WPAFB Education & Training

COURSE CATALOG

2023

Building 50, Area B (937) 904-4801

88FSS.FSDET.Training@us.af.mil

We Offer Competency Based Training!

All classes are offered at no cost and are available to military and civilian employees

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88FSS/FSDET PURPOSE

The Education and Training section's (E&TS) mission is to develop the Wright-Patterson AFB workforce for current and future assignments through effective and efficient management of Education and Training products and services.

The 2023 WPAFB Installation Training Guide (ITG), Section 1.3.3 states:

Training Delivery Element (FSDET): Serves as the focal point for education and training event logistics and facilitation. Additionally, FSDET develops and delivers cross-functional, no-tuition/no-cost, competency-based in-house and virtual training and developmental modules. These modules include (but are not limited to): computer applications, communication, team building, personal trait assessments, and select management courses. Moreover, FSDET discovers and identifies relevant electronic learning sources, videotaping E&TS-sponsored developmental events, manages the WPAFB Education and Training Management System (ETMS), and manages Education & Training classroom reservations in Building 50, Area B.

The E&TS provides services to Wright-Patterson Air Force Base personnel, including Associate Units (Tenant Organizations), and Geographically Separated Units (GSU) with a current servicing agreement. Ref: AFI 36-2670, Para 5.1.14

All classes are offered at no cost and are available to military and civilian employees. Courses are offered on a quarterly basis, and schedules are subject to change, and classes may cancel due to mission needs or low enrolment. Class registration is through https://myetms.wpafb.af.mil/.

For more information call (937) 904-4801 or contact 88fss.fsdet.training@us.af.mil.

ATTENDANCE POLICY

Please let your instructor know if you are unable to attend. Instructors must take attendance, and if an individual isn't present, the instructor must mark them as a 'no show.' However, if they let the instructor know ahead of time, they can simply be taken off the roster.

How to Remove Yourself: You can delete your registration by going to the class that you registered for in MyETMS. You can access your current class registrations via https://myetms.wpafb.af.mil/. Once you access the MyETMS Self Registration page, follow the directions on the screen to remove yourself from the class offering. **NOTE**: You will only be able to remove yourself from a class 3 days prior to the class start date. When you are into the 2-day window prior to the class start date, you will have to contact the POC for the class to be removed with justification.

COURSE CANCELATION POLICY

Classes may be discontinued or canceled due to reasons such as manning issues, instructor scheduling conflicts, or low enrollment. Instructors will do their best to find a substitute for the class or if they need to cancel, they will let you know as soon as possible. If the course has low enrollment (5 or less students) signed up, the instructor will cancel/reschedule the class.

REVISION

This catalog has been revised with the following update:

> The Flight Leadership Course's ETMS Web Course Number, under the Specialized Courses, has been changed to MWEMGT0007055SU and is now a 4-day course. This change is effective as of February 7, 2023.

FREQUENTLY ASKED QUESTIONS

Q: I am with AFMC and stationed at Eglin AFB, can I take one of your classes?

A: Yes. The E&TS provides services to Wright-Patterson Air Force Base personnel, including Associate Units (Tenant Organizations), and Geographically Separated Units (GSU) with a current servicing agreement. Ref: AFI 36-2670, Para 5.1.14

Q: How do I find out about upcoming classes/schedules?

A: In addition to the Training Focal Point (TFP) announcements, the WP Weekly Bulletin routinely announces upcoming FSDET course offerings.

Q: How do I register?

A: Registration for these classes is accomplished via the MyETMS Self-Registration Page. All members must acquire their own access to ETMS through local administrators within their units. The following are steps for registration:

1.   Enter MyETMS link once access is granted

2.   Locate and select 'Self-Registration' on the top or in the Quick Links

3.   In the 'Classes you can enroll in' section, use the search bar to find the course you are interested in—you can search by Title or Course Number

4.   Click 'View Classes' to select the course you want to enroll in based on course date. Click on 'Enroll.'

5.   CONFIRM YOUR EMAIL IS CORRECT and enter any additional information on the enrollment sheet. IF YOUR EMAIL IS INCORRECT, make SURE you contact the instructor of the course. Not doing so may result in not receiving important information about the course.

Q: My supervisor just gave me a last-minute tasking and I may not be able to make the class next week. What should I do?

A: Students should disenroll/remove themselves from the roster if they are unable to attend scheduled training. This will allow wait-listed students to be added to the class. If you are unable to do so, the instructor may have 'closed' the class and you will need to contact him/her.

Q: What happens if I miss a class?

A: To help ensure full utilization of our in-house training resources, the E&TS establishes the following standards/policy on non-attendance (No-Shows):

•   Class rosters will be extracted 24 hours prior to class start date. Anyone whose name appears on that roster and does not arrive by the published start time of the class will be considered a "No-Show"

•   Supervisors may send substitutes from their organization. It is the substitute's responsibility to identify who they are replacing in the class

•   Supervisors will be notified by ETMS Web of a "No-Show" within 5 duty days from the completion of the class.

•   It is up to the supervisor to contact E&TS to correct any issues

Basically, if you know you must miss a class, let your instructor know as soon as possible. If you have a last-minute issue and/or can't find a substitute, contact your instructor. If you are running late, let the instructor know. And always make sure you are hearing from your instructor prior to the class—if not, they may not have a current email address for you, and you may not receive important class details (especially for virtual classes).

Q: I'd like to take a class in the catalog, but I don't see it offered in ETMS. Why is that?

        A: Much like college classes, some of our classes are offered every quarter, and others are only offered intermittently. Contact us at 937-904-4801 or 88fss.fsdet.training@us.af.mil

Q: Why am I receiving an 'assessment' after taking a class?

        A: Yes, you may receive a link to an assessment after taking one of these classes. This evaluation process completes the training and development cycle. Supervisors, employees, managers, and E&TS personnel evaluate training continually and use the information gained to:

•   Determine how well a specific training course/program has met its objectives

•   Determine whether there have been performance and productivity improvements

•   Formulate future plans for training and development

•   Provide information to HQ AFMC to improve management decisions and budget/program support

•   Compile reports that include narrative statements as to the value of training to the installation

Thank you in advance for taking 2-3 minutes of your time to help us improve our courses!

COURSE OFFERINGS

MICROSOFT COMPUTER CLASSES

A Day in The Life...Using Microsoft Office 365

Microsoft Excel 1

Microsoft Excel 2

Excel Data Analysis and Formulas

Microsoft OneNote

Microsoft Outlook

Microsoft PowerPoint 1

Microsoft PowerPoint 2

SharePoint Online Site Members

SharePoint Online Site Owners

Microsoft Teams

Microsoft Word Level 1

Microsoft Word Level 2

SOFT SKILLS CLASSES

AcqDemo–Writing for Professional Growth

Active Listening

Building a Culture of Trust

Business Etiquette Basics

Civilian Workforce Development Opportunities

Communication and Briefing Skills

Conducting Effective Meetings

Conflict Management in the Workplace

Creativity to Inspire Innovation

Delivering Effective Feedback

DPMAP–Writing for Professional Growth

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Emotional Intelligence: A Different Way of Being Smart

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Fundamentals of Team Building

Intro to Critical Thinking

Managing Learning Styles

Study and Test Taking Skills

Time Management: Concepts and Application

Understanding/Using the DiSC Personal Assessment Tool

Understanding Your Individual Development Plan (IDP); Taking Charge of your
Developmental Success

LEADERSHIP CLASSES

FranklinCovey Courses

    FranklinCovey: The 7 Habits of Highly Effective People 4.0

John Maxwell Leadership Courses

    5 Levels of Leadership

    Developing the Leaders Around You

    The 15 Invaluable Laws of Growth

    The 17 Indisputable Laws of Teamwork

    Learning the 21 Irrefutable Laws of Leadership

    The 360 Degree Leader

    Today Matters

    Winning with People

SPECIALIZED COURSES

Flight Leadership Course

Tactical Leadership Course

Microsoft Computer Classes

A Day In The Life...Using Microsoft Office 365

Course Number: MWECPS0009009SU   **Duration:** 2 Hours

Course Description: Introduction to using Microsoft Office 365. This course welcomes users of ALL skill levels. We explore accessing 365 productivity apps on-line, help users obtain a basic understanding of web/cloud-based Office 365 products, and offer tools to make your daily routine much more productive and effective.

Microsoft Excel Level 1

Course Number: MWECPS0009100SU   **Duration:** 4 Hours

Course Description: This course introduces the skills necessary for productive development of spreadsheets as well as to manage and enhance multiple worksheets, charts, files, and graphics. Students will explore the Excel environment; create simple formulas and copy and move data. The student will also learn how to work with ranges, format numbers, text, and cells, use the Office Assistant, page setup, AutoFormat, and Online help.

Microsoft Excel Level 2

Course Number: MWECPS0009200SU   **Duration:** 4 Hours

Course Description: In this course, the student will learn to manage data by use of advance filters. Students will complete activities enabling them to learn how to display data on spreadsheets using conditional formatting charts, advance charting features, and pivot tables.

Excel Data Analysis and Formulas

Course Number: MWECPS0009300SU   **Duration:** 3 Hours

Course Description: This instructor led course provides a hands-on approach to data analysis using Microsoft Excel. Participants will learn to create simple formulas, use range names, use of the auto filter, use financial functions, work with pivot tables, and understand worksheet protection.

Microsoft OneNote

Course Number: MWECPS0009900SU   **Duration:** 3 Hours

Course Description: This three-hour course is designed for users who take notes, create continuity books, document research, and use automated tools to organize and manage those documents. In this course, students will create, edit, organize, and enhance notes/documents and also integrate them with other applications using Microsoft OneNote.

Microsoft Outlook

Course Number: MWECPS0009800SU   **Duration:** 4 Hours

Course Description: This course will cover emailing basics including email etiquette. Students will use Outlook to compose and send email, schedule appointments and meetings, manage contact information, and schedule tasks. Students will customize the Outlook environment, calendar, and mail messages, and will also track, share, assign, and quickly locate various Outlook items. Best practices in use of folders and creation of rules will be shown to students so that they may effectively manage their emails daily.

Microsoft PowerPoint Level 1

Course Number: MWECPS0010000SU   **Duration:** 4 Hours

Course Description: In this course, the student will learn to create presentations, insert slides, format, and modify presentation slides, edit graphics, charts and navigate through a power point slideshow

Microsoft PowerPoint Level 2

Course Number: MWECPS0009700SU   **Duration:** 4 Hours

Course Description: In this course students will cover creating Charts, using tables, Smart Art, inserting photo albums, customizing presentations, applying special effects, setting up the slide show, expanding the slide show, and to a wider audience, editing the presentations by using the masters, creating custom charts, formatting charts, and exporting outlines.

SharePoint Online Site Owners Training Course/EIM

Course Number: MWECPS0008901SU   **Duration:** 8 Hours

Course Description: This 1-day course teaches how to do business as a Site Owner to include: Create and Manage Sites; Create and Manage Libraries; Item Level Permissions; Collaboration and Lists; Site Design; and Site Owner Settings and Resources. This class consists of step-by-step hands-on exercises and includes business rules, best practices, and application of functions.

SharePoint Online Site Members Training Course/EIM

Course Number: MWECPS0007900SU   **Duration:** 4 Hours

Course Description: Site Member Training Course is a 4-hour computer-lab class that provides hand-on training in the use of basic document management and collaboration functions. Major topics include navigation, create/upload/modify documents, lists, links, slide and picture libraries, communication, and tracking collaboration tools (e.g., Wikis, blogs, calendars, etc.). The training guide is organized in a logical flow of step-by-step illustrated instructions and incorporates concepts and explanations throughout.

Microsoft Teams

Course Number: MWEPDV0015050SU   **Duration:** 3 Hours

Course Description: This Introduction to Microsoft Teams training course prepares end-users for immediate and long-term success with MS Teams. The focus will be on attending and conducting meetings in the Teams application, though an overview on Teams basic functions including how to use teams and channels, persistent workplace chat, file storage, online conference meetings, and application.

Microsoft Word Level 1

Course Number: MWECPS0009400SU   **Duration:** 4 Hours

Course Description: This course will cover basic concepts required to produce various types of documents. Participants will utilize Word to cover basic skills including creating, editing, and enhancing documents using formatting and styles. Participants will build personalized efficiency tools using the Word environment to effectively create professional documents.

Microsoft Word Level 2

Course Number: MWECPS0009500SU   **Duration:** 4 Hours

Course Description: In this course, using best practices students will create, manage, revise, and distribute complex documents utilizing multiple tools in the Word environment. Students will also learn how to use items such as graphics and charts from various other applications to create professional documents.

Soft Skills Classes

AcqDemo–Writing for Professional Growth

Course Number: MWEPDV0015008SU   **Duration:** 2 Hours

Course Description: The CCAS stands for Contribution Based Compensation and Appraisal System of the Civilian Acquisition Workforce Personnel demonstration Project. The AcqDemo is a flexible and responsive personnel system designed to enhance the DoD's ability to attract, motivate, and retain a high-quality Acquisition, Technology, and Logistics workforce. This, 2-hour instructor led, writing course focuses on the CRI writing model (Contribution, Result, and Impact) which is used in the construction of contribution planning and employee appraisal statements.

Active Listening

Course Number: MWEPDV0001500SU   **Duration:** 2 Hours

Course Description: You will recognize listening and the importance of giving full attention to the speaker, describing the speakers message and point of view, seeking clarification so that you are able to repeat the message to the sender, and interpreting and synthesizing the message from others and responding appropriately.

Building a Culture of Trust

Course Number: MWEPDV0010500SU   **Duration:** 3 Hours

Course Description: This course gives the participant a concise definition of trust and how to achieve it. Participants will learn to improve communication and productivity by increasing their ability to develop, restore, and extend trust in their key relationships through effective communication.

Business Etiquette Basics

Course Number: MWEPDV0003700SU   **Duration:** 3 Hours

Course Description: Have you found yourself in a business situation in which you were not quite sure what to? Who do I introduce first at a business meeting? Is it 'ladies first' or 'rank first?' Exactly what does 'business casual' dress mean? At a formal dinner, what do you do with the four forks in front of you? Knowledge of business etiquette can help create a positive impression in social and business interactions. This knowledge will promote

effective communication, develop stronger networking capabilities, and provide respectful interactions with others of various backgrounds and positions.

Civilian Workforce Development Opportunities

Course Number: MWEPDV0013500SU   **Duration:** 2 Hours

Course Description: Interested in learning what is available for you at your current point of your career to help you develop and prepare for the next level? Join us for this 2-hour session provided by 88 FSS/FSDET Education and Training covering the various aspects and options of workforce development programs, courses, and opportunities provided from all levels to include the Air Force, AFPC, AFMC and down to the WPAFB level.

Communication and Briefing Skills

Course Number: MWEPDV0001100SU   **Duration:** 4 Hours

Course Description: In a blended-learning environment of self-paced learning and in-class live instruction participants will learn to communicate and form messages in a clear, concise, and succinct manner to ensure effective communication. While adhering to Air Force Handbook 33-337 Tongue and Quill accepted conventions, participants will practice speaking and writing clearly by preparing and delivering a speech and/or staff briefing. Each participant will gain a level of understanding by seeking input and validating written and verbal communication effectiveness throughout the class.

Conducting Effective Meetings

Course Number: MWEPDV0001000SU   **Duration:** 2 Hours

Course Description: This 2-hour course helps participants to understand the basic structure of an outstanding meeting–hard objectives, agendas, assignment of action items, and aggressive time limits. This allows "best practice" management techniques throughout the organization, as it focuses and conserves human resources as well as facilitating adherence to timelines and milestones set for mission accomplishment. Also assists in preparing staff and units to manage their own reduced resources, in order to achieve mission success.

Conflict Management in the Workplace

Course Number: MWEPDV0009601SU   **Duration:** 4 Hours

Course Description: Creative competition drives innovation; harmful conflict is the root cause of a toxic work environment. The class explores the differences between the two along with:

types of conflict, levels, sources, interpersonal tools to consider, approaches and a four-step model that guides re-establishing trust between parties. The class concludes with a group practical exercise.

Creativity to Inspire Innovation

Course Number: MWEMGT0005200SU   **Duration:** 3 Hours

Course Description: The National Defense Strategy calls for building "a more lethal, resilient, and rapidly innovating Joint Force." The Air Force 2030 Science and Technology Strategy aligns with this call, but it also requires transformational strategic capabilities that must be driven by scientific and technological advances. The question is, "How can we develop a community of uninhibited creative thinkers that lead us to significant innovations?" This instructor led course challenges this question by discussing cognitive capital, neuroplasticity, and a variety of ways for people to explore their creativity to enable innovation.

Delivering Effective Feedback

Course Number: MWEMGT0000900SU   **Duration:** 2 Hours

Course Description: Feedback is about performance improvement and is an active process between two people. During this two-hour course you will learn the importance for giving prompt feedback, be able to identify the four key principles of giving effective feedback and state the five stages of feedback. Participants will participate in role playing exercises to ensure that learning objectives are understood and can be applied.

DPMAP–Writing for Professional Growth

Course Number: MWEHRM0004043SU   **Duration:** 2 Hours

Course Description: DPMAP-Writing for Professional Growth provides writing assistance to employees under the Defense Performance Management and Appraisal Program pay plan to write better self-assessment performance statements. This 2-hour, instructor led, course attempts to dispel the confusion regarding the writing models used to address performance accountability. The course covers the SMART model (Specific, Measurable, Attainable, Relevant, Timely), and STAR Statements (Situation, Task, Action, Result) used in performance writing

Dynamic Team Building

Course Number: MWEMGT0005200SU   **Duration:** 4 Hours

Course Description: Discover how to build a team from the ground up! This instructor lead

course provides the guidelines for developing team mission statements, discusses Tuckman's theory of teambuilding, defines individual roles within a team and how to deal with team conflict. A fun and interactive course with many good ideas for anyone seeking to build or strengthen a team.

Emotional Intelligence: A Different Way of Being Smart

Course Number: MWEPDV0011500SU   **Duration:** 4 Hours

Course Description: Have you ever wondered why some people of high IQ flounder and those of modest IQ do surprisingly well? There is a reason for this…Emotional Intelligence. This course explores a different way of thinking about intelligence and how it can strengthen our personal and professional lives. Emotional Intelligence consists of self-awareness, impulse control, persistence, self-motivation, empathy and social dexterity. This instructor lead course explains the history and the science behind how we think. It also provides suggestions for improving Emotional Intelligence. Learning what scientists have discovered can make you happier, healthier, and more intuitive leading you towards a more intellectually enriched life.

Followership

Course Number: MWEMGT0007040SU   **Duration:** 2 Hours

Course Description: The path to strong leadership begins with followership. Most effective leaders worked hard becoming exemplary followers first. This course will introduce the five types of followers, how to promote your team to be effective followers, and how to improve on your own followership skills using the ten rules of good followership.

Fostering Collaboration

Course Number: MWEPDV0008300SU   **Duration:** 3 Hours

Course Description: To be successful, teams must adopt a "we will win" mind-set. Fostering Collaboration addresses how to build a climate of trust to facilitate work relationships. This instructor led course was derived from the highly acclaimed book: Leadership Challenge by Kouzes and Posner. The course provides practical application practices that can be adopted immediately to strengthen teams for success and growth.

Front Stage Customer Service

Course Number: MWEHRM0002400SU   **Duration:** 2 Hours

Course Description: This 2-hour instructor led course provides new employees with helpful strategies while working in the customer service industry within a military setting. Areas of focus are placed on Air Force Core Values, military customs, and courtesies, knowing your customer, professionalism, phone etiquette, conflict strategies, and alleviating stress. This quick paced and interactive course will demonstrate how to achieve great customer service.

Fundamentals of Team Building

Course Number: MWEMGT0005400SU   **Duration:** 3 Hours

Course Description: In this course participants will understand the importance of selflessness as well as the guidelines and structure of building an effective team.

Intro to Critical Thinking

Course Number: MWEPDV0015000SU   **Duration:** 3 Hours

Course Description: The human mind is built to think. Some of us do it better than others. Every one of us can learn how to think better. Critical thinking is thinking done with depth, clarity, logic, and precision. It attempts to connect patterns of information into patterns of thought, either to solve a problem, generate ideas, or come up with creative concepts. When thinking critically, viewpoints are examined, as well as the biases, data, and concepts driving the viewpoints. This instructor led course introduces critical thinking concepts and skills on which participants can build better thinking.

Managing Learning Styles

Course Number: MWEPDV0005900SU   **Duration:** 2 Hours

Course Description: Do you want to increase your learning ability? This instructor led course defines the generally accepted learning modalities known as VARK (visual, auditory, read/write, kinesthetic); originally presented by Neil D. Fleming of Christchurch, New Zealand and referenced in AFMAN36-2234 and AFMAN36-2236. This course demonstrates how to actively engage each type of learner to develop efficient work patterns thus increasing work production. This course is fun and interactive with many helpful tips for any style of learner.

Study and Test Taking Skills

Course Number: MWEADM1000100SU   **Duration:** 2 Hours

Course Description: This two-hour course will focus on easily applied techniques to

Increase personal abilities to test well. Attendees will learn to eliminate nervousness and incorporate methods that will improve test scores.

Time Management: Concepts and Application

Course Number: MWEPDV0012000SU   **Duration:** 4 Hours

Course Description: Time management is a misleading term. Time cannot be slowed down or sped up, however, what we can manage is how we use our time. This class covers concepts and application of personal mission statements, long and short-term planning, and daily decision making using the Eisenhower Matrix. Application of efficiently managing and processing information and tasks will be taught using the tools available in Microsoft Outlook.

Understanding/Using the DiSC Personal Assessment Tool

Course Number: MWEHRM0002300SU   **Duration:** 8 Hours

Course Description: The Dominance, Influence, Steadiness, Conscientiousness (DiSC) personal assessment tool is an instrument that increases communication and may build better teams. With increased collaboration and communication using the DiSC initiatives, teammates may: increase their self-knowledge by understanding how they respond to conflict, what motivates them, what causes them stress, and how they solve problems; improve working relationships by recognizing the communication needs of team members; facilitate better teamwork and minimize team conflict; develop stronger interpersonal skills by identifying and responding to customer styles; manage more effectively by understanding the dispositions and priorities of employees and team members; and become more self-knowledgeable, well-rounded, and effective leaders/followers.

Understanding Your Individual Development Plan (IDP); Taking Charge of your Developmental Success

Course Number: MWEMGT0001500SU   **Duration:** 2 Hours

Course Description: What's in your IDP? Do you know what your developmental goals are? Do you know what your functional goals are? If this is like a foreign language to you and you want to take control of your developmental success this is the course for you. This course will provide tips and recommendations for you to effectively work with your supervisor/employee to develop an Individual Development Plan (IDP). We will review and discuss the importance of short- and long-term goals, developmental goals, and institutional and functional goals using simple tools already available to you. Developing

these goals will help you grow not only in your current position but to be more viable in the future as your responsibilities grow.

Leadership Classes

FranklinCovey:

The 7 Habits of Highly Effective People 4.0

Course Number: MWEPDV0007200SU   **Duration:** 16 Hours

Course Description: This course provides a principle-centered framework for personal and professional effectiveness–increasing responsibility, purpose, productivity, restoring balance, and developing high-trust relationships.

John Maxwell:

5 Levels of Leadership

Course Number: MWEMGT0007004SU   **Duration:** 8 Hours

Course Description: John C. Maxwell inspires us for the journey through the five individual levels of personal leadership. John shares the added benefits of leadership at all of the levels, and outlines, step-by-step, how you can increase your influence with others while maintaining the constant motion and measurable progress of a leader.

Developing the Leaders Around You

Course Number: MWEMGT0007005SU   **Duration:** 8 Hours

Course Description: Supremely practical, this training kit is crammed with strategies that help you effectively transform your dreams into reality by building up your people. Emphasizing that your organization cannot grow until its members grow, Dr. Maxwell encourages you to identify and train potential leaders. You'll learn how to foster productive team spirit, how to make difficult decisions, what to look for in promising leaders, ways to nurture, encourage, and equip people, how to handle confrontation, and much more.

The 15 Invaluable Laws of Growth

Course Number: MWEPDV0015018SU   **Duration:** 8 Hours

Course Description: Embracing these fifteen laws will fill your vision with a clear picture

of your true passions and purpose–the true foundation for lasting personal growth. You will become more convinced than ever of the priceless value of intentional growth–and more motivated than ever to keep growing and never stop. You will quickly grasp how these invaluable laws can lead to success in every aspect of your life. You will see a clear path forward for growing in character, advancing in career goals, enriching relationships, and enhancing life-management skills.

The 17 Indisputable Laws of Teamwork

Course Number: MWEMGT0007003SU   **Duration:** 8 Hours

Course Description: In The 17 Indisputable Laws of Teamwork, Maxwell shares the vital principles of team building that are necessary for success in your business or organization. The 17 Indisputable Laws of Teamwork will empower you with the "how-tos" and attitudes for building a successful team.

The 21 Irrefutable Laws of Leadership

Course Number: MWEMGT0007008SU   **Duration:** 8 Hours

Course Description: In The 21 Irrefutable Laws of Leadership, John C. Maxwell combines insights learned from his 40-plus years of leadership successes and mistakes with observations from the worlds of business, politics, sports, and the military.

Learning the 21 Indispensable Qualities of a Leader

Course Number: MWEMGT0002600SU   **Duration:** 8 Hours

Course Description: In Learning the 21 Indisputable Qualities of a Leader Training Curriculum, John Maxwell paints the portrait of a real leader, highlighting the specific qualities required to spot leaders and become a better one yourself. Taking you and your team beyond the basics, John not only explains each trait, but offers practical, proven steps to successful application. Through this powerful learning tool, you and your team can work together to learn how to: Identify the qualities of strong leaders, Recognize the personal areas of strengths and weakness, formulate a plan for personal and team improvement, Recruit like-minded leaders to your team and develop each team member to the fullest potential.

The 360 Degree Leader

Course Number: MWEMGT0003100SU   **Duration:** 8 Hours

Course Description: Welcome to the 360° Leader. People who desire to lead from the middle of organizations face unique challenges. And they are often held back by myths that prevent them from developing their influence. Dr. Maxwell, one of the globe's most trusted leadership mentors, debunks the myths, shows you how to overcome the challenges, and teaches you the skills you need to become a 360° leader.

Today Matters

Course Number: MWEPDV0015017SU   **Duration:** 8 Hours

Course Description: In Today Matters, John Maxwell shows how thinking helps you gain an advantage. In this hands-on and inspiring course, he offers twelve daily practices to help you control your daily agenda, make time for people you love, and find success in your career. He discusses how thinking precedes positive results, how thinking will make you rise above your surroundings and help you create a life where you live according to your own terms.

Winning with People

Course Number: MWEPDV0013600SU   **Duration:** 8 Hours

Course Description: Some people are born with great relationship skills, but others have to work at learning how to improve this skill. In Winning with People, John has translated decades of experience into twenty-five People Principles that anyone can learn. Every section contains valuable principles that when put into practice, will help you develop essential relationship skills

Specialized Courses

Flight Leadership Course

Course Number: MWEMGT0007055SU   **Duration:** 32 Hours

Course Description: Flight Leader Course (FLC) is a 4-day orientation for new flight commanders or similar level leaders focused on leadership development and application at the unit-level. The course is designed to improve understanding of flight commander roles, duties, and responsibilities, increase proficiency in key flight-level leadership skills and behaviors, and orient flight commanders on unit policies, programs, plans, and procedures.

NOTE: Must be slotted for or newly awarded a Flight Commander or civilian equivalent position.

Tactical Leadership Course

Course Number: MWEMGT0000100SU   **Duration:** 16 Hours

Course Description: Tactical Leadership Course (TLC) addresses the tactical level of leadership, focusing on the fundamental leadership skills necessary in today's demanding military environment. In addition to course instruction, TLC is an excellent opportunity to network and interact with CGOs, enlisted members in leadership roles, and civilians from around the base. Courses are instructed by senior leaders (both active duty and civilian) or subject matter experts.