

CIVILIAN LEADERSHIP DEVELOPMENT SCHOOL

DAF EMERGING LEADER COURSE

(MAFHRMS421)



ABOUT THE COURSE

The ELC is an elective course designed to develop selected foundational competencies and leadership skills for Air Force civilians pursuing future leadership roles. The target audience for this course are non-supervisors in the grades GS-12 and below (or equivalent) who have not completed any level of Officer PME, exceptions are of course permitted. The ELC is delivered over 5 weeks with one 75-90 minute instructor-led online webinar each week. There are approximately (up to) 5.5 hours, each week, of self-paced readings, videos, and interactive exercises which are located on a learning management system (LMS) which is available to the students 24/7. The ELC uses real-world leadership and problem-solving exercises and requires active participation from the student's supervisor or appointed mentor. Both the student and supervisor/mentor must sign a learning contract agreeing to the time and work commitment required to complete the course. The student will accomplish the course at their home station.

CIVILIAN TRAINING, EDUCATION, AND PROFESSIONAL DEVELOPMENT

The Department of the Air Force encourages Supervisory support for voluntary education and training programs such as the ELC. DODI1400.25V610_AFI36-807 and DODI1035.01_AFI36-816 provide options for alternate work schedules and telework flexibilities to account for education and training. Students should coordinate class work and location with their supervisor. Location options include office, home, the Education Center, or any other location where work can be done uninterrupted with Internet accessibility. Any arrangements must be in compliance with locally negotiated provisions for telework, alternate work schedules, and alternate work sites.

WHAT TO EXPECT

Students can expect to spend up to 5.5 hours per week on coursework. Instructors monitor student participation and effort in the course through the LMS. To satisfactorily complete the course students must complete all required coursework and display satisfactory participation.

EACH WEEK WILL CONTAIN THREE ELEMENTS

1. Readings, videos, exercises, and activities with a graded assessment requiring a minimum passing score of 70%
2. Instructor-led online webinars (75-90 minutes) delivered on a web conferencing platform
3. Discussion board topics: students complete exercises in their work center and post their findings/results, students interact by responding to one another's posts

Note: There is also a final project the student will accomplish throughout the course.

SCHEDULE, REGISTRATION, AND EMAIL INQUIRIES

- Search "CLDS" in internet browser or visit <https://www.airuniversity.af.edu/Eaker-Center/CLDS/> then click *Schedule of Classes* or *Leadership Development* on right blue panel for registration info.
- Send email inquiries to: EakerCenter.ELC.OrgMailbox@us.af.mil

Topics

Week 1

Leadership Styles
Civilian Development
Influencing Others
Culture of Respect
Diversity
Active Listening

Week 2

Commander's Intent
Critical/Creative Thinking
Problem Solving
Decision Making
Accountability

Week 3

Teambuilding
Followership
Motivation
Project Management

Week 4

Interpersonal Communication
Communicating in the Air Force
Counseling
Conflict Management