



NCO LEADER SKILLS ENHANCEMENT PROGRAM



OCTOBER 2016 SCHEDULE

All classes are Monday – Friday unless noted

3 October - 7 October

	Class ID#	Room	Time
MTMC 1174 Microsoft Outlook	18156	C204	0900-1215
MTHR 1175 Career Management	18157	C209	0900-1215
MTBC 1170 Conducting Briefings	18158	C210	0900-1215
MTMC 1172 Wordprocessing Applications	18159	C204	1220-1645
MTHR 1173 Counseling Practicum Techniques	18160	C209	1230-1600
BMGT 1177 Critical and Creative Thinking	18161	C210	1230-1600

11 October - 14 October

	Class ID#	Room	Time
MTMC 2172 Microsoft Word Advanced	18162	C204	1215-1645
MTBC 1171 Effective Military Writing I	18163	C209	1215-1645
MTHO 1170 Historical Principles of War	18164	C210	1215-1645

17 October - 21 October

	Class ID#	Room	Time
MTCS 1175 Basic Keyboarding	18165	C204	0900-1215
PSYT 1170 Crisis Intervention I	18166	C209	0900-1215
MTBC 1173 Effective Military Writing II	18167	C210	0900-1215
MTMC 1173 Database Applications	18168	C204	1220-1645
MTOB Improvework Performance	18169	C209	1230-1600
MTMM 1170 Increasing Worksite Efficiency	18170	C210	1230-1600

24 October - 28 October

	Class ID#	Room	Time
MTMC 2176 Microsoft Access Advanced	18171	C204	0900-1215
PSYT 1171 Crisis Intervention II	18172	C209	0900-1215
POFT 1132 Workplace Diversity	18173	C210	0900-1215
MTMC 1175 Webpage Development I	18175	C204	1220-1645
MTIR 1170 Interpersonal Relationships	18176	C209	1230-1600
MTLM 1170 Managerial Planning	18177	C210	1230-1600

Special Announcements!

*Classes will still convene on training holidays

*No class on Monday, October 10th

NCO Leader Skills Enhancement Office
Soldier Development Center, 761st Tank Battalion, Building 33009, Room H236
Monday-Friday, 0730-1630, Office# (254) 532-1505

GENERAL INFORMATION

1. Enrollment is required for all classes. Soldiers may enroll in person at the Leader Skills Enhancement Office or online through their GoArmyEd account. Printed enrollment forms may require approval.
2. Enrollment forms for Soldiers E6 or below must be approved by their E7 or above via signature. Enrollment forms for Soldiers E7 or above do not require approval. All enrollment forms must be submitted to the Leader Skills Enhancement Office the Friday prior to class start.
3. DoD Contractors and DA Civilian personnel must submit a memo to the Leader Skills Enhancement Office from their unit, authorizing their course enrollment. The memo may be in any format and must include the organization's letterhead, employee's name, grade, course title/dates/times, and a brief statement explaining how the class will help improve the employee's work performance. The memo must be signed by the employee's immediate supervisor. A separate memo must be submitted for each class. Civilians may be required to give their seat to a Soldier.
4. Students who show up late on the first day of class may lose their seat in the class. If any student misses 1 or more cumulative hours during the course, the student will be withdrawn and will not receive a grade for the course.
5. Students enrolling in classes for college credit must include their original signature on class paperwork. All courses are worth 1 semester hour of college credit from Central Texas College.
6. Soldiers have seating priority. Civilians are permitted on a space-available basis.
7. Soldiers must be in duty uniform to attend classes, regardless of duty status.
8. All classes are subject to cancellation without prior notification.
9. Point of Contact: Leader Skills Enhancement Office, (254) 532-1505, Soldier Development Center Bldg. 33009, Rm. H236.