

Offutt AFB Professional Development Center Course Catalog



Register for Offutt PDC courses at <https://cs2.eis.af.mil/sites/er/0144/SitePages/Home.aspx>

Discover Your Leadership Voice (5 Voices)

2-3 times per year; 25 students per class

Length of Course: 3 hours

Instructed by a certified GiANT facilitator, 5 Voices is designed to help every individual discover their leadership voice and be empowered to use it effectively. Team and whole organizations can be transformed when everyone operates securely in their own voice and learns the voices of others.

First Term Airmen Course.

24 times per year/bi-weekly; 25 students per class

Length of Course: 5 days

Provides a structured first duty station professional development program, designed to transition Airmen from a training mindset to the mission-oriented environment. The first term airmen course reinforces lessons learned in basic military training and technical training to prepare Airmen for their role in supporting the mission. The course also provides Airmen a unique opportunity to further develop their warrior ethos and continued expeditionary mindset. All first term Airmen must attend the first term airmen course within 45 days of arrival to first duty station.

First Term Civilian Course.

4 times per year; 25 students per class

Length of Course: 1 day

Serves as an initial orientation to Team Offutt while offering professional development to new and seasoned civilian personnel. This course includes engagement with the Wing Leadership Team, mentorship from senior civilian, along with knowledge/skills for supervising both civilian and enlisted Airmen. A virtual heritage tour completes the course.

Flight Leader Course.

2 classes per year; 20 students per class

Length of Course: 2 days

Designed to educate our CGOs, S/NCOs, and Civilians that lead or are soon to lead at the flight level. Course includes education on some of the key agencies that personnel leading at the flight level will interact with most often. Participants experience engagement with the Wing Command Team during Q&A session and course mentorship by one of Offutt's Gp/CC and Gp/CC teams.

4 for Elite Four.

4 times per year; 25 students per class

Length of course: 1 day

This Airman Professional Enhancement Course is intended for any E1-E4 with more than 1-year of completion of FTAC, yet has not attended ALS. This PES offers Airmen 4 mini-courses that explore career development (retraining, commissioning, special duties etc), personal financial management, standards and conduct, and the leading key to success (*Get Gritty*). A first sergeant panel completes the course.

Emotional Intelligence 1&2

4 times per year; 25 students per class

Length of Course: 3-4 hours

This training defines Emotional Intelligence and highlights its importance in the workplace. EI/EQ is defined as an individual's ability to identify, evaluate control and express emotions. This course discusses the

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difference between having a high EQ vs. IQ and the positive/negative impact supervisors and managers have on an organization when one's EQ is not considered prior to placing them in certain roles. Communicating through Emotional Intelligence is the KEY to both personal and professional success. This course uses the EQi 2.0 model and interactive discussions, slides, and exercises to help facilitate the training.

Informed Decision Briefing

12 Sessions per year/monthly; 30 students per class
Length of Course: 1.5 hours

This seminar is an educational experience specifically designed to enhance one's knowledge of Air Force benefits, highlighted program requirements, and processes. The goal is to ensure personnel obtain the needed information in order to make the best decision for them, their family, and their subordinates as they come close to the end of their enlistment. All first term airmen and second term airmen are required to attend 12-15 months prior to their date of separation unless pending involuntary separation. Offered 9 Jul 0900-1030.

John Maxwell Leadership Series

12 Sessions per year/monthly;
Length of Course: 2-3 hours

In John Maxwell 360 Degree Leader (a 4 session series), participants discuss the myths often believed by those in the middle and the laws that make a great leader the principles that 360 Degree Leaders practice to lead up, lead across a lead down the organization. Dr. Maxwell believes that the greatest lessons we learn in life are from our losses. Everyone experiences loss, but not everyone learns from it. In Sometimes You Win-- Sometimes You Learn, Dr. Maxwell explores the most common lessons we learn when we experience loss. He then explains how to turn a set-back into a step forward by examining the elements that make up the DNA of those who learn.

Leading Airmen in the 21st Century

Quarterly; 35 students per class (open to all base personnel)
Length of Course: 2-3 hours

Instructed by one of Offutt's Family Advocates, Leading Airmen in the 21st Century explores good intentions and unintended consequences of parenting, education and culture shifts in our society. This cohort also includes topics such as Leading with Emotional Intelligence, Personal Effectiveness for Leaders, Working with Difficult People and Solving People Problems.

Money Talks

Bi-monthly; 35 students per class (open to all base personnel)
Length of Course: 2 hours

Money Talks is an interactive financial course designed for individuals seeking to grow their net worth exponentially, while maximizing military pay and benefits. Topics include the time value of money, budgeting, credit, debt management, investments, and TSP. In this special series, one enlisted member shares their experience on how amassing a net worth of more than \$500,000 over a 10 year period using enlisted pay/benefits; and more importantly, other Airmen can do the same. Course is complete with a live Q&A hosted by the accredited financial counselors.

NCO Professional Enhancement Course

2-3 Classes per year; 25 students per class
Length of Course: 3-5 days

This course is designed to augment and reinforce (not replace) information taught in Basic Military Training,

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ancillary training, PME and job experience. NCOPES is targeted for NCOs who have completed ALS at least three years prior and/or who have not yet attended the NCO Academy. Mandatory topics briefed include standards and discipline, enlisted force structure, senior leader panel, career progression, personnel programs, education initiatives and military writing; all taught by subject matter experts.

SNCO Professional Enhancement Course

1-2 Classes per year; 50 students per class

Length of Course: 3-5 days

This course is designed to augment and reinforce (not replace) information taught in Basic Military Training, ancillary training, PME and job experience. The course provides newly selected Master Sergeants with an in-depth view of their increased supervisory, leadership and managerial responsibilities. It also provides assistance in making the transition to SNCO status more effective. Mandatory topics briefed include: Airmen panel, counseling and mentoring, standards and discipline, enlisted force structure, senior leader panel, personnel programs, education initiatives, resource management, manpower process and military writing; all taught by subject matter experts.

Squadron Command Team Course

1-2 Classes per year, 20 students per class

Length of Course: 2-3 days

This course is designed to prepare FGOs and SNCOs to lead the squadron as future commanders and superintendents. Hosted by Wing Command Team, this course reviews programs ADAPT, A&FRC, Drug Demand and Reduction, Mental Health, SAPR and Traumatic Stress Response. Additional development topics include the wing's mission brief, managing unit budget, death in the command, communicating with today's Airmen/social media training, deployment readiness, handling discipline and legal matter. Course is completed WG/CC and WG/CCC leadership philosophies and priorities.

The Boiling Point

1-2 Classes per year; 30 students per class

Length of Course: 3 hours per session

An interactive, three part series, designed specifically for E-7s (E-7 selects) with less than 24-month time-in-grade. The Boiling Point: At 212 degrees water boils, but at 211 degrees nothing happens. TBP was developed as that metaphorical "one degree" difference. This course offers an opportunity to corral talent, educate, and unleash the power of connection to empower members to lead in a dynamic manner. TBP provides a foundational overview of the Enlisted Force Structure and topic synthesis through scenario driven training. Series include Balancing the People and Mission, Leading with Compassion and Leading Up, Down & Across. Course is complete with Words of Wisdom from a series mentor, a Senior Enlisted Leader.