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virtual Force Development Center Newsletter



***Employee Feedback/
Individual Development Plan***



current topics >>>

***Upcoming Leadership,
Supervisory, and Managerial
Training Opportunities***



[USAF New Manager Course](#)

(NMC) 20C

1 Jul 20 – 30 Sep 20

(Open for Registration)

[USAF Military Personnel Management Course](#)

(MPMC) 20F

2 Sep 20 – 28 Sep 20

(Open for Registration)

Click on the above links and/or [here](#) for additional information!

Also, please visit the [Civilian Development](#) section of the

[virtual Force Development Center!](#)

Free, on-Demand Self-Development Resources

Leadership presents many challenges and opportunities for healthy communication in difficult circumstances.

FREE, on-demand learning tools are available to help enhance your skills.

This newsletter features [AF e-Learning](#) resources for your continuous self-development!

Are you looking for no-cost virtual resources to help reach your self-development goals?

officer, and civilian members may access these self-paced development resources!

Check out the robust collection of **FREE**, on-demand learning resources via [AF e-Learning](#)! It includes numerous online courses, books, videos, job-aids, and course summaries by topic. The [virtual Force Development Center](#) is a one-stop development portal providing access to self-development and institutional force development resources.

Air Force members as well as civilians have access to over 80,000 **FREE, on-demand, self-paced AF e-Learning** courses, books, videos and many other self-development tools.

Over 80,000 micro-learning options are accessible from your desktop! These great resources developed by the private sector help deliver knowledge transferable to your workplace. Perfect your skills, expand your knowledge, and meet your 2020 learning targets by accessing the robust resources available via [AF e-Learning](#)!

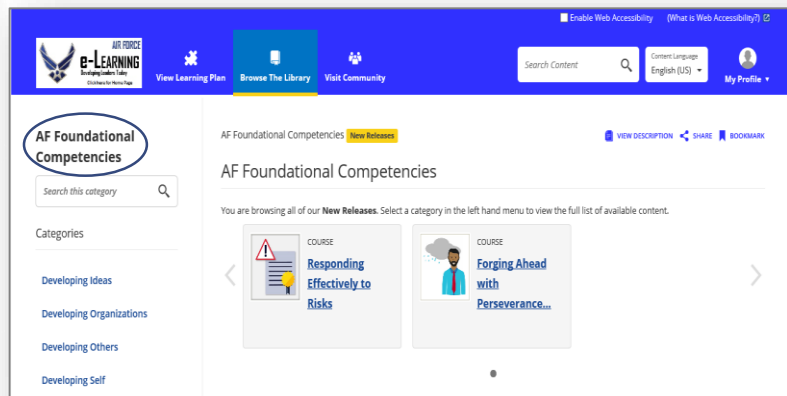
The site is featuring a series of monthly newsletters containing links to no-cost courses, books, videos, and other self-development resources from the AF e-Learning collection to help refine your professional skills. Subscriptions are not required. All Airmen including enlisted,

Access to AF e-Learning courses, books, and other tools are limited to AF members and civilians. For best results, open your browser to the Air Force Portal page before clicking on the links contained in this newsletter. See Page 2 of this newsletter for featured learning assets about this topic!

>>> Free, On-Demand Learning Resources to Grow Your AF Foundational Competencies!

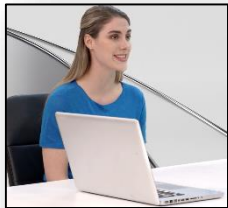
Accessible in 3 Clicks!

1. Open the [AF e-Learning Tool](#)
2. Select the following:
 - “ExecSummaries” and
 - “AF Foundational Competencies”
3. Choose Online Courses, Books, Job Aids, & other Learning Tools that Complement Your Own Development Focus!



Shortcut Hint: Ctrl/Click on the above Text Box!

No-Cost, Self-Directed Professional Development Tools >>>



4 Minute Video: [Delivering Feedback in a Positive Way](#)

View this short video to identify best practices for giving feedback in a positive way!

28 Minute Course: [Developing a Plan to Further Your Career](#)

Chart your own unique development path by reviewing the tips in this course!



Check out two book summaries focusing on this month's topic!

8-page ExecSummary: [7 Paths to Managerial Leadership: Doing Well by Doing it Right](#)
By Fred Mackenzie

Click [here](#) to read the 136-page full book!

12-page ExecSummary: [The DNA of Leadership: Creating Healthy Leaders and Vibrant Organizations](#)
By Myron Beard, Alan Weiss



3 Minute Video: [Leadership Vision](#)

Featuring Mr. Stewart D. Friedman

What would you like your future to look like 15 years from now?

View this short video to begin creating your own vision for the future!



1-Page Job Aid: [How to Make Your Feedback Effective](#)

1-Page Job Aid: [Tips for Using Feedback to Grow Professionally](#)

Need a quick reference guide about this month's topic?

Read these useful learning tools to transfer knowledge and skills to your workplace!

Leadership, Supervisory and Managerial Course Descriptions
See [Registration Guide](#) for Further Instructions (CAC required)

An Air Force University Portal account must be created from a .mil account before viewing/registering for online courses

Developing Team Leader Course (DTLC)

- **2021 Course Dates: To Be Announced**

Summary: This blended course combines distance learning with an in-resident portion (44 hours DL/4 days in-residence) and is designed to enable civilian personnel to acquire the institutional competencies needed to transition into team leaders. Students graduating will comprehend the core team leader skills and competencies required for future responsibilities, including strategic direction, problem solving, leadership communication, conflict management and team leader principles. Students will be assessed as to their understanding of the stated learning objectives using practical exercises, reflection papers, discussion board posts, self-assessments, traditional assessments, and completion of a capstone project. This elective course targets Department of the Air Force civilian employees. Enrollment is selective and managed through the annual Civilian Developmental Education process. The course satisfies the requirement for systematic development of emerging leaders to become supervisors as prescribed in 5 CFR, Section 412.202.

USAF Emerging Leader Course (ELC)

- **2021 Course Dates: To Be Announced**

Summary: This blended learning course develops interpersonal communication and leadership skills for Department of the Air Force civilians considering future supervisory and leadership roles. The course provides a core foundation upon which leadership skills may be further developed as an individual's responsibilities increase. The curriculum focuses on basic leadership theory, creating a culture of respect, oral and written communications and strategies for continuous improvement, conflict management, and problem solving. The course satisfies the requirement for systematic development of emerging leaders to become supervisors as prescribed in 5 CFR, Section 412.202. (Click [here](#) to view course FAQ sheet)

USAF Experienced Supervisor Course (ESC)

- **2021 Course Dates: To Be Announced**

Summary: The ESC satisfies the federal requirement for supervisory refresher training at least once every three years after completing the initial supervisory courses and is targeted to civilian supervisors (including civilians occupying ART positions). The course provides a refresher in civilian personnel management fundamentals and key supervisory and management competencies. It is conducted over a three-week period. The first two-week period includes a Supervisory Refresher Assessment (SRA) that assesses supervisory knowledge and self-reported skills. The SRA is broken into four sections. Students who complete all sections of the SRA and score 70% or higher on Supervisory Skills Test (SST) section will have met ESC requirements. Students who complete all sections of the comprehensive assessment but score less than 70% on the SST will be required to attend the one-time educational review webinar. Students who meet all SRA requirements are encouraged to attend the educational review webinar. Note: Students who do not complete all SRA requirements will need to re-enroll in a future class. (Click [here](#) to view course FAQ sheet)

USAF Military Personnel Management Course (MPMC)

- **20F: 2 Aug 20 – 28 Sep 20 (Open for Registration)**

Summary: The MPMC is designed for civilians who are first-level supervisors of Air Force (AF) military personnel. While not required, sister service military personnel supervising AF military personnel are permitted to attend. The MPMC is delivered over 4 weeks (including orientation week) with one 75-90 minute instructor-led online webinar each week. There are approximately (up to) 2.5 hours, each week, of self-paced readings, videos, activities, and other course materials which are located on a learning management system (LMS) available to students 24/7. Students are required to successfully meet all coursework requirements to complete the course. Supervisors with 3 years or more experience supervising AF military members may be eligible to take the MPMC Challenge Exam. Members must first enroll in a MPMC class before requesting this opportunity. Equivalency credit is granted for exam scores of 70% or above. The exam is designed solely for experienced supervisors with significant experience supervising AF military members, and as the name implies, is a challenging assessment. If eligible, limited access will be provided to the Challenge Exam one day after registration is closed for the respective class the student is enrolled. (Click [here](#) to view course FAW sheet)

USAF New Manager Course (NMC) 20C

- **1 Jul 20 – 30 Sep 20 (Open for Registration)**

Summary: The New Manager Course (NMC) was developed to meet federal requirements contained in Title 5 of the Code of Federal Regulations and the National Defense Authorization Act of 2010. It is a federally-mandated requirement for all first-time managers of civilian employees to complete within one year of becoming a manager. The course covers topics mandated by the Department of Defense (DoD) Managerial and Supervisory Learning and Evaluation Framework. It gives managers of civilian employees a sound foundation in supervisory skills and manager fundamentals. (Click [here](#) to view course FAQ sheet)

USAF New Supervisor Course (NSC)

- **2021 Course Dates: To Be Announced**

Summary: The NSC is a federally-mandated course and is a requirement for all first-time supervisors of civilian employees. The NSC is a 36-hour, self-directed course, with 60-90 minute online instructor-led webinars each week. The NSC is generally offered eight times per year. Course material is available prior to the first scheduled day of class. Registration typically closes 2 weeks prior to start date. The curriculum meets federal requirements contained in Title 5 of the Code of Federal Regulations and the National Defense Authorization Act of 2010, and includes topics mandated by the DoD Managerial and Supervisor Learning and Evaluation Framework. The course provides supervisors of civilian employees with a sound foundation in supervisory skills and civilian personnel management fundamentals. Note: This course replaces the previous requirements to attend the Civilian Personnel Management Course (CPMC) and the USAF Supervisor Course (USAF SC). (Click [here](#) to view course FAQ sheet)

[vFDC](#) – A One-Stop Continuous Development Portal for Air Force Civilians

The [virtual Force Development Center \(vFDC\)](#) provides Air Force civilian employees with a single web portal tailored to their development needs. It identifies a variety of development opportunities brought together from diverse sources into one site providing maximum flexibility while returning valuable Airmen time.

Click [here](#) to view the vFDC landing page!

Click [here](#) to access links pertaining to deliberate development of civilian employees spanning their career lifecycle!