

MANAGEMENT & SUPERVISORY TRAINING (MST)

Did you know the Ira C. Eaker Center's Civilian Leadership Development School (CLDS) now offers MST courses starting with level 1 up to level 5, depending on your role?

- **MST-1: Foundations of Management**
-Management principles such as leadership and communication.
- **MST-2: Supervisory Development**
-Skills for effective supervision, including coaching and performance management.
- **MST-3: Leadership Development**
-Leadership theories and skills development.
- **MST-4: Management Development**
-Advanced training in strategic planning and human resources.
- **MST-5: Executive Leadership Development**
-Designed for senior leaders, emphasizing executive skills in strategic planning and change management.



AIR EDUCATION & TRAINING COMMAND
Develop Airmen with the Competencies to Win the High-end Competition

FUNCTIONAL TRAINING

**What about functional training?
Will the AF help me with training costs?**

Yes, Your A1 manages training and civilian development initiatives, with a key focus on the Annual Civilian Functional Training. The focus identifies priority training needs in 1-3 levels for the Air Force civilian workforce, enabling effective resource allocations and justifying funding for training. Training efforts are aligned with organizational goals, enhancing performance and operational readiness within the Air Force. BL: Training is paid with AF Civilian Training funds.

For more information, contact your local Employee Development Specialist (EDS) today!

CONTACT US

- ✉ **HQAETC.A1DF.CivForceDev@us.af.mil**
- 🌐 **View our MilSuite page at: <https://www.milsuite.mil/book/groups/hq-aetc-civilian-force-development/overview>**



AETC CIVILIAN DEVELOPMENT PROGRAMS

Are you ready to invest in your professional future?

This pamphlet provides an organized and informative way to promote Civilian Development programs, enticing participants who want to unlock their potential and empower career growth in the Civil Workforce.

What's in it for you?

How about...

**Skill Enhancement
Network Opportunities
Enhanced Job Satisfaction
Potential Career Advancement,
just to name a few.**

AETC Coaching Program

A fantastic opportunity, wait no more! Did you know your AETC/A1 manages the command Coaching Program? Coaching aims to enhance leadership capabilities within AETC by focusing on the personal and professional development of its total force members through tailored coaching services. Coaching offers guidance in the following key areas: leadership development, career advancement, mental resilience, and work-life balance. Participants benefit from structured coaching sessions that promote personal growth, boost confidence, and improve leadership skills, ultimately leading to a more effective and cohesive force.

DAF CIVILIAN INDIVIDUAL DEVELOPMENT PLAN (IDP)

What's next for me? Individual Development Plans (IDPs) are mandatory for all civilian employees and aid in goal development, career planning, and enhancing job performance. They should be created alongside the annual performance plan and reviewed during feedback sessions. IDPs can be used to:

- Document professional goals
 - Outline training and development plans.
 - Align training with the organization's core values, mission, and vision.
 - Identify individual strengths and developmental needs.
- For best results, employees and supervisors are encouraged to use the automated IDP tool in MyVector.

AETC Civilian Development Program

Supervisors and leaders play a vital role in overcoming challenges in AF operations by fostering employee development, especially through the Civilian Development (CD) Annual Nomination Calls. The CD portfolio includes five categories: Professional Military Education (PME), Academic, Fellowship, Experiential Assignment/Program, and Leadership Seminars/Short Courses. These initiatives are aligned with the DAF's institutional competencies to prepare Civilian Airmen and Guardians for leadership positions and help them adapt to ever evolving environments. Please don't delay, check out the link below now! For more program details, please visit MyFSS Civilian Force Development website at <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?xid=13085>

AF Mentoring Program

What if I want to pair with an experienced mentor, for guidance and growth?

The AETC Mentoring Program is designed to support the professional development and growth of Air Force personnel by fostering meaningful mentor-mentee relationships. Its goal is to enhance career progression, leadership skills, and personal development through guidance and support from experienced Air Force employees. Overall, the program aims to create a supportive environment that facilitates the professional and personal development of its members, thereby contributing to a more capable and resilient force.

Where do I start?

MyVector serves as an enterprise solution designed to help the Air Force achieve its goal of providing all Airmen with a standardized process for career development and mentoring.

For more information, please visit the MyVector website: <https://myvector.us.af.mil/myvector/PublicHome/NoticeAndConsent?logout=False>