



# New Manager Course

## Course 1 of 2 Managerial Development

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

This course fulfills a federally-mandated requirement for all first-time managers of civilian employees!

*Learn about leadership topics mandated by the Department of Defense!*

The New Manager Course (NMC) 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 first-time 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 sound 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 have the ability to take an optional test before training (TBT) known as the optional "challenge exam" at the beginning of the course. Students who are successful in this attempt will receive completion credit for the course with no further requirements in the LMS.

**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 optional instructor-led online webinars delivered on a web conferencing platform. There will also be discussion boards in several modules where students respond to questions and/or post their findings/results depending on the assignment. Students interact by responding to one another's posts.

#### Additional developmental courses we offer

##### Supervisory:

New Supervisor Course (NSC)  
Experienced Supervisor Course (ESC)

##### Managerial:

New Manager Course (NMC)  
Coaching for Leaders

##### Executive:

SES Supervisor Course



#### 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.milsuite.mil/book/docs/DOC-704960> (A CAC is required).

**Note: New managers who do not have credit for NSC in their records will need to pass a supervisor skills assessment. This assessment will be offered to you at the beginning of NMC. Those who fail to pass will not have credit for NSC in their records will be noncompliant and required to take the NSC prior to or following NMC.**

Mr. Barry Waite; Director, DAFCS

Dr. Mark Logan; Faculty director

Mr. Robert Russell; Course Director

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