Need Cost-Effective Development Tools?

Check out the Supervisor Resource Center (SRC) and CLICK HERE to choose from 17 easy-to-follow Learning Programs developed around the Air Force Institutional Competencies. They are quick, easy, and effective.

What does this mean for you and your employees? Free learning opportunities to mentor emerging leaders, help new supervisors make the transition to leadership, and assist seasoned supervisors hone their skills!

Continuous Learning Programs are available for the following:

- ✓ **Ethical Leadership**
- ✓ **Followership**
- ✓ **Warrior Ethos**
- ✓ **Develops Self**
- ✓ **Speaking and Writing**
- ✓ **Active Listening**
- ✓ **Develops and Inspires Others**
- ✓ **Takes Care of People**
- ✓ **Diversity**
- ✓ **Builds Teams and Coalitions**
- ✓ **Negotiating**
- ✓ **Change Management**
- ✓ **Continuous Improvement**
- ✓ **Vision**
- ✓ **Decision-Making**
- ✓ **Adaptability**
- ✓ **Strategic Communication**

For more information or assistance, click on the "Post a Comment" link at the bottom of each SRC webpage. We appreciate receiving your feedback!

You can:

- Mentor your employees

- Get help in making the transition from "best technician" to "manager"

- Register for required first-time Supervisory training courses

- Learn how to become a better Leader

- Find continuous learning resources and much more!

ETHICAL LEADERSHIP

Featured Topic

Ethical Leadership

What does "ethical leadership" mean to you? Ethical Leadership promotes Air Force core values, develops trust and commitment, and maintains a healthy balance on self and others. The recently released "Vision for the United States Air Force" re-enforces this concept:"…One of our Air Force's greatest strengths is its ability to recruit, develop, and retain innovative patriots with strong character, a belief in respect for others, and a commitment to high standards and our core values of *Integrity First, Service Before Self, and Excellence In All We Do…"*

To support the continuous development of Air Force supervisors and aspiring leaders, 17 learning programs have been developed centered around Air Force Institutional Competencies. These learning programs, hosted on the Air Force **Supervisor Resource Center** are described in monthly Newsletters. This first Newsletter in the series focuses on Ethical Leadership as foundational to growing tomorrow's Air Force leaders and a key component of managing others.

Click here to access Continuous Learning Programs on the Supervisor Resource Center including "Ethical Leadership"

Note: For best results, open your browser to the Air Force Portal page before clicking on the above links.

Courses of the Month

This month, we are highlighting two Skillsoft courses on Ethical Leadership:

Working for Your Inner Boss: Personal Accountability (pd_05_a01_bs_enus) **2 hours**	Accepting personal accountability for your work means your inner boss sets demanding standards and that you are willing to commit to meeting those standards and answer for the results of your work. In this course, you'll learn how to listen to your own inner boss, how to identify your internal standards, how to create a plan to meet those standards, and how to apply your inner boss's guidance to gain more control over your work, your goals, and your future.
Introduction to Workplace Ethics (pd_18_a01_bs_enus) **1 hour**	Ethics don't just apply to senior executives. While upper management does have a responsibility to set the ethical tone for an organization, employees every level also have a responsibility to conduct themselves in an ethical manner. This course will prepare you to approach your job with an awareness of the importance of ethics in the work setting and an understanding of what constitutes ethical behavior. You will learn the thinking behind ethical behavior and be able to recognize some of the common myths about business ethics.

SkillSoft Course Tips of the Month

Course Tips of the Month – Instant Support Tools

<u>**JOB AIDS**</u> are printable tools that complement a course and assist in the use of the knowledge or skills gained from the course back on the job. They are performance-support tools designed to be used on an on-going basis, or around specific work-focused events, such as performance reviews, interviewing, or strategic planning.

<u>**SKILL BRIEFS**</u> are single-page, condensed summaries of the instructional content of a course topic. You can use Skill Briefs as an instant reference after you have completed a course.

If a Job aid or Skill Brief is available for a particular course, you can launch it from the course summary page.

Books (24x7) of the Month

Ethical Virtuosity-Seven Steps to Help You Discover and Do the Right Thing at the Right Time

By: Louie V. Larimer   ISBN: 9780874257670   (168 Pages), via online at Books 24x7

Books 24x7 can be accessed through the AF eLearning Site

 "With this thought-provoking book, you'll discover the meaning of ethics, integrity, character, personal accountability and moral courage and how they are relevant within today's competitive, hostile and adverse business environment…"

In today's world everyone is confronted with an ethical dilemma at one time or another. How do we respond to such situations? Is there a blueprint that can be followed to stimulate our thinking when situations arise that challenges our ethical response? This author shares seven steps to be followed in achieving virtuosity, i.e., when a person customarily responds to ethical predicaments with worthy and laudable behavior.

Value-Centered Ethics: A Proactive System to Shape Ethical Behavior

By: Charles Kerns   ISBN: 9780874258066   (240 Pages), via online at Books 24x7

Books 24x7 can be accessed through the AF eLearning Site

Foreword: "…Scandals at Enron, Adelphia, WorldCom, and many other companies suggest that leaders are desperately in need of basic ethical guidance as they navigate the complex seas of modern management. The example set by leadership might be the single most important determinant of the existence (or absence) of ethical practices throughout the organization.

Leaders and managers are eager for direction on how to establish a strong culture of ethical responsibility and accountability in their organizations. In this book, Charlie Kerns develops a system of ethical practices that leaders of organizations of all types and sizes can put to use..."

Book Tip of the Month

Book Tip of the Month – Share Links with your Peers in Books 24x7

Books 24x7 promote collaboration among users by providing a **Share** feature that enables you to share the URL of a content page with a colleague. Note: A valid username and password is required to open the link and view the content. Click on the **Share** icon in the Toolbar. You can copy and paste the information within the box to any document or email message for easy and convenient distribution and collaboration. Books 24x7 also makes it possible to configure your settings so that a message in your native email client will automatically launch when the **Share** tool is clicked. The email message will have the reference and referring information for the title embedded in the body of the message.

Related SkillSoft Resources

Business Impact Series:

Prioritizing Personal and Professional Responsibilities

Overview/Description: "In today's business world, employees face significant performance pressures. This Business Impact focuses on the challenges business professionals face when balancing the demands of home and office in today's global economy."

Expected Duration: 6 minutes

ID: _pc_bi_mgbi003

Skillsoft Simulation:

Doing Business Professionally

Overview/Description: "...The Doing Business Professionally Simulation is designed to enable participants to develop the skills necessary for increasing personal accountability and business professionalism...participants will practice personal development skills, encompassing the objectives of taking initiative, collaborating on goals, aligning priorities and goals, demonstrating a positive attitude, reacting positively to criticism and feedback, and being assertive..."

Expected Duration: .5 hours

ID: PD005A