Overview

PMCS is specifically designed for DAF employees who are current supervisors or who are in the process of becoming supervisors or leaders in their organizations. In order to take PMCS, students must first pass Introduction to Performance Management (IPMC), the online, self-paced course which covers the foundational principles and skills of coaching.

Performance Management Coaching for Supervisors and Leaders (PMCS) is a 3-module, blended e-learning course, which includes asynchronous and synchronous instruction in a virtual classroom setting. Students will accomplish assigned readings, videos, and group discussion posts before joining live, instructor-facilitated webinars at designated times during a two-week period. Each webinar will conclude with breakout sessions wherein students will take part in small group discussions about how they would apply coaching concepts to a predetermined performance management scenario. In a final capstone activity, students will be evaluated as they coach an instructor through a live, familiar performance management scenario via the designated e-learning platform.

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.

Enrollment/Disenrollment

Students enroll via the registration process identified below. If at any point in the process you wish to dis-enroll from the course please contact course support immediately so that we have an opportunity to offer the vacated seat to another civilian airman student. There is no penalty for dis-enrolling and you can re-enroll/re-register at any time.

What to Expect

Students can expect to spend up to 5-7 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.

Orientation Week: Orientation Webinar for technology and course requirements (up to 1 hour)

Week 1: Module 1: Integrating Coaching into the PM Process

Module 2: Coaching as the Antidote to Toxic Leadership

Week 2: Module 3: Coaching and the Planning Meeting

Capstone

Each module will contain three main elements:

1. Readings, videos, exercises, and activities contained in a LMS with a graded assessment requiring a minimum passing score of 80%.
2. Instructor-led online webinars (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.
Registration:
Registration for the Performance Management Coaching classes that are offered by the Civilian Leadership Development School has transitioned to a new system. Everyone will need to use these instructions (https://www.airuniversity.af.edu/Portals/10/CLDS/documents/INFO-EnterpriseCanvas%20Application.pdf) at this link (https://aueems.cce.af.mil/sap/bc/ui2/flp/) to register for a class.

(Fact sheet current as of 30 Aug 22)