

Log onto GoArmyEd at [www.GoArmyEd.com](http://www.GoArmyEd.com) with your username and password.

Select the **“On-Duty Courses”** link located in the Smart Links section.

The On-Duty Enrollment Request screen appears. Select the magnifying glass icon in the **“Class ID field”**. Insert the course ID# and press enter. The On-Duty Enrollment Request form appears. Review the class details section.

Select the drop-down arrow in the objective field and select **Professional Development**. Soldiers with the rank of E-6 and below must obtain Commander or Unit approval to attend an on-duty class. To print the on-duty enrollment request form, select the **“Submit”** button.

You must disable your pop-up blocker for the form to print. After selecting the submit button, a message appears stating your enrollment request has been submitted and the Commander/Unit must approve your request to attend the on-duty class. Select **“OK”**.

The enrollment Status field displays **“Issued”** and your Commandeer/Unit approval is needed to confirm your enrollment in the on-duty class.

Select the **“Print and Sign On-Duty Enrollment Request Form”** button. A screen appears stating the report is running. It may take up to two minutes for the report to run. After the report is completed, a page appears with the link, **“Click here to view the report”**.

The Request to Attend On-Duty Training form appears. Please print, sign and return the form to the education center no later than the Friday before class begins. Failure to return forms may result in a cancelled course due to low enrollment.

You may hand deliver the form to the education center, building 3281, email to [lisa.m.dyer.civ@mail.mil](mailto:lisa.m.dyer.civ@mail.mil) or fax to (580) 442-2741.

# LEADERSHIP ACADEMY



## Team Sill Leadership Academy

Fort Sill Education Center  
3281 Koehler Loop  
Fort Sill, OK 73503  
Phone (580) 442-6525  
Fax (580) 442-2741

# TEAM SILL

2012  
April  
through  
June  
Schedule

April 2-5 0800-1200

Effective Military Writing II

Class ID# 8085

Building on the student's basic knowledge of grammar and writing techniques, this course concentrates on improving writing skills through the use of practical exercises.

April 2-5 1230-1630

Interpersonal Relationships

Class ID# 8086

This course provides the student with the tools to become more understanding of themselves and others. It presents techniques to better deal with difficult people. It defines the basic differences between people in an attempt to create a better understanding of those with whom we work. It reviews the basic model for dealing with these differences.

April 16-20 0800-1200

Microsoft Access - Advanced

Class ID# 8087

This is an advanced course for Microsoft Access, a database management software program, designed to teach students how to create advanced queries, modify form controls and properties, modify report controls and properties, create calculating fields, and create and modify simple macros.

April 16-20 1230-1630

Microsoft Power Point

Class ID# 8088

This is an introductory course for Microsoft PowerPoint, a presentation software program, designed to teach students how to create, modify, and format custom electronic presentations for personal school, or professional use. Students will learn presentation basics and work with images, sounds, movie clips, and custom animation effects. Students should be able to demonstrate basic computer skills.

April 30 – May 3 0800-1200

Performance Oriented Training

Class ID# 8089

This course is designed to provide the student with a basic knowledge and understanding of the rationale, methods, techniques, and procedures for determining training needs; the selection of resources to enhance training effectiveness; and how to prepare, present and evaluate training.

April 30 – May 3 1230-1630

Critical & Creative Thinking

Class ID# 8090

This course is designed to provide the students with the skills and knowledge required to develop structured approaches to critical/creative thinking and problem solving in the workplace.

May 14-18 0800-1200

Preparing Efficiency Reports

Class ID# 8091

This course is designed to teach aspects of the NCO Evaluation Reporting System to include its development, functions, purpose, forms, preparation and proper processing. Teaches how to record counseling sessions; prepare and process the efficiency report, recognize prohibited comments and become familiar with the various avenues of appeal.

May 14-18 1230-1630

Career Management

Class ID# 8092

This course provides students with the basic management techniques for career management. It will assist individuals in building a base of information for career planning, training and professional development and establishing and working with career goals for themselves and their subordinates.

May 21-24 0800-1200

Professional Ethics

Class ID# 8093

This course examines current definitions of ethics and provides opportunities for group and personal analysis of ethical issues. Participants will gain experience in making ethically related decisions through exercises with case studies. The lecture material and group exercises will increase participant awareness in the principles involved in ethical decision making.

May 21-24 1230-1630

Stress Management

Class ID# 8094

This course explores the relationship between stress and work performance. Provides mechanisms that will enable participants to manage personal stress constructively, help subordinates cope with stress, and reduce stress in the workplace. Emphasis on reducing stress levels to achieve high performance in organizations.

June 4-8 0800-1200

Academic Research Using the Internet

Class ID# 8095

This course is designed to help students conduct research online by teaching them a variety of online search strategies, how to evaluate sources, the ethical responsibility associated with plagiarism and how to avoid it, using online library databases to conduct research, and creating and using the MLA and/or APA documentation styles.

June 18-22 0800-1200

Microsoft Excel

Class ID# 8096

A basic course of instruction to Microsoft Excel, a spreadsheet application. Learning objectives include: Working with formulas and functions, formatting worksheets, and linking worksheets.

June 18-22 1230-1630

Introduction to Computers

Class ID# 8097

A beginner course designed to help students with little or no computer experience understand computer hardware and software, computer terminology, and the Windows desktop operating system.

June 25-28 0800-1200

Effective Military Writing I

Class ID# 8098

The course explains the communications process; describes the writing process; and covers identifying, analyzing and constructing effective sentences and paragraphs.

June 25-28 1230-1630

Increasing Work Site Efficiency

Class ID# 8099

This course is designed to assist supervisors to increase knowledge about performance, job satisfaction, and efficiency of oneself and subordinates at the work site. The course will suggest and demonstrate a systematic process to organize work methods and work environments in order to accomplish more work in less time using fewer resources. The course provides techniques for increasing productivity at the work site.