

# CIVILIAN LEADERSHIP DEVELOPMENT SCHOOL

## DAF PERFORMANCE MANAGEMENT COACHING SKILLS WORKSHOP



**Coaching** is a sanctioned learning and development activity as described in 5 Code of Federal Regulations (CFR) 410.203. Coaching is one of the most effective learning and development activities for supervisors, managers, and executives. Equipping leaders with coaching skills is a proven and effective way to enhance employee development and performance.

### Topics

### Performance Management Coaching Skills (PMCS) Workshop

**Target Audience:** DAF civilian supervisors and aspiring leaders

**Duration:** 3.5-day blended e-learning course

**Purpose:** Equip participants with coaching skills to drive performance, reinforce accountability, and sustain workforce readiness

**Key Focus Areas:**

- Set clear expectations and align individual performance with mission priorities
- Provide timely, actionable feedback
- Develop employee capability, address performance issues early, and support continuous improvement

**Leadership Skills:**

- Conduct meaningful performance discussions
- Document expectations and hold employees accountable for results
- Promote employee development and collaboration

**Meritocracy Emphasis:** Fair, objective, and consistent performance conversations to recognize contributions and address underperformance within the relevant performance management appraisal system

**Course Format:**

- Blended learning: asynchronous and live, instructor-led virtual sessions
- Focus on real-world scenarios and practical application

**Capstone:** Participants coach a peer through a performance management scenario and receive instructor feedback

**Mon 1000-1100hrs CST**

Orientation Webinar

\*Complete IPMC

**Tue 0800-1500hrs CST**

*Coaching Fundamentals,  
(Coaching Mindset, Self-Coaching, GROW)*

**Wed 0800-1500hrs CST**

*Coaching Skills in  
Performance  
Management*

**Thu 1000-1130hrs CST**

*Coaching Up,  
Capstone Evaluations\**

\*Capstone may require different hours, depending on class size, availability.

### WHAT TO EXPECT:

After completing the prerequisite asynchronous course, *Introduction to Performance Management Coaching (IPMC)*, students will attend a brief orientation webinar on Monday. Following will be two full days of virtual discussion and practice of coaching skills plus a final day of practice and individual coaching capstones.

### SCHEDULE, REGISTRATION, AND EMAIL INQUIRIES

- Search "CLDS" in internet browser or visit <https://www.airuniversity.af.edu/CLDS/Schedule-of-Classes-and-Enrollment-Links/> for workshop dates and registration info.
- Send email inquiries to: [clds.coaching.orgmailbox@us.af.mil](mailto:clds.coaching.orgmailbox@us.af.mil)

***"Coaching is a crucial component for our Total Force development ecosystem," said Lt. Gen. Caroline Miller, Air Force deputy chief of staff for Manpower, Personnel and Services. "It empowers our members to unlock their greatest potential, generate personal growth and better contribute to the service's mission."***