

What is AFTB?

AFTB is a series of training modules taught through Army Community Service (ACS) that covers topics such as basic information about the military, personal growth and leadership skills.

Why take AFTB?

AFTB helps you not just cope with, but enjoy the military lifestyle. Many of the courses help to build important skills such as developing a resume, building your career, and self-development skills. Through AFTB you will gain a better understanding of military culture, as well as the skills and resources needed to become resilient, self-sufficient and self-reliant members of the military community.

Who can take AFTB?

Anyone can take AFTB training—whether you are a Service Member, Family member, DoD Civilian/Contractor or volunteer.

How can I get involved?

VOLUNTEER! AFTB volunteers come from all branches of the military—Spouses, Service Members, Civilian Employees, and Retirees—there is no experience needed. Our network of trained instructors conduct a Local Instructor Training Course to prepare volunteers to lead AFTB modules and to be a successful instructor.

Not interested in becoming an instructor but still want to help out? AFTB also needs volunteers to help out with AFTB Special Events such as Military Spouse Appreciation in May, AFTB Day in December, and more! Contact us to see how you can help out.



2015 AFTB Class Dates

Level K

28, 29, 30 January

22, 23, 24 July

Classes are held from 9 a.m. to 12 p.m. on Day 1 and 9 a.m. to 2 p.m. on Days 2 & 3

Level G

16, 17, 18 March

4, 5, 6 May

26, 27, 28 August

Classes are held from 9 a.m. to 2 p.m. on all 3 Days

Level L

19, 20, 21 October

Classes are held from 9 a.m. to 12 p.m. on Day 1 and 9 a.m. to 2 p.m. on Days 2 & 3

Local Instructor Training

23, 24, 25, 26, 27 February

16, 17, 18, 19, 20 November

Classes are held from 9 a.m. to 11:30 a.m. on all 5 Days

Free lunch is provided!

Ask about free childcare!

Training is held at
Army Community Service (ACS)

Armed Forces Team Building Program

Army Community Service
Presidio of Monterey, CA
Bldg. 4260 Gigling Road
Stiwell Community Center
Ord Military Community
pomaftb@gmail.com
(831) 242-6890/7660

www.mwrmonterey.com/aftb

Armed Forces Team Building



**For Military
Spouses, by
Military Spouses!**

*All branches of service are
WELCOME*



Level K Military Knowledge

K.1 Military Life...What Does it Mean?

Gain an understanding of the mission, commitment required, and challenges of military life.

K.2 Military Acronyms and Terms

Learn to communicate using military specific acronyms and terms in a military environment.

K.3 Chain of Command

Comprehend military structure including rank, chain of command and basic unit organization to successfully interact within the military community.

K.4 Customs, Courtesies, Ceremonies, and Traditions

Understand and exhibit appropriate behavior in accordance with proper military customs, courtesies, and protocol in daily military life leading to personal satisfaction and a sense of belonging.

K.5 Military Social Functions

Apply the skills needed to assist in feeling comfortable with social aspects of the military lifestyle.

K.6 Military Benefits and Entitlements

Differentiate between available benefits and provided entitlements to select the most favorable to meet individual needs.

K.7 Introduction to Military and Civilian Community Resources

Describe and select military and community resources appropriate to meet various life situations.

K.8 Introduction to Family Readiness Groups (FRG)

Understand the missions, structure and purport of the FRG and the benefits they bring to the Total Military Community.

K.9 Military Family Preparedness

Discuss the importance of Family preparedness including legal preparation, financial preparation, preparing for emergencies, and maintaining accurate record keeping of important documents.

K.10 Resiliency, Be the Bouncing Ball

Discuss the definition and characteristics of resilience and develop strategies to increase personal resilience.



Level G Personal Growth

G.1 Learn to Communicate

Employ effective skills and develop communication strategies for their personal and professional lives.

G.2 Effective Conflict Management

Assess conflict and use effective conflict management techniques in personal and professional lives.

G.3 Problem Solving Strategies

Explore problem solving strategies and generate effective solutions.

G.4 Exploring Personality Traits

Differentiate personality traits to discover effective ways to interact with others.

G.5 Improving Personal Relationships

Discuss how to develop and maintain healthy personal relationships and identify the benefits of being a supportive group member. Learn how to build relationships and the benefits of networking.

G.6 Successful Team Dynamics

Appraise relationships and interpret healthy personal and professional relationships.

G.7 Growing Through Change

Determine strategies for positively managing change in life.

G.8 Resiliency During Crisis and Grief

Define resiliency during crisis and grief, and identify the stages of the grieving process. Determine coping strategies and identify resources within the community.

G.9 Overcoming Stress

Employ stress reduction techniques to increase resiliency and reduce the effects of stress.

G.10 Winning at Time Management

Acquire time management skills and techniques to prioritize activities.

G.11 Time to Serve: The Volunteer Experience

Explore the importance of volunteerism and the benefits to the volunteer and the organization they serve.

G.12 Heading Toward Leadership

Distinguish various leadership characteristics and examine leader-follower relationships in personal and professional life.



Level L Leadership Development

L.1 Leadership Through Understanding Needs

Analyze the behaviors associated with Maslow's Hierarchy of Needs and identify motivational strategies to help fulfill those needs. Evaluate the importance of group needs.

L.2 Examining Your Leadership Style

Identify your innate leadership approach and examine the alternative styles of others in order to incorporate various approaches into their personal and professional lives.

L.3 Effective Communication for Leaders

Construct communication strategies to successfully convey information as leaders to teams or individuals.

L.4 Developing Great Meetings

Select elements and techniques needed to successfully develop and conduct meetings in personal and professional venues.

L.5 Establishing Team Dynamics

Discuss ways leaders can build strong and cohesive teams, by capitalizing on a positive attitude, understanding your role in the stages of team development, building commitment within the team, and being aware of the characteristics of an effective team.

L.6 Resolving Conflict

Explore causes and benefits of conflict and develop approaches to conflict management. Apply conflict management approaches through practical exercises.

L.7 Supporting Others Through Coaching and Mentoring

Differentiate between the role of a coach and that of a mentor. Build your leadership repertoire to enhance your effectiveness in leadership roles by: assessing your strengths and challenges as a coach and a mentor, examining behaviors or a leader as a coach and as a mentor, and identifying effective feedback techniques.

L.8 Virtual Meetings: Tips and Techniques

Identify Key Elements to conduct a virtual meeting and devise strategies to effectively manage a virtual meeting.