

# CIVILIAN LEADERSHIP DEVELOPMENT SCHOOL

## DAF INTRODUCTION TO PERFORMANCE MANAGEMENT COACHING

(MAFHRMS426)



### OVERVIEW

Introduction to Performance Management Coaching (IPMC) is a self-paced E-learning course from the Department of the Air Force's Civilian Leadership Development School (CLDS). **IPMC is an asynchronous course, designed for all levels of employees within the DAF. It serves as a prerequisite to all other CLDS performance management coaching courses and workshops.** This course is an online overview of performance management coaching in the workplace. IPMC examines fundamental coaching concepts along with real-world Department of the Air Force (DAF) examples relating to the employee performance management process. Students will discover what it means to adopt a coaching mindset in the workplace, and they will learn the foundational coaching competencies and principles necessary to becoming a coaching-leader and fostering a coaching culture with the goals of improving individual and organizational performance.

### CIVILIAN TRAINING, EDUCATION, AND PROFESSIONAL DEVELOPMENT

The Department of the Air Force encourages supervisory support for voluntary education and training programs such as IPMC. 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 follow locally-negotiated provisions for telework, alternate work schedules, and alternate work sites.

### WHAT TO EXPECT

Students can expect to spend 2.5 - 4 hours total on coursework. Instructors monitor student participation and effort in the course through the Learning Management System. To satisfactorily complete the course students must complete all required coursework and display satisfactory participation. There are four self-contained modules, and students must pass a quiz at the end of each module before moving on to the next. To pass the entire course, students must score 70% or higher on all module assessments.

### SCHEDULE, REGISTRATION, AND EMAIL INQUIRIES

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

### Topics

#### Module 1

*The Fundamentals of Performance Management Coaching*

#### Module 2

*Communicating Effectively: Active Listening, Feedback, and Powerful Questions*

#### Module 3

*Emotional Intelligence and Coaching Facilitation*

#### Module 4

*The GROW Model and "Coaching Up" in a Coaching-Friendly Culture*

Modular Assessments, Summative Assessment, & End of Course Survey