

88 ABW Level Up Week, 9 – 13 May 2022. **Registration Now Open!!!**

1. Education and Training is pleased to announce 88 ABW Level Up Week – 9 – 13 May! Course registration is now open.
2. **COURSE REGISTRATION:** Register via MyETMS at <https://myetms.wpafb.af.mil>. Once you have enrolled, you will receive further information from your instructor and/or Education and Training prior to the course start date and time.
3. Education and Training conducted surveys at WPAFB to discover what Airmen were looking for when it comes to training and development opportunities. We received well over 1000 responses. Eight of 12 presentations below were selected based on the information gathered from the surveys. The following is the list of all courses being offered this quarter.

Monday, 9 May 2022

Stress Less: Strategies for Managing Stress (1000-1100; virtual class): This class defines and identifies stress and how stress can affect your health. Discussions on practical techniques and tips to build your stress management toolbox will be presented.

Federal Resume Writing Course (1300-1500; virtual class): Learn to navigate USAJobs and gain a better understanding of the federal hiring process. Build your federal resume by learning strategies to create a successful resume that accurately reflects your experience, expertise, and accomplishments.

Time Management: Concepts and Application (1300-1600; virtual class): Time management is a misleading term. Time cannot be slowed down or sped up, however, what we can manage is how we use our time. This class covers concepts and applications of personal mission statements, long and short term planning, and daily decision making using the Eisenhower Matrix. Application of efficiently managing and processing information and tasks will be taught using the tools available in Microsoft Outlook.

Tuesday, 10 May 2022

Managing Inclusion (1000-1100; virtual class): This course will dive into how to contribute and create an inclusive environment within your work center. While we often hear diversity and inclusion paired together, this training will focus on the small and large steps we take to promote inclusion every day. Whether a supervisor, senior leader, or a peer, we all can have a far-reaching and lasting effect on how others feel within our units. We all want to enjoy our workplace and the people in it. During this training, we will work through how we can do that and how that ultimately plays a large part in our mission accomplishment.

Colors Personality Course (1300-1500; virtual class): Discover something new about yourself. Participants will complete a personality assessment. Learn how to communicate and work with different personalities and see individuals with new lenses. This training will help you communicate with others better and establish a common language. Learn to strengthen, motivate people, and build working relationships.

Wednesday, 11 May 2022

SES Application Process – An Applicant’s Perspective (0900-1100; in person): Interested in the Senior Executive Service (SES)? Are you a leader and see SES potential in someone you lead? You may be interested in a unique training session called SES Application Process – An Applicant’s Perspective. Col Tracy Siler, a Reserve officer serving at AFMC/JA and member of the SES as the Assistant Director, Office of Leadership and Career Development for US Immigration and Customs Enforcement will provide information on the SES application process and lessons learned. This is career planning training – civilians of all grades, SNCOs and up are encouraged to attend. The training is a great opportunity to plan which is a best practice for career progression and SES applications.

Women in the Air Force: From Yesterday into Tomorrow (0930-1130; in person): With a Docent, the tour covers historical issues, changes in laws and attitudes, and women's contributions. Specific women and groups from all eras and various career fields are noted to emphasize the impact women have played in establishing women's current position in the Air Force. It starts with early female aviators and grows through the last seven decades as female pioneers pushed through the barriers to become effective leaders on all Air Force subjects. It explores topics regarding women in flight, the struggle for equality, inclusion in a post-combat exclusion policy Air Force, and scientific developments produced by women working in research and development.

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Understanding TSP (1300-1500; virtual class): Understand how the TSP works, different accounts, and when it's time to withdraw.

Thursday, 12 May 2022

Dynamic Team Building (0800-1200; virtual class): Discover how to build a team from the ground up! This instructor lead course provides the guidelines for developing team mission statements, discusses Tuckman's theory of team building, defines individual roles within a team and how to deal with team conflict. A fun and interactive course with many good ideas for anyone seeking to build or strengthen a team.

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Accomplishing Goals (1300-1500; virtual class): This course will provide the participant information and guidance in creating goals and the tools to use to accomplish them. Personal and professional goals will be discussed and applied for creating a plan of action. Strategies and concepts will be presented for accomplishing goals set.

Friday, 13 May 2022

Burnout & Exercise Progression: The How, What, When and Why (1000-1100; virtual class): In this class, we will discuss the importance of exercise, how much exercise we need, and how to safely and effectively progress your fitness routine. You will learn how to push past a plateau and how to incorporate helpful tips to get the most out of your workout.

Creating Engagement and Building Trust (1300-1500; virtual class): This class will provide the participant information through discussions and exercises to understand engagement levels and how to build trust in a team of individuals. Engagement will be discussed from an industry standpoint, personal perspectives, and team cohesion. Understanding personal engagement, the participant will be able to motivate and engage a team.

4. **INTENDED AUDIENCE:** Registration is open to all Wright-Patterson AFB civilian government and military personnel.
5. **POINTS OF CONTACT:** For any questions, please contact the Education and Training Team at 88FSS.FSDED.Hrworkflow@us.af.mil, Mr. Shawn Meyers at shawn.meyers@us.af.mil, or Mr. Mike King at michael.king.82@us.af.mil.