective training efforts put together by a team of family members.

AFTB is a training program designed and delivered by family member volunteers to help new military family members transition and adjust to the military lifestyle. Level I classes, the backbone of the AFTB program teaches simple, basic skills that are guaranteed to improve the quality of life for the new military family member. Level II is designed for those who have five to ten years of experience as military family members and specifically for individuals who are interested in gaining or enhancing leadership skills. Courses that enhance their personal relationships, develop leadership skills, deal with crisis and conflict management, and improve communication skills comprise the core of Level II classes. Level III classes are for the more "seasoned" spouses with more than a few years of experience as family members and those who seek to maintain and enhance current skills as well as develop advanced leadership abilities. Classes in this level develop presentations and workshops and work on problem solving. One class takes a look at the big picture of the Army and how politics affects the military. Classes in all three levels are designed to encourage the development of mentor relationships and enhance networking opportunities.

Skills taught in Levels I, II and III are by no means limited to the military environment but can be used in other areas of their life and there is something for everyone to learn in each of them. When and where a family member enters into the training is based on their experience or choice of course enrollment, not the rank or grade of the sponsor.

An informed, empowered family allows the soldier to concentrate their efforts and focus on the mission, feeling confident and secure that their family is better prepared for the challenges of military living.

After AFTB training, we hope our family members are less frustrated and more knowledgeable and accepting of the military, the military culture, the military lifestyle and the demands the military places upon the family.

AFTB courses are progressive and sequential and are designed to be taught by FAMILY MEMBER VOLUNTEERS. Volunteer instructors are taught how to develop lesson plans and learning objectives, and are provided tips for effective public speaking, group dynamics and facilitation skills. All training materials are provided free. Childcare reimbursement is provided for all volunteer instructors during the initial training, as well as when they present classes.

Family members asked for a standardized, structured training program designed especially for them; they developed it and they wrote it. The volunteer family members who help other military members express the “heart” of AFTB. This is how, together, we become “**America’s Army.**”

LEVEL I - Introductory

1.01 Military Terms, Acronyms, Customs and Courtesies. Introduces basic and unique words used routinely in military life. Team exercises reinforce the terms and their meanings. Materials distributed will include a glossary of military and Army acronyms and terms; a list of the official bugle calls, including their times and purposes; and a handout explaining the Army’s most basic customs and courtesies.

1.02 The Chain of Command and the Chain of Concern. Defines the military chain of command, emphasizing command structure, symbols, and the explanation of military grades and staff positions (including civilian employee equivalents.) Explains the intent of the chain of concern in providing assistance to the families within a unit or organization.

1.03 Introduction to Military and Civilian Community Resources. Provides an overview of the resources available within both military and civilian communities. Class handouts given to students are the same as the materials provided to soldiers and civilian employees during similar courses and can be used as a checklist during departures, deployments, and other important events.

1.04 Benefits, Entitlements and Compensation. Introduces the basic benefits and entitlements received by military and civilian personnel. Guest speakers from areas to be discussed will provide expert information, including local handouts.

1.05 Family and Military Expectations. Covers the expectations that soldiers, civilian employees, and their families have about the extent to which the military will “take care” of families. Discusses what the military expects of soldiers, civilian employees, and their families regarding taking care of themselves and each other.

1.06 Impact of the Mission on the Family Life. Discusses the Army's missions and their impact upon soldiers, civilian employees, and their families.

1.07 Basic Problem Solving. Teaches the basic skills necessary to successfully solve problems. Students will be able to list the 6 basic steps of the problem solving process, and develop a potential solution to a problem using the Six Step Problem Solving Process.

1.08 Supporting Your Child's Education. Supporting Your Child's Education introduces the importance of parent involvement in a child's education, especially during PCS moves. It provides an overview of the School Liaison Officer's role in enhancing the educational environment for school age children of parents assigned to Army installations/activities. The materials distributed will include tips for parents, frequently asked questions, checklists for transitioning students to a new school, school-related web sites, key contacts, and facts about Impact Aid.

LEVEL II - Intermediate

2.01.1 Enhancing Relationship Building. Includes concepts such as "building blocks" and "stumbling blocks" and teaches methods of maintaining successes and of meeting people.

2.01.2 Introduction to Effective Leadership. Provide instruction on leadership traits from the group and the leader. Covers situations that normally arise and teaches essential communication essential for effective leadership.

2.02.1 Volunteer Management/Marketing Volunteer Experience. Teaches methods of recruitment, training, retention, validation, and recognition of volunteer staff within a community program. Also provides guidance on how to use volunteer experience as a resource in seeking paid employment.

2.02.2 Management Skills: Communication. Provides instruction on the types, ways and principles of effective communication. Examples will be studied and discusses.

2.02.3 Management Skills: Conflict Management. Focuses on the balance between conflict and cooperation. Teaches methods that recognize different types of conflict and their appropriate managing techniques.

2.02.4 Management Skills: Understanding Needs. Provides instruction on Maslow's Hierarchy of Needs (physiological, safety, socialization, self-esteem, and self-actualization) and how these needs affect the group.

2.02.5 Management Skills: Crisis and Grieving. Provides instruction on developing the abilities to span from crisis to trauma. Discusses the steps of crisis intervention and highlights the unit ministry team/community clergy.

2.02.6 Management Skills: Group Dynamics. Discusses the establishment and execution of group norms, including the various roles within a group and how best to channel these energies.

2.03.1 Adapting to Change. Teaches how to use change as a positive force within an individual's life.

2.03.2 Stress Management. Covers the definition, causes, symptoms, and effects of stress. Discusses methods of controlling, eliminating, and properly utilizing stress.

2.03.3 Intermediate Problem Solving. Teaches problem-solving techniques through practical exercises.

2.03.4 Time Management. Teaches personal and professional time management methods.

2.03.5 Meeting Management. Provides instruction on effective meeting management from the decision to conduct a meeting through the meeting itself. Also discusses the roles of the participants.

2.04.1 Networking with Community Agencies. Discusses the importance of networking within the military and civilian community.

2.04.2 Building a Resource and Personal Library. Discusses how to build a resource library within the organization or unit. Materials will be distributed to help start such libraries.

2.04.3 Family Readiness Groups. Covers how to establish, conduct and maintain a family readiness group and also discusses the group's relationship with the parent organization or unit.

2.04.4 Military Grade and Command Structure. Provides a continuation of the Level I course, The Chain of Command and the Chain of Concern.

2.04.5 Benefits, Entitlements, and Compensation. Covers the benefits, entitlements, and compensation for military and civilian service. Teaches the material using basic terms that are easy for family members to understand and use.

2.04.6 Traditions, Customs, Courtesies, and Protocol. Provides instruction on the traditions, customs, courtesies, and protocol of the military community.

Level III - Advanced

3.01.1 Listening Skills. Instruction develops better personal listening skills by focusing on listening behaviors. You will receive helpful handouts and perform practical exercises to reinforce concepts learned in this class.

3.01.2 Building Self-Esteem. Students will learn how to empower themselves and achieve higher self worth, as well as understand the importance of taking care of themselves first so that they can help others.

3.01.3 Personality Traits. Classroom instruction examines methods of determining various personality traits that can help individuals become effective leaders. Students participate in practical exercises to include one that helps you identify your personality type and character strengths.

3.02.1 Motivating Factors. This class offers instruction on how to successfully motivate people. The class members take part in an exercise based on Maslow's Hierarchy of Needs.

3.02.2 Leadership Skills. Classroom instruction examines the characteristics necessary to become an effective leader. Students participate in practical exercises featuring case studies and the Leadership Style Inventory.

3.02.3 Building a Cohesive Team. From the instructions given in this class, students learn how to build cohesive teams by capitalizing on the uniqueness of each member. Exercises in class demonstrate the methods used to encourage members to work together.

3.02.4 Leader Roles. Course instruction describes successful ways to become an advisor, coach, and mentor. The class completes exercises illustrating advising, coaching, and mentoring.

3.02.5 Group Conflict Management. Classroom instruction explores managing conflict within a group by focusing on the objective, the audience, four styles of conflict, available resources, necessary preparations, and after-action procedures.

3.02.6 Problem-Solving Techniques for Leaders. Classroom instruction focuses on personal application of lessons learned from past experiences using the Experiential Learning Model. Class members also learn about group problem-solving options (for example, problem versus solution, vertical lateral thinking, brainstorming, group think, and so forth).

3.03.1 How to Develop Presentations. In this class, students learn how to develop presentations. The class members participate in a practical exercise and receive handout materials.

3.03.2 How to Plan and Conduct a Workshop. Class members receive instruction on how to plan and conduct a successful workshop. Lesson content focuses on the objective, the audience, the five elements of methodology, available resources, necessary preparation, and after action procedures

3.04.1 Understanding the Organization of the Total Army. This course presents an overview of the organization of the military, from the smallest unit and organization to the headquarters element. Classroom instruction focuses on the Army's relationship to the Total Force structure.

3.04.2 Political Issues and the Army. Class members receive instruction to heighten their awareness of the sensitivity of political issues and the impact on the local community, as well as the military community.

3.04.3 Effective Public/Media Relations. Course instruction explores successful techniques to use when dealing with the media or local agencies, particularly during a deployment or tour of duty in a foreign country.

Upon request, modules can be clustered to fit the needs of your organization.

**WE ARE LOCATED IN:
BUILDING 7264
SOLDIER AND FAMILY SUPPORT CENTER**

**FOR MORE INFORMATION
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