Do You Need to Complete Mandatory Manager Training?

This course fulfills a federally mandated requirement for all experienced managers of civilian employees!

Learn about leadership topics mandated by the Department of Defense!

The Experienced Manager Course (EMC) 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 experienced managers of civilian employees 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 managers of civilian employees a continuing 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. 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, and students can access the internet. Any arrangements must be in compliance with locally negotiated provisions for telework, alternate work schedules, and alternate worksites.

**Course Highlights:**

The course has a scheduled beginning and end date, but students may register at any time within that window. Students registering after the course start date will need to complete all work prior to the last scheduled day of the course. Note: Registration will end two weeks prior to the end of the course.

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 be required to attend a mandatory instructor led webinar.

**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 mandatory instructor-led online webinars delivered on a web conferencing platform.

**Manager Development**

**DoD Framework Outcomes**

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

Send email inquiries to: EAKERCENTER.NMC.orgmailbox@us.af.mil

To register, please follow the instructions provided at: https://www.airuniversity.af.edu/Portals/1/CLDS/documents/INFO-EnterpriseCanvas%20Application.pdf

**Note:** Managers need to have credit for NMC in their records before taking EMC. Managers who do not have credit for NMC in their records will be noncompliant and required to take the NMC prior to enrolling in EMC.

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