



## Leadership and Management School Host Unit Checklist

The following is a list of materials and/or services the Leadership and Management School (LAMS) staff **is required** to have in order to conduct training at your unit:

### **Services:**

#### **Email the following:**

\_\_\_\_\_ Class Roster--list of attendees, **30 students (24 minimum)**, plus four alternates (use template on last page of Host Unit Checklist). Please consider filling slots with local CG Auxiliary members and Reservists. The criteria for attendance can be found at the end of this checklist. A copy of this roster will need to be emailed to the Leadership and Development Center (LDC), three weeks prior to class convening date. The roster should include: name, rank, employee identification number (EMPLID), unit and email address of each student.

### **Items needed at unit:**

\_\_\_\_\_ Classroom and two additional break-out rooms. The main classroom should seat 28-30 students comfortably and will also double as an additional breakout room. Training is conducted in group settings; therefore, 4 large tables with 7 chairs at each table are requested (see diagram at end of this document). In addition to the main classroom we will need two breakout rooms for various exercises held. Please coordinate with the instructor on dates and times. Each breakout room must have a table and room for 14 chairs and personnel.

Note: **The main classroom should have temperature control (heat or air conditioning).**

\_\_\_\_\_ The host unit may provide a coffee mess for the first day, with reimbursement from the class. If the students desire to continue the coffee mess, they assume the cost and responsibility.

- \_\_\_\_\_ Administrative assistance will be needed for preparation of computer generated graduation certificates.
- \_\_\_\_\_ Instructors will need access to a computer, copy machine, printer and a telephone.
- \_\_\_\_\_ The Commanding Officer or senior representative of the host unit command may present opening remarks on Monday at 0800 and/or closing remarks at graduation on Friday afternoon.

**Materials provided by hosting unit:**

- \_\_\_\_\_ 1 large Magnaslick (dry erase board) located in the main classroom.
- \_\_\_\_\_ 2 easels (for turn chart paper).
- \_\_\_\_\_ 4 pads of turn chart paper.
- \_\_\_\_\_ Method for projecting/presenting PowerPoint slides and movies.
- \_\_\_\_\_ VHS/DVD player for movies.
- \_\_\_\_\_ Extension cords for the above electric equipment.
- \_\_\_\_\_ Pens and Pencils for all students.
- \_\_\_\_\_ 4 pads of 8 ½"x 11" white lined paper.
- \_\_\_\_\_ 4 Post-it note pads (3" x 3")
- \_\_\_\_\_ Wall Clock in training room

Criteria for attendance are E-5 and E-6, (E-4's acceptable if currently in a supervisory role), O-2 and O-3 (active duty and reservists), civilian employees GS 7-11, WG, WS, NAF and Auxiliary members. The POC should use good judgment in putting together a diverse group of individuals so that different experiences can be shared with others in the class. This provides a powerful learning environment for the students.

(NOTE: Members should not have attended LAMS training within the past 3 years)

The host unit will need to solicit prospective students that are within local commuting distance from the training site (less than 50 miles). This is best accomplished by sending out official message traffic to these units (a sample message is included in enclosure 1). These are **NO COST ORDERS** and any travel expenses incurred will be paid by members PDS. Personnel will **not** be reimbursed for any expenses associated with this training by the LDC or TQC.

The host unit will need to advise members of their selection to attend this course. Information should include but is not limited to the following: date, time, place, uniform (or civilian clothing, if authorized), along with the expectations of students selected to attend (a sample message is included in enclosure 2). **It is strongly encouraged that host units authorize civilian attire for the course.**

Students should be informed that they will have homework and reading assignments each night (1-1.5 hrs per night). The homework is mandatory and will be required to receive 3 college credits and certificate.

**Commands should recognize that once an individual is selected to attend the course they are considered TAD. Students are exempt from duty or extra duties during the training week and will not be pulled from class except in a legitimate emergency. Students that can't commit to the entire course should not submit training requests.** A student that does not complete the entire course **will not** graduate. ACE requires students to complete the main objectives of the course and homework to receive 3 college credits.

Class will begin at 0800 Monday through Friday. Students can expect to finish each day by approximately 1630, except Friday. On Friday, students should expect to leave NLT 1600.

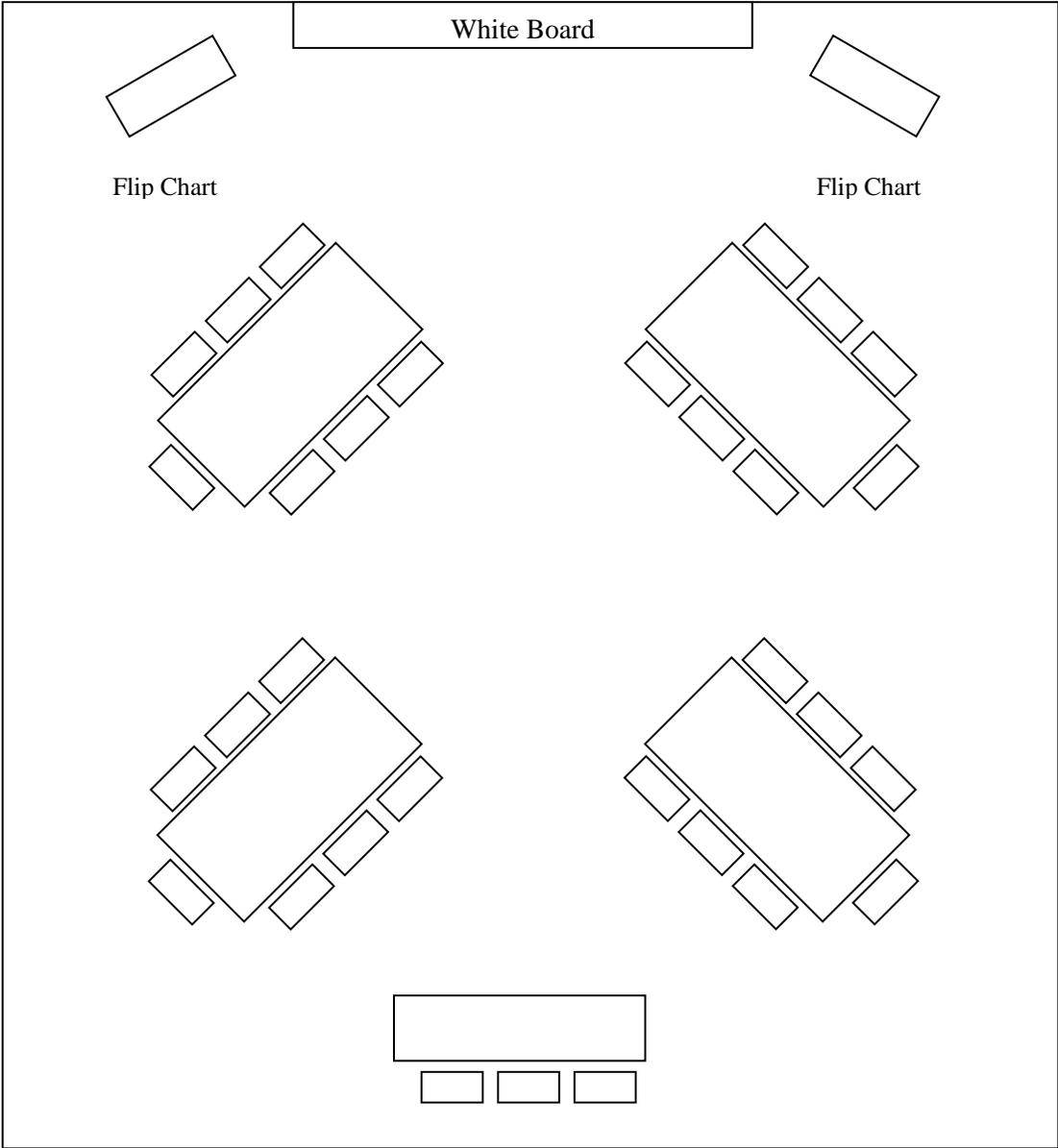
One of the course instructors will be contacting you shortly and will assist you if you have any questions or concerns. You will be receiving a large box of course materials within a few weeks. Please store it in a **safe place inside**. **The course instructors will check-in on Sunday and will need to set up the classroom if possible.** They will need this box, so please have it available in the classroom and inform the OOD of their Sunday afternoon or evening arrival. If you have any questions, please do not hesitate to call a LAMS staff member.

Please send a complete roster of students **NLT 15** days prior to class convening.

**IT IS THE RESPONSIBILITY OF THE HOST UNIT TO ENTER INTO DIRECT-ACCESS, THE EMPLID'S OF THE ATTENDEES OF LAMS NLT FIVE (5) DAYS AFTER COMPLETION OF THE COURSE.**

If you have further questions, please contact your LDC POC. If you are unable to contact your LAMS POC, please contact one of the below personnel.

LT Megan Drewniak – 860-701-6543  
Ms. Juli Petruzzelli – 860-701-6686



CLASSROOM SET UP



