

# CIVILIAN LEADERSHIP DEVELOPMENT SCHOOL

## DAF EXPERIENCED SUPERVISOR COURSE

(MAFHRMS420)



### Do You Need to Complete Mandatory Supervisor Training?

This course fulfills a federally mandated requirement for all supervisors of civilian employees who have completed the New Supervisor Course.

### ABOUT THE COURSE

The Experienced Supervisor Course (ESC) 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 satisfies the federal requirement for supervisory refresher training at least once every three years after completing the initial supervisory courses and is required for civilian supervisors with supervisory code 1, 2, and 4 as well as military supervisors of Department of the Air Force (DAF) federal civilian employees. The course covers topics mandated by the Department of Defense (DoD) Supervisory Learning and Evaluation Framework.

### COURSE HIGHLIGHTS

This 13-hour course is self-paced and instructor-facilitated. Instructors monitor student participation and effort in the course through the Learning Management System (LMS). The course is a 3-part Supervisory Refresher Assessment (SRA) that assesses supervisory knowledge and self-reported skills.

The major areas covered in the SRA are listed in the DoD Framework Outcomes to the right. Students who complete the three sections of the SRA with a 70% or higher on each section will have met ESC course completion requirements.

Students who do not complete the course within 60 days of enrollment will be automatically disenrolled and will lose all progress.

### 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 "Supervisor" on right blue panel for course information and registration.
- Send email inquiries to: [EakerCenter.ECPD.USAFRC@us.af.mil](mailto:EakerCenter.ECPD.USAFRC@us.af.mil)

### DoD Framework Outcomes

Performance Goals, Objectives, & Appraisals

Merit System Principles

Mentoring & Motivating Employees

Fairness, Respect, Equal Opportunity, & Quality of Work

Handling Unacceptable Performance

Hostile Environment, Reprisals, Harassment

Prohibited Personnel Practices

Labor Relations and Employee Rights

Hiring Principles and Authorities

Workforce Incentives