



New Supervisors Course

Course 1 of 2 Supervisory Development

Do You Need to Complete Mandatory Supervisor Training?

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

Learn about leadership topics mandated by the Department of Defense!

The New Supervisor Course (NSC) 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 supervisors of civilian employees to complete within one year of becoming a supervisor. The course covers topics mandated by the Department of Defense (DoD) Supervisory Learning and Evaluation Framework. It gives supervisors of civilian employees a sound foundation in supervisory skills and 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 "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.

Additional developmental courses we offer

Supervisory:

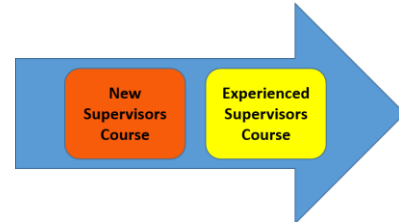
New Supervisor Course
Experienced Supervisor Course

Managerial:

New Manager Course
Coaching for Leaders

Executive:

SES Supervisor Course



Supervisor Development

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

Send email inquiries to:

EAKERCENTER.nsc.OrgMailbox@us.af.mil

To register, please follow the instructions provided at:

<https://www.milsuite.mil/book/docs/DOC-704960> (A CAC is required).

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