



24 April 2024

MEMORANDUM TO ALL TRAINING FOCAL POINTS

FROM: WPAFB Education and Training

TFP-24-043: 88 ABW Level Up Week, 20-24 May 2024 – **Registration Is Open!!!**

1. Education and Training is pleased to announce that the 88 ABW Level Up Week Registration is now open!!! The Virtual and In-Person Level Up Week will take place 20-24 May 2024. We have created a week full of development and training opportunities for WPAFB employees to level up on their knowledge, skills, and abilities. We have new courses that have never been offered during Level Up Week. These courses meet the needs of our civilian and military members. If you have any suggestions for courses in the future, please let us know and we will find or create training opportunities based on the demand of course requests.

2. **COURSE INFORMATION:** Below is the list of courses being offered virtually or in person this quarter. We may be adding more classes, so be sure to check MyETMS for a complete list of open classes.

3. **INTENDED AUDIENCE:** Registration is open to all civilian and military personnel.

4. **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.

5. **POINTS OF CONTACT:** If you have questions, please contact the Level Up Week Program Manager at 88FSS.FSDED.HRWorkflow@us.af.mil.

6. **CONTINUOUS LEARNING POINTS (CLPs):** CLPs can be earned for training courses in Level Up Week. Participants, after attending a course, will need to request CLPs from their direct supervisor using the appropriate government system. It is recommended to request the number of CLPs based on the number of hours for the course (e.g., 2-hour course would result in 2 CLPs). Please contact your DP, local training organization, or training manager.

7. **PRESENTERS:** Do you present courses for your organization? Would you like to reach a larger audience? Email us at 88FSS.FSDED.HRWorkflow@us.af.mil if you are interested in presenting during a future Level Up Week!

8. **INTERPRETERS:** There are interpreter services available for those interested in attending classes who need assistance. Please contact 88ABW.DE.DISABILITYPROGRAM@us.af.mil for more information.

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BRIAN G. BUTLER, NH-04, DAF
Chief, Force Development

Course Offerings and Descriptions:

Monday, 20 May 2024

Using Emotional Intelligence for Workplace (0900-1000; virtual)

"Did you know IQ only accounts for a small part of workplace success? More often employers are looking at personal qualities, such as perseverance, self-control, and superior social skills. Emotional intelligence (EI) is our ability to recognize and understand emotions in ourselves and others, and our ability to use this awareness to manage our behavior and relationships. In this training, you will learn why EI is important in the workplace and ways to improve your emotional intelligence."

The History and Evolution of the Aircraft Piston (0930-1130; in-person)

With an Engine Docent, trace the evolution of the piston engine from the Wright Brothers, World Wars I, II, Korea, and the Cold War. Examine a series of engines—many cutaways—to discover how the basic machines of the past evolved into the robust, reliable equipment that powered aircraft to meet the challenges posed during the early years of aviation and that led to the jets we fly today. In a 2-hour walking tour, see and hear what drove the selection of propulsion for such aircraft as the B-17, B-24, B-25, P51, B36 and C-124. Each solution is different, and each is a classic. Leave the tour knowing how and why jet engines evolved.

Government-Contractor Relations (1000-1200; virtual)

Have you heard that you can do something that a Contractor can't do and wondered 'Why?'. Well, this course does a deep dive into the rules of engagement between Government Employees and Contractor Personnel. It will help you understand the relationship between these parties, the risks, and what is acceptable in a professional environment.

A Good Night's Sleep (1130-1230; virtual)

When we think about our health, we often think of nutrition and exercise – but sleep is just as important. Insufficient sleep is associated with many chronic health conditions and accidents. Come learn about the health benefits of sleep, tips for getting enough sleep, and when to see a doctor about your sleep concerns.

Excel Jumpstart (1200-1600; virtual)

This intermediate level, fast-paced course will help participants learn more about what Excel can do. Participants will utilize Excel to learn about cells and ranges, formatting text and numbers, basic functions and formulas, filtering tables, PivotTables, PivotCharts and more!

Metacognition: Thinking about Thinking (1300-1600; virtual)

The human mind is built to think. Some of us do it better than others. Every one of us can learn how to think better. Critical thinking is thinking done with depth, clarity, logic, and precision. It attempts to connect patterns of information into patterns of thought, either to solve a problem, generate ideas, or come up with creative concepts. When thinking critically, viewpoints are examined, as well as the biases, data, and concepts driving the viewpoints. This instructor led course introduces critical thinking concepts and skills on which participants can build better thinking.

Bowling Lessons (1400-1600; in-person)

This is a whole person development class and is not listed in MyETMS. Please email 88fss.fsded.hrworkflow@us.af.mil to register.

Participants will learn techniques to improve their bowling skills. With proper lessons, players learn tips and tricks to help during the game. Whether your goal is to participate in competitions or leagues, even hobbyists take bowling lessons to improve their bowling scores.

Tuesday, 21 May 2024

Generations in the Workplace (0800-1000; virtual)

Navigating the generational workplace has become increasingly more difficult over the past few years. Generations in the Workplace attempts to explain why. This fun and interactive instructor led course guides attendees through the four generations that comprise Wright-Patterson; Traditional, Baby Boomer, Gen X, and Millennials. Attendees will be able to explore characteristics of each and learn how to combine the generations to be stronger and more productive.

ETMS for Supervisors (0900-1100; virtual)

During this 2 hour course, supervisors will utilize tools needed to accomplish functions within the Education and Training Management System (ETMS). The training will address Individual Development Plans (IDP), SF182's and identifying relevant training for your employees.

Difficult Conversations (0900-1000; virtual)

In this course, participants will discuss the different types of difficult conversations that arise on the job and at home. Focusing more on the conversations at work, the class will discuss and review scenarios involving these hard conversations. Avoiding common roadblocks, understanding the types of conversations which occur on the job, and creating a plan to conduct a difficult conversation will aid the learner in accomplishing the following objectives: 1) Understand the types of difficult conversations you will have with your direct supervisor, peers, employees, and customers/stakeholders. 2) Identify the types of conversation barriers or roadblocks. 3) Apply strategies towards preparing for and conducting a difficult conversation.

KT File Share (0900-1000; virtual)

Course will provide acquisition personnel an overview of KT FileShare (KTFS) and how to navigate/utilize the tool. KTFS is an application that provides the acquisition community a way to create, collaborate, route, and review documents required for the contract file. While it serves as both the working and official contract file, it can be utilized by all acquisition personnel for things such as the creation/review of Acq Plans, Tech Evals, Legal Reviews, and Small Business Coordination. The application is built upon the Microsoft Office 365 (O365)/SharePoint Online (SPO) framework and Cloud One/Azure. KTFS maintains the file throughout its entire life cycle and will place the file in an archive status at contract completion for the required retention period.

Power Behind the Force: The History and Evolution of the Jet Engine (0930-1130; in-person)

With an Engine Docent, trace the evolution of the jet engine from the experimental days of World War II, through the conquering of the sound barrier, past Mach 3, and into the future. Examine a series of engines - many cutaways - to discover how the temperamental machines of the past evolved into the robust, reliable equipment that power the Air Force of today. In a 2-hour walking tour, see and hear what drove the selection of propulsion for such aircraft as the F-22, the C-5, the SR-71, and the C-130. Each solution is different, and each is a classic. Leave the tour knowing how and why jet engines evolved.

Colors Personality (1000-1200; virtual)

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.

Collaborating in Microsoft Teams (1000-1200; virtual)

This course builds on your foundational knowledge of the M365 core apps to take a deeper look at using Microsoft Teams for productivity and collaboration. Learn about sharing files, conducting meetings, and using additional apps within Teams for continuity and transparency. Users need basic understanding of Teams and a desire to explore additional features to collaborate, communicate, and share resources with members of their organization.

Responsible Failure (1000-1115; virtual)

Learn ways to cultivate a culture that embraces innovation and resilience despite the volatile, uncertain, complex, adaptive (VUCA) environment we're in. Not only must we adapt quickly, we must also support the next generations of the workforce to apply the relevant values and intent using tools the existing workforce may not yet understand.

Teamwork (1100-1200; virtual)

In this course, participants will gain an understanding of the importance of communicating with your team to gain an understanding of each member's strengths and weaknesses. Participants will also learn about personal accountability and building a culture of innovation. These elements along with others will be explored in an effort in building team cohesion.

Public Speaking – Welcome to Toastmasters (1130-1300; in-person)

Would you like to become a better public speaker? Wright-Patterson Air Force Base has clubs available that offer guidance and support to help improve your public speaking skills, build leadership skills, and practice your communication skills in a small, supportive environment. This course will explain the benefits of Toastmasters and demonstrate a Toastmasters meeting.

Civilian Development (CD) – Leadership Opportunities (1200-1300; virtual)

If you are already familiar with CD then you know CD programs offers many opportunities for DAF civilians to develop leadership and management competencies. The DAF mission always requires capable leaders,

employees with potential are selected for developmental education programs that best meet their personal and professional goals. Once an employee has completed CD training, DAF (Department of the Air Force) benefits from their training experience. This briefing will provide you with knowledge and understanding the CD nomination call competitive selection process and apply for CD opportunities.

Defining AI (1330-1500; in-person)

There is no universally accepted definition of Artificial Intelligence (AI); however, the fields and models that exist inside of AI are more defined. This course will explore the relationships between AI and its components, the relationship between AI and data analytics, the various families of AI models, and when to apply them. This course will not go into the technical details of how AI models work. After completing this course, participants should be able to better define what they mean by AI, ask narrow questions on AI, and participate in high-level conversations about AI.

Wednesday, 22 May 2024

Foundations of Trust (0800-1100; virtual)

You will learn to improve communication and productivity by increasing their ability to develop, restore, and extend trust in your key relationships.

Leading From Your Lane (0800-0900; virtual)

Leadership is primarily about influence. In this course you will discover habits and behaviors that will help you become a better leader, bringing value and influence to your organization no matter where you fall within the ranking system.

Restoration Tour (0900-1100; in-person)

Don't miss out on this chance to visit the Restoration Division of the National Museum of the United States Air Force. Here you will get up close access to the aircraft that are in different stages of restoration. Featured artifacts are the German F1 156 C2 "Storch" aircraft and the oldest and only surviving B-17D "Swoose". Other restoration projects are here to view and photos and questions are always welcome.

Creating Psychological Safety: A Guide for Supervisors (0900-1000; virtual)

People can be their best at work when they feel safe to take risks, express ideas and concerns, ask questions, and admit mistakes. However, that is tough because it requires staff and leaders to be vulnerable. However, research shows that providing the ability for team members to express themselves in this way positively impacts all industries and levels of the organization. The key to providing a safe environment is encouraging psychological safety (PS). But what exactly is PS, and how can you create a psychologically safe environment for your staff? In this training, you will learn the definition of psychological safety and ways to develop PS on your team.

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.

Labor Management Relations (1000-1130; Virtual)

The objective of the lesson is for each student to be familiar with the laws, regulations, and practices of Labor-Management Relations in the Federal sector.

Exercise Progression: The How, What, When, and Why (1200-1300; virtual)

In this class we will discuss the importance of exercise, how much exercise we need, and how to progress your fitness routine safely and effectively. You will learn how to push past a plateau and how to incorporate helpful tips to get the most out of your workout.

KT File Share (1300-1400; virtual)

Course will provide acquisition personal an overview of KT FileShare (KTFS) and how to navigate/utilize the tool. KTFS is an application that provides the acquisition community a way to create, collaborate, route, and review documents required for the contract file. While it serves as both the working and official contract file, it can be utilized by all acquisition personnel for things such as the creation/review of Acq Plans, Tech Evals, Legal Reviews, and Small Business Coordination. The application is built upon the Microsoft Office 365 (O365)/SharePoint Online (SPO) framework and Cloud One/Azure. KTFS maintains the file throughout its entire life cycle and will place the file in an archive status at contract completion for the required retention period

Federal Resume Writing Course (1300-1500; virtual)

The federal resume class covers two parts, the first goes over the new changes to the process and how it impacts your resume. The second part covers how to create an effective resume that gets results. The class will also touch on USA Jobs application manager; considering how to build or upload a resume, checking on your application status, saving documents and creating a job search agent. This course meets the following descriptive behavior: Category: Personal Competency: Communicating Sub-Competency: Speaking and Writing Proficiency Level: Basic of the ICL.

What's an IDP and Why Should I Care (1400-1500; virtual)

What's in your IDP? Do you know what your developmental goals are? Do you know what your functional goals are? If this is like a foreign language to you and you want to take control of your developmental success this is the course for you. This course will provide tips and recommendations for you to effectively work with your supervisor/employee to develop an Individual Development Plan (IDP). We will review and discuss the importance of short and long term goals, developmental goals, and institutional and functional goals using simple tools already available to you. Developing these goals will help you grow not only in your current position but to be more viable in the future as your responsibilities grow.

Thursday, 23 May 2024

Conflict Management (0830-0930; virtual)

In this course, participants will explore types of conflict common at the flight level, they will identify conflict management styles and recognize effective and ineffective, approaches to conflict management styles.

Why and Leadership (0900-1100; virtual)

An overview of "Start with Why" by Simon Sinek, some common misunderstandings when it is applied and suggestions on using the "Why" approach to maximize productivity and morale in the workplace as a leader.

Difficult Conversations in the Workplace (0900-1000; virtual)

Having difficult conversations in the workplace is... well, difficult. How do you prepare for a conversation with your supervisor? This class will deep dive into scenario based inter-office conflicts with the aid of conflict resolution techniques.

The Enlisted Force, The Backbone of the Air Force (0930-1130; in-person)

With a Docent, trace the evolution of the Enlisted Force. This tour goes throughout the NMUSAF buildings. You will learn about the growth and evolution of the Enlisted Force. This tour focuses on core 3 themes. First is to explore the size and growth of the enlisted force. How did it get to where it is today? The second is to demonstrate the comprehensiveness and diversity of its skills that our enlisted bring to the fight. The third is to demonstrate the development, dedication, and leadership of the enlisted force.

Contracting Fundamentals (1000-1130; virtual)

An overview of Government contracting fundamentals that all acquisition professionals should know. Topics include a review of the contracting life cycle, e.g., planning, solicitation, pre-award, contract award, contract administration, and closeout. Discussions will also cover how to read a contract and how to modify a contract.

Microsoft Forms and Planner (1000-1200; virtual)

This course builds on your foundational knowledge of the M365 core apps to take a deeper look at using Microsoft Teams for productivity and collaboration. Learn about sharing files, conducting meetings, and using additional apps within Teams for continuity and transparency. Users need basic understanding of Teams and a desire to explore additional features to collaborate, communicate, and share resources with members of their organization.

KT File Share (1400-1500; virtual)

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Friday, 24 May 2024

***The History and Evolution of Rocketry: Basics, Ballistics and Space
(0930 – 1130; in-person)***

Presented by a Docent, this tour will explain the evolution of “Rocketry,” the motors and the vehicles they power, from the work of Robert Goddard to the achievements of the modern age. Illustrating with exhibits from the NMUSAF, it will cover rockets used on both ballistic and space missions, explaining how they differ, and how they drove rocket design. It will trace the evolution of fuels, structures, control mechanisms, guidance, and other elements of rocket and missile design. The tour will last approximately two hours and be oriented toward a general audience with an interest in rocketry. Questions can take the presentation to a more expert level. The audience will leave with a clearer understanding of the complexities of ballistic and space missions and of how rocket design has evolved to satisfy the requirements.

Get Up and Get Moving (1130-1230; virtual)

Sitting too much throughout your day can offset the positive effects and health benefits of physical activity. So, get up and get moving with this new class from CHPS! You will learn the importance of moving and why incorporating physical activity into your day is crucial to good health and identify simple ways to increase activity throughout your day-to-day life. We will discuss barriers to physical activity, learn ways to make exercise more enjoyable, discover exercise safety tips, review tips for relieving sore muscles, and how to set yourself up for success.