

CIVILIAN LEADERSHIP DEVELOPMENT SCHOOL DAF NEW MANAGER COURSE

(MAFHRMS423)

Do You Need to Complete Mandatory Manager Training?

This course fulfills a federally-mandated requirement for all first-time civilian managers (Supervisory Code 3).



ABOUT THE COURSE

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 Civilian managers 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 Civilian managers a sound foundation in supervisory skills and manager fundamentals.

Per a 27 February 2017 AF/A1 policy memorandum, mandatory training must be accomplished during the duty day. While the course is offered using an online platform, students should coordinate class work/location with their supervisor. Options include office, home, Education Center, or any other location where work can be done uninterrupted, and students can access the internet. Due to local systems requirements, some bases have network systems configurations that do not allow course material to be displayed properly. In these cases students are advised to use a non-AF connection option. Any arrangements must be in compliance with locally negotiated provisions for telework, alternate work schedules, and alternate worksites.

COURSE HIGHLIGHTS

This is a self-paced, instructor-facilitated course. Instructors monitor student participation and effort in the course through the Learning Management System (LMS). Students will have the ability to take an optional test before training (TBT) known as the optional Prior Learning Assessment (PLA) at the beginning of the course. Students who are successful in this attempt will receive completion credit for the course with no further requirements in the LMS.

Note: Students who do not complete all requirements prior to the last day of the course will need to re-enroll in a future class.

The major areas covered in the course are listed in the DoD Framework Outcomes to the right. Each major area will contain readings, videos, exercises, and/or activities with graded course assessments requiring a minimum passing score of 70%, as well as optional instructor-led online webinars delivered on a web conferencing platform. There will also be discussion boards in several modules where students respond to questions and/or post their findings/results depending on the assignment. Students interact by responding to one another's posts.

DoD Framework Outcomes

- Mentor Employees
- Improve Employee Performance and Productivity
- Conduct Performance Appraisals
- Handle Unacceptable Performance
- Managing Self
- Manage Others
- Manage Organizational Systems

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 *Supervisor/Manager* on right blue panel for registration info.
- Send email inquiries to: EakerCenter.NMC.OrgMailbox@us.af.mil