

PREWORK SYLLABUS

1. ADMINISTRATIVE INFORMATION:

LESSON NUMBER: PRE-04	EDITION DATE: March 2004
LESSON TITLE: ToolTime Workbook	
TYPE OF LESSON: Self-Paced Workbook	
CLASSROOM TIME: None	OUTSIDE PREP TIME: 6 hours

2. PURPOSE:

The SBLM Program provides a basis in decision making and problem solving. The ToolTime Workbook will present the tools that you will use throughout the Sustaining Base Leadership and Management (SBLM) Program. You will first be exposed to these tools while you are still in your work environment and then later, during the SBLM Program. You will be able to apply the tools to problems specific to your job and to the curriculum.

3. ASSUMPTIONS: You will read the ToolTime Workbook before you arrive at AMSC.

4. LESSON OUTCOMES: You will:

a. Explore the facts and principles associated with data collection, manipulation, representation, and interpretation.

b. Apply these facts and principles to the type of data and information associated with the type of work you do at your home station and during your resident studies at AMSC.

5. KEY CONCEPTS:

- a. Basic descriptive statistics
- b. Information gathering tools and techniques
- c. Information presentation techniques
- d. Team effectiveness tools

6. MEASUREMENT OF OUTCOMES: You will apply the information gathering and decision-making tools to solve problems during the SBLM Program as well as when you return to your home station.

7. ASSIGNMENTS:

a. Required Readings: Rycroft, L. (1999). ToolTime workbook. Fort Belvoir, VA: Army Management Staff College.

This reading is located under References at the online SBLM Prework Headquarters.

b. Other: None

8. OTHER USEFUL REFERENCES: None

9. AMSC POINT OF CONTACT: Roy Eichhorn, email roy.eichhorn@us.army.mil or by phone at DSN 655-3112 or commercial telephone (703) 805-31124723.