

# American Forces Team Building

## Course Options

### Level I

#### 1.1 Expectations & Impact of the Mission on Family Life

Explores expectations family members have of the Military and the impact of the mission on the Military on family life. Provide tips to assist in developing realistic expectations.

#### 1.2 Military Acronyms and Terms

Introduces many of the military acronyms and terms most frequently used as well as the military phonetic alphabet and military time.

#### 1.3 Chain of Command

Explains the military chain of command through explanation of rank, discussing the various branches of the Army, and exploring the Army's organizational structure.

#### 1.4 Introduction to Military Customs

Review some of the customs and courtesies that are basic to the day-to-day functioning of the military and to the social aspects of the military lifestyle.

#### 1.5 Basic Military Benefits and Entitlements

Introduces the basic benefits and entitlements received by military personnel.

#### 1.6 Introduction to Military and Civilian Community Resources

Provides an overview of the resources in both the military and civilian communities.

#### 1.7 Introduction to Family Readiness Groups

Provides an introduction to the mission, structure and benefits of Family Readiness Groups (FRGs). FRGs help family members to develop a more positive attitude toward themselves, the unit, the deployment, and the Army.

#### 1.8 Your Child's Education

Reinforces the importance of parental involvement in a child's education. Provides an overview of School Liaison Officer's role to assist families in obtaining a good educational experience for their children, particularly when transitioning from school to school.

#### 1.9 Family Financial Readiness

Introduces basic money management and financial planning techniques. Illustrates the advantages and techniques of creating a family financial plan, how to save wisely, and information on credit. Defines savings and investment and reinforces the importance of planning for the future.

#### 1.10 Basic Problem Solving

Describes and provides an opportunity to practice a six-step problem solving process to help determine solutions to various real-life scenarios.

### Level II

#### 2.1 Communication

Discusses various types of communication and assesses ability to effectively communicate with others. Explore barriers to communication and develop strategies to improve communication skills.

#### 2.2 Personal Time Management

Helps assess personal time management skills and prioritize activities using a time management tool.

#### 2.3 Stress Management

Defines stress and identifies symptoms and sources of stress. Through self-assessment, determine how to manage personal stress, and discuss stress management techniques.

#### 2.4 Acknowledging Change

Define change, discuss the four phases of change, and examine strategies to overcome the tendency to resist change.

#### 2.5 Exploring Personality Traits

Identify primary personality tendencies (traits) and to discover more effective ways to interact with others.

#### 2.6 Enhancing Personal Relationships

Develop and maintain healthy personal relationships. Learn the importance of self-confidence when meeting new people and the benefits of being a supportive group member.

#### 2.7 Team Dynamics

Discusses the stages of group development and how various roles and interpersonal styles impact the success of a team.

#### 2.8 Personal Conflict Management

Defines conflict and conflict management and explores how individuals handle conflict differently. Determine how conflict affects relationships, both working and personal, and examine methods to productively manage conflict.

#### 2.9 Creative Problem Solving

Explores different methods of creative problem solving. Apply methods to personal challenges.

#### 2.10 Traditions, Customs, Courtesies and Protocol

Cover traditions, customs, courtesies and protocol to assist in feeling more comfortable with the social and official aspects of the military lifestyle.

#### 2.11 Crisis, Coping and Grieving

Defines crisis and discusses the grieving process. Introduced to coping strategies for preparing and dealing with personal crisis and for helping other people who are experiencing crisis.

#### 2.12 The Volunteer Experience

Examine the importance of volunteerism within military and civilian communities as well as why people choose to volunteer. Explore the benefits of volunteering to both the volunteer and the community organizations.

#### 2.13 Family Readiness Groups and the Deployment Cycle

Describes the structure of Family Readiness Groups (FRGs) and how its

members may contribute to its success. Examine how an FRG can assist family members during deployment cycles.

#### 2.14 Introduction to Leadership

Explores leadership and the difference between leader and follower. Discuss characteristics associated with effective leaders and discover important principles of leadership.

### Level III

#### 3.1 Communication Skills for Leaders

Discusses ways to effectively communicate as a leader. Assess communication skills and determine areas of improvement.

#### 3.2 Understanding Needs

Examines the basic needs of an individual using Maslow's Hierarchy of Needs Theory. Further explore the impact of needs on motivation.

#### 3.3 Leadership Styles

Discusses situational leadership. Discover own personal leadership style and learn to evaluate follower needs in order to apply the appropriate leadership style.

#### 3.4 Building a Cohesive Team

Discusses ways in which leaders can build strong and cohesive teams by capitalizing on a positive attitude, understanding their role in the stages of team development, building commitment within the team, and being aware of the characteristics of an effective team.

#### 3.5 Managing Group Conflict

Defines conflict and the characteristics of conflict within a group. Assess personal approach to conflict and recognize when to apply other conflict management styles in group situations.

#### 3.6 Leadership Assisted Problem Solving

Provides leaders with the information to guide individuals and groups through the problem solving process.

#### 3.7 Delegation for Leaders

Focuses on delegation and illustrates its benefits for both the leader and the team member.

#### 3.8 Meeting Management

Outlines the reasons for meetings and how to effectively conduct them. Explore implementing the phases of meeting management to organize productive meetings.

#### 3.9 Coaching and Mentoring

Explores the roles of a leader as a coach and mentor and how that leader can provide effective feedback.

#### 3.10 Family Readiness Group Leadership

Describes and provides an opportunity to practice a six-step problem solving process to help determine solutions to various real-life scenarios.