



# Experienced Supervisors Course

## Course 2 of 2 Supervisory Development

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

This course fulfills a federally-mandated requirement for all supervisors of civilian employees who have completed the New Supervisors Course!

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

The Experienced Supervisor Course (ESC) 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 satisfies the federal requirement for supervisory refresher training at least once every three years after completing the initial supervisory courses and is required for civilian supervisors with supervisory code 1, 2, & 4 as well as military supervisors of Air Force federal civilian employees. The course covers topics mandated by the Department of Defense (DoD) Supervisory Learning and Evaluation Framework.

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:**

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 a window of up to 90 days to complete a Supervisory Refresher Assessment (SRA) that assesses supervisory knowledge and self-reported skills. The number of actual days will be dependent on the date the student registers for the course as it relates to the published start date of the 90 day window.

**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.**

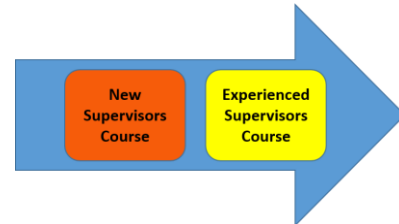
The major areas covered in the SRA are listed in the DoD Framework Outcomes to the right. Students who complete the first three sections of the SRA with a 70% or higher on each section will have met ESC requirements and be excused from the fourth section. Students who complete all sections of the SRA but score less than 70% on any graded assignment will be required to attend the one-time educational review webinar. The schedule for these webinars will be published in the syllabus of the course. Students who meet all SRA requirements are encouraged to attend the educational review webinar.

#### **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.ecpd.usafrc@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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