



Team Little Rock

Leadership Pathways Course Catalog



“Building Rock-Solid Lives”

Leadership Pathways Course Catalog

1,2,3 Magic Parenting (Ages 2-12)

Course Description: 1,2,3 Magic[®] breaks down the task of parenting into three straightforward jobs:

Job 1: Controlling Obnoxious Behavior: Learn an amazingly simple technique to get the kids to STOP doing what you don't want them to do (whining, arguing, tantrums, sibling rivalry, etc.).

Job 2: Encouraging Good Behavior: Learn several effective methods to get your kids to START doing what you do want them to do (picking up, eating, going to bed—and *staying there!*, chores, etc.).

Job 3: Strengthening Your Relationships. Learn powerful techniques that reinforce the bond between you and your children.

7 Habits of Highly Effective People (For Supervisors E-6/O-3 & above)

Course Description: Achieve personal and interpersonal effectiveness from the inside out. The 7 Habits program is the most dynamic training for personal and professional effectiveness ever developed. Course content is based on Dr. Stephen R. Covey's bestselling book "The 7 Habits of Highly Effective People" named the #1 Most Influential Business Book of the 20th Century. Recognized as one of Time Magazine's 25 most influential Americans, Stephen Covey dedicated his life to demonstrating how every person can truly control their destiny with profound, yet straightforward guidance. This 3-day workshop will help you define yourself and unleash your inner potential both in your personal and professional life. During the workshop, you'll experience interactive exercises, case studies, and poignant video segments. Results: Increased leadership skills; Improved relationships of trust; and Achievement of work/life balance.

714 TRS NPS Airmen Only Professional Enhancement Blocks 1-3

Course Description:

714 TRS NPS Airmen Only (Professional Enhancement) Block I PD Only Non Prior Service Airmen Can Sign up For This Class. Bldg 764, 2nd Floor Theater Room. This is a three block professional enhancement course for Non Prior Service Airmen at the 714 TRS. NPS Airmen PE block I, will acquaint NPS Airmen with the Enlisted Force Structure. Discuss how the Enlisted Force Structure provides a common stable career structure as well as a path to professional growth. For enlisted Airmen, define the three tiers of the enlisted force structure, the Three Enlisted Leadership and development Levels and General junior enlisted responsibilities Upon Completion of the block, NPS Airmen become aware of their function and how it will enables the Air Force to meet mission requirements. POC: 714 TRS/ Military Training Leader Office (501)-987-2385

714 TRS NPS Airmen Only (Professional Enhancement) Block II PD Only Non Prior Service Airmen Can Sign up For This Class. Bldg 764, 2nd Floor Theater Room. This is block 2/3 of the professional enhancement course for Non Prior Service Airmen at the 714 TRS. NPS Airmen PE block II, will expand what NPS Airmen know about the chain of command. This seminar will explore organization and command authority. NPS Airmen will learn about the Administrative chain of command, operational chain of command, Numbered Air Force, Direct Reporting Units, the composition of the Air Staff and Office of the Secretary, as well as Air Force MAJCOMs and Wings. Upon Completion of the block, NPS Airmen will become highly aware of Air Force organization from both the macro and micro level. POC: Military Training Leader Office (501)-987-2385

714 TRS NPS Airmen Only (Professional Enhancement) Block III PD Only Non Prior Service Can Sign up For This Class. Bldg 764, 2nd Floor Theater Room. This is a three block professional enhancement course for Non Prior Service Airmen at the 714 TRS. NPS Airmen PE block III will inform NPS Airmen on the principles of Effective communication, Face to face speaking, and effective listening. Address the rules of email protocol and equip them with the acumen to work as highly productive members of teams by analyzing the stages of team development, and provide them with the steps to executing proper operational risk management POC: Military Training Leader Office (501)-987-2385

Air Force Spouse 101/Heart Link

Course Description: This class teaches spouses about the Air Force way of life; including: acronyms, protocol, pay statements, available resources and much more.

Air Force Aid, A Supervisor's Update

Course Description: Workshop will discuss the Air Force Aid Society (AFAS) from a leadership perspective to include categories of assistance, what AFAS can and cannot assist with, the difference between a Falcon and standard loan and when should you send your troop to the Airman & Family Readiness Center for assistance. AFAS funded Community Programs will also be reviewed.

Anger Management

Course Description: Anger Management uses cognitive behavioral techniques to address the anger cycle, conflict resolution, assertiveness skills, and anger-control plans. Myths about anger are explored and participants learn the A-B-C-D Model for cognitive restructuring which replaces self-statements that lead to, or escalate, anger with ideas that allow a more realistic and accurate interpretation of the event. Another approach to controlling anger, thought stopping, is also presented.

Band of Brothers Leadership Seminar, Episodes 1-10

Course Description: Guided group discussions designed to gain insight of various leadership techniques used throughout the diverse backgrounds of LRAFB members. The course is supplemented by dramatic reenactments of military leadership challenges faced in the past as demonstrated in the Band of Brothers mini-series.

Basically Automotive

Course Description: Learn some basic auto skills to keep your vehicle safe and in good repair, safety inspections, oil changes and basic brake information.

Brief Mindfulness, Session 1-4

Course Description:

Session 1 (Mindfulness and Wise Mind)- learn to become more actively present and develop a balance between your thoughts and feelings to make wise decisions.

Session 2 (Values and Defusion)- decide who you want to be and free yourself from the critical voice in your head that impairs your ability to be your best.

Session 3 (Emotional Awareness and Emotion Regulation)- validate your emotional experience and change the emotional intensity in order to make wise decisions based on your values.

Session 4- (Interpersonal Effectiveness and Distress Tolerance)- get your needs met while maintaining your relationship and self-respect and learn how to be resilient during high periods of stress.

Bundles for Babies

Course Description: Class for expectant parents which provides information on budgeting for baby, parenting, stress management, communication, services and resources available on base and in the community. Upon completion of the class, participants receive a free "bundle" provided by the Air Force Aid Society.

Bystander Education

Course Description: Bystander Education is a multi-segmented course that focuses what impeded individuals from intervening in situations. Through the education students will learn to evaluate their personal barriers to intervention and learn how to quickly plan intervention strategies.

Car Buying

Course Description: Prepare Airmen and their families to purchase a car. Topics include wants vs needs, where and how to shop, used vehicle tips, dealing with sales people, determining the invoice price, understanding depreciation, insurance, financing, and insurance.

College Prep Workshop for High School Students & Parents

Course Description: Help Airman prepare for civilian education. The topics include; why get a college degree, goal setting, selecting a college, types of degrees, funding for the military member, work study program and testing available.

Couples LINKS (Lasting Intimacy through Nurturing Knowledge & Skills)

Course Description: Intimate partner couples learn how to manage their relationship by using Dr. John Van Epp's *Relationship Attachment Model, R.A.M.* Couples will apply principles of the *R.A.M.* to manage crucial relationship links such as mutually knowing each other through talking and togetherness, trusting in each other while keeping positive and respectful opinions, depending on each other and mutually meeting needs, committing to each other by cultivating deep feelings of belonging together and sexually fulfilling each other. You will also learn skills such as communication, conflict resolution and forgiveness.

Dads: The Basics

Course Description: Dads: The Basics helps expectant fathers prepare for the most important job of the lives. The class includes helpful lists, guides, information about pregnancy, labor and delivery, communicating with your spouse, caring for your infant, keeping your baby safe and managing family issues that result from deployments. Along with how to handle a weeks-old infant, the methods in the class also covers the proper way to swaddle, bathe and--of course--change as many as 10 diapers a day!

Exploring Adoption

Course Description: Comprehensive overview of adoption including types of adoption, myths vs facts, the adoption process, benefits for service members, assessing agencies and avoiding potential scams.

Extreme Family Care Planning

Course Description: Improve family readiness during times of separation such as deployments and training. Topics include: Choosing a guardian, what needs to be in a Family Care Plan, keeping it updated, and who to share it with!

Family Resilience: Capitalizing on Strengths

Course Description: Build up your resilience and the resilience of your family by capitalizing on your strengths and the strengths of your family members. This class will teach you to identify your strengths, help you spot strengths in others, and find new ways to grow your signature strengths. Class length is 1 hour. POC is the Community Support Coordinator, 501-987-1772.

Family Resilience: Counting Blessings

Course Description: This course focuses on a foundational resilience skill of counting blessings. Counting blessings is finding the good things in daily life. When finding the good in daily life, you will promote optimism and build gratitude. Class length is 1 hour. POC is the Community Support Coordinator, 501-987-1772.

Federal Resume Workshop

Course Description: Two-hour class on preparing a Federal resume, searching for Federal jobs, and applying for Federal jobs utilizing the official DoD hiring website USAJOBS.

Fit for Two

Course Description: Fitness and Nutrition education for expectant mothers. Provides fitness does and don't while pregnant, emphasizing the importance of staying active. The dietitian provides guidance on the importance eating the right types of food to support a healthy pregnancy.

Fostering Volunteerism & Supporting Volunteers for Supervisors

Course Description: Overview for supervisors on the Volunteer Program offered at the A&FRC.

Free Travel? Sign Me Up!! A Guide to Space-A Travel

Course Description: Have you ever wanted to travel but didn't want to pay the \$600.00 for a plane ticket? Well look no further A guide to Space-A travel will teach you the basics of one of the best privileges in the Military you might have known existed! In this class we will go over what exactly Space-A travel is and how you can best utilize it!

Goal Setting for People Who Hate Setting Goals

Course Description: Goal setting is one of the most important keys to success. Join this interactive session which includes discussions and activities designed to help you begin to master the goal setting process and achieve your personal goals.

HAF Resilience Training

Course Description: HAF Resilience Training course is a 5 hour (for families) or an 8 hour (for Airmen) class focusing on giving you a set of skills to build or improve your resilience. Through 11 different skills, students will gain knowledge to equip them to handle life's challenges. The course centers around the 4 domains of Comprehensive Airman Fitness which are Mental, Physical, Social and Spiritual. POC is the Community Support Coordinator, 501-987-1772.

Healthy Thinking (Cognitive Therapy Basics)

Course Description: Based on Dr. David Burns critically acclaimed self-help book "Feeling Good," the Healthy Thinking group utilizes basic principles of Cognitive Therapy to help individuals improve their mood. Research has revealed that individuals with depression and other emotional concerns can frequently exacerbate their condition by seeing themselves as a "loser" or doomed to failure. While others may fall into the trap of erroneous assumptions and harmful predictions like "I know the plane is going to crash!" We now know that people can learn to control painful mood swings and self-defeating behavior. During this 1.5 hour class, the instructor will educate the group on some easy principles to help to identify harmful thought patterns. Once these patterns are identified, the instructor will teach the group effective "down to earth" techniques to modify them. Although these techniques are as easy as A-B-C to learn, they may impact the rest of your life. Further, with 70% of individuals reporting improved mood symptoms after utilized Dr. Burn's methods, it's well worth your time. Come check it out!

Holiday Cards for Troops

Course Description: Learn some basic card making skills and create a wonderful greeting card for a deployed service member, come anytime during the 3 hours, all items needed will be provided.

Home Buying

Course Description: Customer will learn what is involved in the financial side of purchasing a home. How to get started in purchasing a home; What types of financial documents do I need; How does my Credit Score & Debt to Income Ratio affect the interest on my home loan; What are points and do I have to pay them. What are the different type of mortgage loans I can apply for?

How to Become a Millionaire

Course Description: This workshop covers all the important topics that determine financial success, budgeting, credit and debt, savings and investing etc.

Improving Running Efficiency

Course Description: A one hour introductory course on the principles/techniques of running more efficiently to reduce lower extremity injuries. Physical Pillar. Physical Therapy, POC : Major Brian Langford, DPT, physical therapist, POSE running certified, 19th Medical Operations Squadron, phone 501-987-7466, brian.langford@us.af.mil, 1 hour. Medium

Introduction to Crochet

Course Description: Learn basic crochet skills, perfect stress relief while creating and you can make your own scarves, blankets etc, bring your own K10.5 hook and we will provide the yarn, make a scarf for a homeless vet in our "Warm Up Winter" program.

Job Search in Arkansas

Course Description: Two-hour class discusses local employment search & opportunities in Arkansas within the areas of Federal, State, County and City employment.

Key Spouse Training

Course Description: This class provides instruction on the core components of the Key Spouse program. Learn about the roles and responsibilities of a Key Spouse; as well as the resources and skills to assist families.

Living on Your Own Dime

Course Description: This workshop covers the financial changes that occur when members move from the dorms to an apartment or house. Included are the costs associated with moving in, and budgeting for new expenses.

Marriage Care

Course Description: MarriageCare is a marriage retreat or Seminar designed to revitalize strained military marriages and build marital resiliency. Written by Air Force Chaplains who have completed professional and continuing education at the Air Force Institute of Technology (AFIT) in marriage and family ministry, MarriageCare can benefit couples who are struggling with their marriage or just need a marriage "tune-up."

Military OneSource Overview (Wingman Days or upon request for units)

Course Overview: Acquaints the audience with all that Military OneSource has to offer from counseling to resources that impact every area of service or family member's life. Will include a tour of the new Military OneSource Website.

New Parent Support Play Groups

Course Description: Weekly playgroups sponsored by the Family Advocacy New Parent Support Program are held at the Walters Community Center Play area. There is a structured playgroup for children ages 1-5 yrs old, an unstructured playgroup for infants and babies 2 yrs old and under and an unstructured playgroup for children under 5. The playgroups encourage socialization and developmental growth for the children involved.

Parenting with Love and Logic (All Ages)

Course Description: Love and Logic[®] provides simple and practical techniques to help parents with kids of all ages:

- Raise responsible kids
- Have more fun in their role
- Easily and immediately (first use) change their children's behavior

Love and Logic is a philosophy of raising and teaching children which allows adults to be happier, empowered, and more skilled in the interactions with children. Love allows children to grow through their mistakes. Logic allows children to live with the consequences of their choices. Love and Logic is a way of working with children that puts parents back in control, teaches children to be responsible, and prepares young people to live in the real world, with its many choices and consequences.

Prayer 101

Course Description: _What is Prayer? Why do people pray? Hear from your fellow Airmen (Muslim, Jew, Christian, Wiccan) how prayer benefits them!

Private Sector Resume

Course Description: Two-hour class on preparing a resume for off-base employment in the private sector. Includes the two most popular formats as well as a cover letter.

Professionalism: Enhancing Human Capital

Course Description: As USAF leaders, we are charged to bring out THE BEST in our Airmen. This requires strong leadership across the spectrum of success, failure, and adversity. Research has shown that leadership is indeed a skill that one can develop and enhance through deliberate and methodical practice. The course is 1.5 hours long over lunchtime, so bring your lunch as we focus on the psychology of leadership, on how to develop effective leadership skills in the profession of arms, and on specific techniques to effectively mentor and develop our Airmen. The courseware draws upon presentations from the AETC Squadron Commander Course and includes research and material developed by Col Jeff Smith, PhD, a former Commandant of the School of Advanced Air and Space Studies (SAAS) at Air University, Maxwell AFB and former Director of the Profession of Arms Center of Excellence (PACE) at Randolph AFB, TX.

Protocol Retirement Ceremony Planning

Course Description: Recommended attendees are military members close to/considering retirement (regardless of rank), Air Force Civilian employees close to/considering retirement (regardless of where they fall on the pay scale or if they are NAF or APF,) their spouse/significant other, and project officers who will manage/oversee the ceremony together on behalf of the unit commander/retiree. Topics include: overarching applicable guidance, sequence of events, invitations, base access for guests, lodging for guests, selecting a presiding official, programs, flag folding ceremony, common employee missteps and misunderstandings, followed by a question-and-answer session. Participants will leave with a checklist to assist in ceremony preparation and examples of other products often needed for a retirement ceremony.

Protocol Social Etiquette

Course Description: This course was built to help Airmen of all ranks (to include civilian employees and spouses) by providing them the tools they need to foster their personal growth toward being a responsibly social Airman, which means RSVPing on time and understanding specific dress requirements on an invitation. Additionally, the course covers dining basics, reveille, retreat, Taps and other base-specific topics of interest to Airmen and their family members. It's fast paced, interactive and allows for a question-and-answer session at the end.

REAL Talk

Course Description: Real talk is a guided discussion with emphasis on group participation. Facilitators are in place to moderate and guide discussion topics. However, each session will go in a unique direction based on the group participation. Attendees learn how to participate in healthy discussions about varying subjects. (NOTE: REAL Talk Mentors are available for organizations upon request.)

Relaxation

Course Description: This class will offer you the chance to sit back, chill out, and learn some new ways to help you relax!! Research shows that reducing stress can help to improve sleep, mood, and decrease the stress hormone, cortisol, which is responsible for hanging onto some of that belly fat we all carry around. This class will help you learn to identify the early signs of becoming stressed and will provide you with the rationale for how you can use your breathing to manage your body's reaction to stress. Two specific techniques, diaphragmatic breathing and progressive muscle relaxation, will be taught in a fun, open discussion format. So, come join us for an hour of relaxation! Maybe you'll even get in a little nap?

School Liaison Support for Supervisors

Course Description: Provide supervisors with resources and tools that will allow them to better assist members and families with school related-issues, special education concerns, transition support, etc.

Shoe Clinic

Course Description: 2-3 minute evaluation to determine the best type of running shoe based on foot type. Shoe list and recommendation provided. Physical Pillar, HAWC, POC Mr. Jeff Vaughn, 987-7288, jeffery.vaughn@us.af.mil, 3 minutes Light.

Sleep Enhancement

Course Description: "Poor sleep habits (referred to as hygiene) are among the most common problems encountered in our society. We stay up too late and get up too early. We interrupt our sleep with drugs, chemicals and work, and we overstimulate ourselves with late-night activities such as television. In this course, we'll explore the definition of insomnia, factors that contribute to insomnia including an overview of adequate sleep hygiene practices. Many of these points will seem like common sense. But it is surprising how many of these important points are ignored by many of us."

Spiritual Triage

Course Description: “How to” training and information on Spiritual Triage and the “How to” assess and strengthen you and your wingman’s spiritual pillar.

Spouses Pre-Deployment Brief

Course Description: Help spouses prepare for a deployment, discuss the four phases of deployment, and talk about emotions that occur before, during, and after a deployment.

Start Your Own Business

Course Description: Complete briefing on starting your own business from A to Z, instruction from local SCORE representative Mr. Jim Sadler with his 30+ years of successful business know how and great service outlines and handouts

Super Foods

Course Description: A forty minute lecture exploring the healing power of food. The secret to great health is what you eat, put the right types of food in your body and you’ll be surprised how well you feel and perform. Physical Pillar, HAWC, POC Mr. Jeff Vaughn, 987-7288, jeffery.vaughn@us.af.mil, 0.75 hours Light.

Supervisor Safety Training

Course Description: Supervisors are the key to the safety program because they are responsible for maintaining a safe and healthful environment. The course trains supervisors in management skills needed to implement safety policies and programs. The course provides basic skills for fostering a workplace where hazards are identified and risks managed. It also develops skills to recognize, control, report and eliminate hazards. Personnel required to attend: Noncommissioned officers and Senior Airmen when first assigned a supervisory position. Commissioned officers when first assigned as a supervisor. Civilian personnel (DAF, NAF, foreign national) upon initial assignment to a supervisory position. Any supervisor needing refresher training or who demonstrates a lack of safety knowledge.

Supervisors Guide to Career Focus Programs

Course Description: Will provide supervisors at all levels a better understanding of the Career Focus Program within the Airman & Family Readiness Center and how they can provide their members and families guidance and mentorship in this area. Topics will include resumes, employment, individual counseling, agency assistance both on/off base, and skills development available to their members and families. This will arm supervisors with better options and tools to improve the professional and personal lives of their Airmen. An immersion tour of the

facility and development areas will be conducted at the end of the lecture period to better familiarize attendees with services.

Supervisors Guide to Working with Millennials

Course Description: Understanding the core traits of all generations represented in the workplace and developing strategies specifically focused on managing the "millennials".

Thrift Savings Plan

Course Description: As a federal employee or member of the uniform services, you have the opportunity to participate in the Thrift Savings Plan (TSP). This workshop will explain exactly what TSP is and how it can work for you. It will show the customer the different opportunities they have to invest for their retirement. It will explain how the TSP will strengthen their retirement. What about my military or federal retirement, will that not be enough? How much should I invest on a monthly basis?

Time Management

Course Description: Empower yourself to achieve your highest priorities by thinking about time in a whole new way! Learn to focus your efforts based on personal goals and overcome procrastination in order to get more of the right things done in less time.

Tobacco Cessation Support Group

Course Description: Instructed by Specially Trained Psychologists this four session 90- minute course uses research based behavioral modification techniques with the aid of medication (if desired) to kick the habit.

Transition 101 for Supervisors

Course Description: Will inform leadership and supervisors of Transition Assistance Program requirements, service and changes. Participants will have a better understanding & awareness of mandatory Transition programs and services that include: Pre-Separation, GSP (Goals, Plans, Success), Capstone Event, VA Benefits I & II, Career Readiness Standards, and the new Veterans Opportunity to Work (VOW) Compliance Report. (Quarterly workshop)

Troops to Teachers

Course Description: Two-hour class on Troops to Teachers six credentialing programs, points of contact outside the state, and one on one discussion about the members personal guide to teaching after service.

True Colors

Course Description: Workshop will help participants discover individual personality styles, preferences, and motivators. The principles learned in this workshop will empower participants to better understand and work with individuals of different personality types by opening lines of communication and reducing personal misunderstandings.

Vital 90

Course Description: A fitness improvement class targeting aerobic, strength and flexibility training. Never get bored with the same workout, instructors constantly vary routines to challenge different systems daily. . Physical Pillar. HAWC, POC: Jeffery Vaughn, 501-987-7288, Jeffery.vaughn@us.af.mil. 1 hour. Medium

Volunteer Orientation

Course Description: This class will provide basic safety information to new volunteers, get them registered on the Presidential Volunteer Service Award website and fill out a DD Form 2793

Your Chapel Team – At Your Service!

Course Description: Have you ever wondered what your Chapel Team does? Come, hear and find out from your Chaplains/Chaplain Assistants what we offer and how we can serve you better!