



Leadership and Management School Host Unit Checklist

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

Services:

Please, email or fax the following:

- _____ Name and phone number(s) of Point of Contact, at hosting unit.

- _____ Class Roster--list of attendees, **28 students (24 minimum)**, plus four alternates. Provide **3 slots** for local CG Auxiliary members. If Auxiliary members cannot fill slots, the unit may fill them at their discretion. The criteria for attendance can be found at the end of this checklist. A copy of this roster will need to be sent to the Leadership and Quality Institute (LQI), three weeks prior to class convening date. The roster should include: name, rank, employee identification number, and the unit of each student. E-mail is the preferred method of delivery.

Items needed at unit:

- _____ Classroom and two additional breakout rooms. The main classroom should seat 28 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 (all chairs need to face the front of the room). You can also use 5 tables with 6 chairs each. In addition to the main classroom we will need two breakout rooms for various exercises held Monday from 1400 to 1600, Wednesday from 0900 to 1200, and Friday from 0930 to 1630. 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 usually provides 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.

_____ 1 large-screen television or two smaller televisions with video carts or stands ready for cable hook up to VCR.

_____ 1 VHS VCR with remote control.

_____ Extension cords for the above electric equipment.

_____ Pens and Pencils for 28 students.

_____ 4 pads of 8 ½"x 11" white lined paper.

_____ 4 Post-it note pads (3" x 3")

Criteria for attendance are E-5 and E-6, (E-4's in a supervisory role), O-2 and O-3, active duty and reservists, civilian employees pay grades 7-10, GS/WGWS 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).

(NOTE: host units have the option of authorizing 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. TAD means these people will not be available for 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 and (? - class discretion) Tuesday 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 **weather safe place. 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 verify and submit a complete updated roster of students NLT 6 days prior to class convening.

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.

ETC Mark Wiggins – 860-701-6699

CWO Mike Conroy – 860-701-6731

LT Joe Althouse – 860-701-6135

LEADERSHIP AND MANAGEMENT SCHOOL ROADSHOW Prep List

# Weeks Prior	Task to Complete	Initial Complete
12	Make classroom reservation and two additional break-out rooms	
6	Schedule remarks, "Welcome and Graduation" with CO or Senior Representative if desired.	
6	Send out Msg, E-mail soliciting students from unit or local area	
4	Compile working roster of students attending LAMS Training	
3	Obtain class materials, (i.e. Dry erase board, 2 easels, 4 pads of turn chart paper, Video equipment, extension cords, pens and pencils for 28 students, lined paper and Post-It note pads)	
1	E-mail/Fax a verified complete updated roster of students to Lead Instructor	
1	Receive box of supplies (FedEx), store in weather safe area.	
1 day (Sunday)	Instructors arrive and set up room with materials from FedEx shipped box and materials supplied by the unit.	
0800 Monday	Class begins	

ENCLOSURE 1 (SAMPLE MESSAGE)

R000000Z OCT 01

FM COGARD AIRSTA HOUSTON TX

TO WHATEVER UNITS THAT ARE IN YOUR AOR

BT

UNCLAS //N05351//

SUBJ: LEADERSHIP AND MANAGEMENT SCHOOL (LAMS) ROAD SHOW

1. AIRSTA XXXXXXXX WILL HOST THE LEADERSHIP AND MANAGEMENT SCHOOL (LAMS) ROADSHOW THE WEEK OF XX XXX 04. LAMS IS A UNIQUE 5-DAY COURSE WHICH PROVIDES LEADERSHIP AND MANAGEMENT SKILLS AND EXPERIENCE IN A RISK- FREE ENVIRONMENT TO MID-LEVEL LEADERS. TOPICS INCLUDED IN THE COURSE WILL BE:

- A. SELF LEADERSHIP
- B. MOTIVATION
- C. LEADERSHIP THEORIES
- D. TEAMS DAY ACTIVITIES
- E. CONFLICT MANAGEMENT
- F. HOW TO RUN A SUCCESSFUL MEETING
- G. PERFORMANCE APPRAISAL (EPES)
- H. PERSONAL ETHICS
- I. PERFORMANCE PROBLEM SOLVING

2. UPON SUCCESSFUL COMPLETION OF THE COURSE THE MEMBER WILL RECEIVE 3 SEMESTER HOURS IN ORGANIZATIONAL DEVELOPMENT IN THE UPPER-DIVISION BACCALAUREATE CATERGORY.

3. THE TARGET AUDIENCE FOR THIS COURSE IS: E-5, E-6; O-2, O-3; CIVILIANS GS7 TO GS10, WG, WS, AUXILIARISTS AND RESERVES. E-4 'S WILL BE CONSIDERED WILL PRIOR APPROVAL FROM THE LDC STAFF.

4. MEMBERS INTERESTED IN ATTENDING MUST MEET ALL OF THE FOLLOWING CRITERIA:

A. THE MEMBER MUST BE PRESENT FOR THE ENTIRE COURSE. 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.

B. STUDENTS ATTENDING LAMS SHALL BE CONSIDERED TAD (NO COST ORDERS) DURING THE TRAINING WEEK. MEMBERS MUST BE COMMITTED TO THIS TRAINING AND SHOULD NOT BE INVOLVED IN OTHER UNIT ACTIVITIES. HOMEWORK AND READING ASSIGNMENTS WILL BE GIVEN EACH NIGHT.

C. MEMBERS SHOULD NOT HAVE ATTENDED LAMS TRAINING WITHIN THE PAST 3 YEARS.

D. ENSURE ATTENDEES ARE WITHIN THEIR MAXIMUM ALLOWABLE WEIGHT STANDARDS (MAWS) IAW PARA 2K OF COMDTINST M1020.8D

5. CLASS WILL CONVENE MONDAY XX XXX PROMPTLY AT 0800. THE TRAINING WILL BE HELD AT XXXXXXXXXXXXXXXX.

6. ANY OTHER PERTNINET INFO THAT THE POC FEELS IS IMPORTANT.

7. POC: LTJG (XXX) XXX-XXXX OR E-MAIL AT XXXXXXXXXXXX.USCG.MIL

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ENCLOSURE 2 (SAMPLE MESSAGE)

R 000000Z NOV 98
FM COMCOGARDGRU CHARLESTON SC
TO COGARD BASE CHARLESTON SC
COGARD ACADEMY NEW LONDON CT
COGARD MSO CHARLESTON SC
COGARD STA CHARLESTON SC
COGARD STA GEORGETOWN SC
COGARD STA TYBEE GA
USCGC DALLAS
USCGC MADRONA
COGARD NESU MAT DET CHARLESTON SC
BT

UNCLAS //N05351//
SUBJ: LEADERSHIP AND MANAGEMENT COURSE ROAD SHOW
MY 282113Z OCT 98. (SOLICITATION MESSAGE)
AS PER REF (A), THE FOLLOWING STUDENTS HAVE
BEEN SELECTED TO ATTEND:

NAME:	UNIT:
1. BM1 AAAAA	USCGC MADRONA
2. MK1 BBBBB	
3. FS2 CCCCC	
4. SK2 DDDDD	USCGC DALLAS
5. DC2 EEEEE	
6. LTJG FFFFF	
7. LT GGGGGGGG	
8. TC1 HHHHHH	
9. MK2 IIIIIIII	STA GEORGETOWN
10. MK2 JJJJJJ	
11. BM2 KKKKKK	
12. SK1 LLLLLLLL	MAT CHARLESTON
13. EM1 MMMMMM	
14. MK2 1111111	
15. FS1 NNNNNNN	STA TYBEE
16. MK1 OOOOOOO	
17. MK2 PPPPPPPP	
18. MRS QQQQQQQQQQQ	CGES
19. MR RRRRRRRRRRR	
20. MK2 SSSS	STA CHARLESTON
21. MK2 TTTTTT	
22. BM2 UUUUUU	
23. LT VVVVVV	MSO CHARLESTON
24. LTJG WWWW	
25. FS2 XXXXXXXXXXX	
26. MR. YYYYYYYYY	AUX CHARLESTON
27. MS. ZZZZZZZ	
28. MR. ABABABAB	

2. LISTED BELOW ARE THE ALTERNATES WHO SHOULD BE
PREPARED TO ATTEND IN THE EVENT OF AN OPENING ON
MONDAY MORNING.

NAME:	UNIT:
1. BM3 1111111	STA TYBEE
2. ENS 2222222	USCGC MADRONA
3. BM2 3333333	STA CHARLESTON
4. EM2 4444444	MAT CHARLESTON

5. ENS 5555555 USCGC DALLAS
6. BM2 F666666
7. FT3 7777777
8. BM2 8888888 USCGC MADRONA
9. YN1 9999999

3. CLASSES WILL BE HELD AT THE BORDER PATROL ACADEMY IN ROOM 266 (ON THE OLD CHARLESTON NAVY BASE). TAKE 1-26 EAST TO EXIT 216B, COSGROVE AVENUE/S.R. 7 NORTH. FOLLOW COSGROVE TO END. AT THE STOP SIGN (NO STREET NAME), TURN LEFT. AT NEXT STOP SIGN (MCMILLAN AVE) TURN RIGHT. GO THROUGH GATE AT ENTRANCE TO CHARLESTON NAVAL COMPLEX AND TURN RIGHT AT LIGHT ON HOBSON AVE (BE SURE TO CHECK IN WITH BASE SECURITY). APPROX 2 MILES DOWN HOBSON YOU WILL SEE BORDER PATROL ACADEMY HEADQUARTERS ON THE LEFT. GO PAST HEADQUARTERS BLDG AND TURN RIGHT ON BARRACKS ROAD. GO STRAIGHT UNTIL ROAD BENDS TO THE RIGHT. LOOK FOR BLDG 61 (THE CLASSROOM COMPLEX) ON THE RIGHT. THERE IS LIMITED VISITOR PARKING IN FRONT OF THE BLDG. ADDITIONAL SPACE IS AVAILABLE BEHIND THE BLDG. CLASS WILL START AT 0800 16 NOV AND GRADUATION WILL BE APPROX 1600 20 NOV. CLASS WILL BEGIN AT 0730 AND END AT 1630 EACH DAY THE REMAINDER OF THE WEEK. UNIFORM WILL BE APPROPRIATE CIVILIAN ATTIRE.
5. LUNCH IS AVAILABLE IN THE BORDER PATROL GALLEY FROM 1215-1245. YOU MUST HAVE YOUR MILITARY ID TO USE THE DINING FACILITY. STUDENTS ARE CONSIDERED TAD WHILE ATTENDING THIS TRAINING. STUDENTS WILL RECEIVE HOMEWORK AND READING ASSIGNMENTS EACH NIGHT. INDIVIDUALS MUST BE COMMITTED TO THIS TRAINING AND SHALL NOT BE STANDING DUTY OR BE INVOLVED IN OTHER UNIT ACTIVITIES DURING THE TRAINING WEEK. STUDENTS MUST ATTEND THE ENTIRE COURSE TO GRADUATE.
7. POC ENS MOE (555)555-5555 OR E-MAIL ENS MOE AT RMOE@CGA.USCG.MIL
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