USAF Emerging Leader Course (ELC) Fact Sheet

Overview

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.

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 5.5 hours per week on coursework. Instructors monitor student participation and effort in the course through the LMS. To satisfactory complete the course students must complete all required coursework and display satisfactory participation.

Orientation Week: Orientation Webinar for technology and course requirements (up to 4-hours)

Week 1: Leadership Building Blocks (Leadership Styles, Civilian Development, Influencing Others, Culture of Respect, Diversity, Active Listening)
Week 2: Strategic Direction and Problem Solving (Commander’s Intent, Critical/Creative Thinking, Problem Solving, Decision Making, Accountability)
Week 3: Building Effective Teams (Teambuilding, Followership, Motivation, Project Management)
Week 4: Leadership Through Communication (Interpersonal Communication, Communicating in the Air Force, Counseling, Conflict Management)

Each week 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 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.
Registration:
Registration is accomplished through the Air University Portal at https://auportal.maxwell.af.mil/auportal (A CAC is required) If you do not already have an Air University Portal account, you must create one from a .mil account before you can view/register for any of our online courses. Contact our Course Support staff if you need any assistance. They can be reached via e-mail at eakercenter.elc.orgmailbox@us.af.mil. (Fact sheet current as of 26 July 21)