

MEMORANDUM FOR AY 2004 STUDENT SPOUSES

SUBJECT: **Volunteer Facilitators/Trainers for Spouse Workshops** on Facilitating, Leadership, and Group Skills (FLAGS)

1. The Military Family Program conducts Spouse Facilitating, Leadership, and Group Skills Workshops several times during the year. These workshops are facilitated by volunteer student spouses. The ideal candidate would be a person who:

- has had some teaching experience (desired but not necessary).
- has had some experience with group dynamics.
- possesses good verbal communications skills.
- has had previous facilitator experience (desired but not necessary).
- has a desire to help other spouses.
- is willing to commit some time to training and facilitating.

2. Volunteer spouses undergo two major training sessions prior to facilitating a workshop. The first occurs in October 2003 for five days from 0830 to 1530 each day. During this time you will have a chance to experience the FLAGS Workshop as a participant. This will be followed by a 28-hour block of instruction on small-group facilitation skills also during October 2003. The workshops that you may facilitate then follow during the months of January, February, and March. (**PLEASE NOTE:** You will only facilitate one workshop.)

3. Additionally, throughout the year the facilitator group will have monthly training meetings where they will learn from each other's experiences and areas of expertise. Experience has shown that the facilitators form a very cohesive, high-performing group. Also, all training and facilitator experience will be formally documented at the end of the year for easy inclusion in an individual's resume.

4. Normally, two facilitators will work as a team for one workshop consisting of 10-12 participants.

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5. On 16 September 2003 there will be a meeting/briefing at the Post Chapel to further explain the duties, training, and time involved in becoming a facilitator/trainer for the FLAGS workshops.

6. If you desire to volunteer as a facilitator, please contact Joe York at the Military Family Program desk during central in-processing of the Class of 2004 at the Letort View Community Center on 1 August 2003. If you miss him at the in-processing, please fill out the form at Encl 1 and return to Joe York at USAWC Distribution Center.

2 Encls

/s/
W. DICKENSON BUZBY
CH(COL), USA
Director, Military Family
Program

DISTRIBUTION:

S, U1

TO: Joe York
USAWC Distribution Center
Carlisle Barracks, PA

SUBJECT: Facilitator Program

Please consider me as a candidate for the USAWC "Facilitating,
Leadership, and Group Skills Workshop" facilitator/trainer
program.

NAME

USAWC BOX NO.

ADDRESS

PHONE NO.

Encl 1