



DEFENSE TRAVEL
MANAGEMENT OFFICE

OnSite Travel Training Services

POWERPACK: Training DTS Document Processing

Course Agenda

I. POWERPACK Methodology

- POWER – What The Trainer Does Prior To Training
- PACK – Tools The Trainer Has On Hand To Make A Class Successful

II. P - Practice

- O – Organization
- W – What Should I Teach?
- E – Establish Training Materials
- R – Relax
- P – Passion
- A – Alternate Teaching Methods
- C – Checkpoints
- K – Kreativity

III. Document Processing With Emphasis On Teaching

IV. Course Evaluation