

# PROFESSIONAL DEVELOPMENT CENTER COURSE LIST

NAME	FREQUENCY	SUMMARY
<b>First Term Airmen Course (FTAC)</b>	Monthly	<b>Per AFI 36-2670, Mandatory.</b> For all First Term Airmen stationed at Keesler AFB, includes any members assigned to tenant units. A structured program to transition Airmen from a training mindset to a mission-oriented environment. Completion is mandatory within 45 days of arrival on station.
<b>Noncommissioned Officer Professional Enhancement Seminar</b>	Quarterly	<b>Per AFI 36-2670, Mandatory.</b> For Airmen who attended ALS at least three years ago but have not yet attended in-residence (NCOA). Designed to augment and reinforce information taught in Basic Military, Technical and Ancillary Training, PME or job experience.
<b>Senior Noncommissioned Officer Professional Enhancement Seminar</b>	Annually	<b>Per AFI 36-2670, Mandatory.</b> Designed to provide our newly selected master sergeants with an in-depth view of their increased supervisory, leadership, and managerial responsibilities. It also provides assistance in making the transition to SNCO status more effective. Augment and reinforce information taught in Basic Military Training, technical training, Ancillary Training, PME, or job experience.
<b>Informed Decision Seminar</b>	Monthly	<b>Per AFI 36-2670, Mandatory.</b> Designed to provide Airmen with pertinent information that is available whether they decide to reenlist or separate. Speakers include: Air Force Reserve Recruiter, Veteran's Affairs, Education Office, Career Assistance Advisor and Financial Readiness.
<b>Keesler LEADS</b>	Bimonthly	Three-day course for enhancing effective communication, skillful interpersonal interaction and emotional intelligence in the military environment. Open to all new supervisors: SrA (who have completed ALS) through TSgt, CGOs, and Civilian Supervisors.
<b>Bullet Enhancement Seminar</b>	Monthly	Hands on practice writing quality bullets for Airmen that write EPRs and 1206s. You may bring bullets to work on during class, individual feedback given.
<b>Flight Commander/ Flight Leader Course</b>	Biannually	Three-day course provides a relevant curriculum based on effective communication, teamwork, emotional intelligence and managerial development skills. Provides opportunities to hear from and ask questions of experienced civilian, enlisted and officer leaders. Provides a unique leadership perspective for newly assigned Flight Commanders (typically CGOs) or Civilian Flight Chiefs (Typically GS-9-13 or equivalent) who desire to take the next step in their leadership continuum and further their professional development.

From a CAC-enabled computer, register for a course at <https://cs2.eis.af.mil/sites/er/0342/SitePages/Home.aspx>  
For more information call 228.377.3697



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<b>Civilian Leadership Course</b>	Biannually	Five-day course provides a learning environment similar to the enlisted Airmen attending Airmen Leadership School (ALS). It provides civilians (GS-09-GS-13 and/or WG/NAF equivalents) essential tools for supervising/working with military personnel. Intended to enhance skills relating to the military supervision.
<b>Winning With People</b>	Monthly	Twenty-Five People Principles that anyone can learn. Some people are born with great relationship skills, but others have to work at it. Open to all personnel.
<b>Challenges Leaders Face</b>	Monthly	Refine your leadership skills. Challenges every leader faces: tension, frustration, multi-hat, ego, fulfillment, vision and influence. Open to all personnel.
<b>360 Degree Leader</b>	Monthly	Connects the understanding of the vision from the top to the bottom of the organization. By aligning themselves with the vision, leaders anywhere in the organization can add value, improve the bottom line, and feel more fulfilled. And when satisfaction is high, so is success. Open to all personnel.
<b>Stress Management</b>	Quarterly	This course teaches positive and easy-to-learn coping strategies to help you manage stress. Open to all personnel.
<b>Retraining 101</b>	Quarterly	This program is to balance the enlisted career force across all Air Force Specialty Codes (AFSCs) and ensure sustainability of career fields. Available to all Enlisted Airmen.
<b>First Term Officers Course (FTOC)</b>	Quarterly	Three-day seminar to prepare new Officers (CGOs) to tackle their job duties within the organization. Develop job skills and understand the structure and role of the enlisted and civilian workforce and their place and expectations within that group dynamic.
<b>Junior Enlisted Professional Enhancement Seminar (JEPES)</b>	Quarterly	Two-day seminar designed to provide Airmen (A1Cs) a professional development opportunity. The course focuses on a variety of topics such as the Enlisted Force Structure, Career Progression, Standards and Discipline, Airman Comprehensive Assessments, Enlisted Performance Reports, Bullet Writing and Ethics.

Note 1: We polled Airmen across the Installation and based on their demands/interests that's how we shaped our curriculum.

Note 2: Our ultimate goal is to help Airmen find their path, both personally and professionally; we are available to provide road show/in-house style support.

706 General Chappie James Rd  
Building 2902, Rm 122A, Keesler AFB, MS 39534  
Mon-Fri: 7:30 am to 4:30 pm

