



# The TEAM Builder



QUARTERLY AFTB NEWSLETTER FOR ALL IMA NERO FAMILIES

JULY 2003

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## NERO PROGRAM MANAGER'S CORNER

Greetings to all the wonderful AFTB PMs in the NERO! I hope you all are having a wonderful and safe summer. Highlights of the things happening in our region are listed below.

◆ PM Training will be 3-8 Aug in New Mexico. Those PMs attending should be in receipt of orders from CFSC. I will host a meeting for all NERO program managers and volunteer program managers mid week. I will provide the time and location upon arrival. If you have specific issues you'd like addressed, please provide them to me by 25 July.

◆ "Hats Off" to all of the Master Trainers who attended MTPD last month. I heard you got some g-r-e-a-t training. Hooah!

◆ The world wide ACS Conference is coming up 17-22 Aug in New Orleans. AFTB is one of the topics on the agenda. I will provide details by the end of August.

◆ The re-birth of the CFSC AFTB newsletter, the Team Player is on the horizon. Thank you for sending your articles. One of our very own, the AFTB Program Manager at Fort Eustis, Jan is one of the editors.

◆ Welcome to the new PMs who are joining our family, Barbara at Fort Lee, Frances at Fort Dix, and the new PM at Tobyhanna.

See you in Albuquerque.

Charlotte

## FORT DETRICK "TEEN" AFTB PROGRAM

A new initiative at Fort Detrick targets teens grades 6-12 using the AFTB curriculum. The 90-minute session on April 25<sup>th</sup>, specifically related to teens and focused on self-esteem, developing problem solving skills, and ways to adapt to change. Aerial Kinney, family member of an active duty soldier, reports that she can use AFTB if she has a problem with something in life. "I can set goals to overcome my problems because of this training and teach other people how they might be able to solve their problems in life easily". Jasmin Parks, family member of a retired Army soldier, says, "I learned how to deal with changes and how to solve problems at home with my parents".



Photo: (L-R) Jasmin, Veronica, Aerial, and Breyanna maintain a positive outlook on military transitions with the help of AFTB.

Photo taken by Outreach Coordinator.

**THE AFTB PROGRAM  
CONTINUES TO PROMOTE READINESS  
FOR ARMY SOLDIERS AND FAMILIES.**



## **NERO AFTB PM TO ATTEND ACS CONFERENCE**

There has been changes and perhaps some growing pains associated with transitioning from the MACOM to the Regional configuration. As we continue the transition, management look for innovative ways to ensure we continue to operate to standard. For the very first time, the NERO AFTB PM is scheduled to attend the worldwide DA ACS Director's Conference in Aug. During the conference a separate NERO ACSO meeting will be hosted by the NERO ACSO on 17 August 03 to address Budget, Funding, ACS Mgmt Report, ACS Program Updates, AFTB at small installations, AFAP FY-03 and 04, and ISR III.

Accreditation for small and larger installations, Mobilization, Sustainment, and Demobilization Northeast Region ACS Strategic Plan

## **FORT LEE GETS TWO FOR THE PRICE OF ONE**

Barbara Westlund, the wife of an Army retiree and a Master Trainer since April 03 now heads the AFTB program at Fort Lee. Her husband, is an AFTB Instructor too! He instructs during the day for CLC3 at ALMC at Fort Lee so teaching family members is a fun change for him in the evenings. They have 4 children, ages 16, 12, 5 & 3. Barbara, her hubby and the AFTB Volunteers are working hard to build the program. The team recently expanded their briefings to spouse groups and have seen a significant increase in our course attendees as a result.

## **INSTRUCTOR TRAINING: TAKE THE SURVIVOR CHALLENGE!**

Three days, six master trainers, nine courses, one purpose – to become AFTB Instructors! Fort Eustis/Fort Story AFTB program excitedly met the challenge of training new instructors using the DA Instructor Training Guide, and this year put a little twist into the formula just to make it fun.

In brainstorming how to approach the spring instructor training class, the planning committee put their heads together to come up with a "Survivor" theme complete with "rewards", "challenges", and "immunity" spots woven into the training blocks. Decorating the classroom was fun as the master trainers

transformed the classroom into an AFTB Jungle Paradise consisting of palm trees (foil and paper fake ones, of course), brightly colored sea shells and confetti strewn on the table, posters, and some flipchart art. The scene was set, the instructors had their uniforms of khaki, jungle hats, and flip chart paper seared around the edges to appear to be tattered and somewhat like a "treasure map" of good words. The immunity necklace was a couple leis (ok, fake also) and the "mail" boxes were stuffed with the message of the day (presentation assignments, etc.).

Right from the beginning, we established no one would be voted off our island – we wanted everyone to be successful and SURVIVE, STRIVE, AND THRIVE as part of the team. Students began their training experience with an icebreaker that enabled the attendees to divide into teams, come up with a team name, and each team was provided a "team" box of survivor items consisting of bandanas, chalk boards and chalk, water bottles, snacks, and Instructor Training Survival Kit (course handouts binders). Instructors were able to weave the rewards, challenges, and immunity into their course content by an assortment of planned activities to check understanding of the material, transition to new subjects, and to energize the training day.

When it was all over, we had used the new Instructor Training Guide, good training skills, and a lot of creativity to train six new volunteers to be instructors and join our team.

The end result proved, once again, that together we achieve more, have more fun, and learn from one another. Kudos to the Ft Eustis/Ft Story Instructor Training Team of Master Trainers: Donna, Toni, Keira, Anastasia, Tami, and Pat.



## FEATURED PROGRAM MANAGER

This quarter's newsletter features Fort Lee's new program manager. Barbara is a Master Trainer who recently became the PM. In addition to her volunteer experience with AFTB, she has also served the military community as the volunteer Fort Lee AFAP coordinator. Barbara is involved with the local community active in PTA's at Carver Middle School, Thomas Dale High School and soon Harrowgate Elementary. She is also active in her church. Barbara brings to the program not only her experience as an AFTB Instructor and Master Trainer but also a husband, Ken, who is an AFTB Instructor. Ken is retired from the Army and is a full-time instructor at Fort Lee in the CLC3 course at ALMC. Teaching family members is a fun change for him in the evenings. Ken and Barbara have 4 children, ages 16, 12, 5 & 3. Life is good!

Barbara is working hard with the AFTB volunteers to build the program. The recent additional of expanded to spouse groups has created a significant increase in course attendees.

Fort Lee AFTB is very blessed to have extremely strong Command support as well as incredible support from our ACSO, Karen McComas.

## Training Tips

### Instructor Notes



Most AFTB instructors use notes to conduct their classes. We have learned (or are now learning) to use the official course scripts as our guides, and many of us use note cards to remind ourselves of key points we want to make when we're on the teaching platform. If you are using an automated presentation, it's also helpful to have a working copy of the viewgraphs from our local program CD. Sometimes, we may have so many pages and handouts and slides that the platform looks overloaded with paper! Here is another

approach to making instructor notes for your various classes by "marrying" the PowerPoint presentation notes and the official scripts.



Step 1. Make a single-sided copy of the lesson plan for the class you will be teaching. This is so that you may cut it up and paste the relevant portions of the official script to the presentation notes. There are extras in the "closet" that you can have, but you may also make a copy from your own notebooks.

Step 2. Open up the PowerPoint presentation viewgraphs from our local program CD of the class you will be teaching and modify it to suit your teaching style. You may save your personalized file to a floppy disk, if it is not too large.

Step 3. Print out the notes pages by selecting, in order, from the main toolbar pull-down menus: "File"; "Print"; "Print what"; and "Notes Pages". This will put a half-page-sized slide on the upper portion of the page, with blank space underneath.

Step 4. Cut out and paste the part of the script that corresponds to the slide on each Notes Page. If the script is too long to fit in the space, simply paste it to a blank piece of paper immediately behind the note page. When you have all the notes pages in order, you may decide to insert the class handouts, and/or supplemental exercises, in between the slides where you would be referring to them during your presentation.

Step 5. Punch a hole in the top left corner of your packet and put a key ring through it and - voila! Personalized, and orderly, instructor notes!

Try it and see if it works for you!

Allene

