MENTORING

It's all about you: what you want, what you need, and what you can share!

Mentoring is a type of professional relationship in which an individual with greater wisdom and experience guides another person toward further development personally and professionally. The Air Force mentorship program is not created to help promote an individual, but rather is designed to help Airmen develop their potential regardless of rank or grade. Supervisors play an essential role by providing an environment where personal development is recognized as being essential for their people.

There's even more mentoring information on the new Year of the Supervisor web site on MilSuite.
https://www.milsuite.mil/university/fspds-orientation/.

Mentoring on MilSuite

Training Opportunities

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Training Opportunities

The COVID-19 pandemic of 2020 has created many disruptions as well as a vacuum for some employees. However there are opportunities not available in normal times when many personnel do not have the time to pursue education, training, and other developmental opportunities. Use this opportunity to pursue one or more of the following:

1. Visit MyVector, register, and request (and/or) become a mentor
2. Employee/Supervisors should discuss (telephonically, e-mail, Chat, Zoom) applicable courses they can complete via ADLS, SkillSoft, My Vector, DAU, or other training and learning management systems.
3. Prepare for the next year. Develop IDP and performance plans for the next rating period.
4. Ancillary Training. Do it now. ADLS is up and running for those with access. For those without visit the DISA site at: https://public.cyber.mil/training/cyber-awareness-challenge/ and select the training drop down at the top of the page.
5. Register for a class via DL.   Civilian Tuition Assistance is available, but there is also a host of free courses available from Air University.
6. Develop supervisory skills (or prepare to become a supervisor). Visit and register at: https://www.milsuite.mil/university/fspds-orientation/

There are challenges to be overcome. Many systems are limited to DOT MIL access but some are accessible from home computers, smartphones, or tablets. Even when employees do not

have access to a DOT MIL computer, using Zoom or other virtual capabilities and other virtual tools may facilitate group learning opportunities. So when you get back to work what will your story be? Will you have capitalized on this time or missed a great opportunity?

SkillSoft and You

The Covid-19 crisis has resulted in many of us working safely and securely from home. This has created the rare chance for many of us to participate in professional development and training we may not have made time for in the past. SkillSoft, a global leader in corporate training, provides the Air Force with an e-learning management system that helps take advantage of this opportunity. It offers a large system of courses, books, videos, job aids, course content and AF custom courses. The AF SkillSoft courses are no cost opportunities available to all regular AF military members, Air Force Reserve, Air National Guard, and civilians of all pay schedules, including non-appropriated funds (NAF) employees. Contractors may also be eligible, but are limited to certain custom courses. Whether you are looking to meet a certain training requirement or just learn something new during the "new normal", check out what the SkillSoft AF e-learning system has to offer at https://usafprod.skillport.com/. The SkillSoft platform requires a CAC.

SkillSoft's Bootcamps are also available! They mirror the personalized classroom experience with a virtual environment. Learners get advice from instructors and can chat in real time and work through issues with other learners in the session. Instructors provide helper and source files during the session for a personal touch. The bootcamps cover Project Management Professional (PMP), Certified Information Systems Security Professional (CISSP), CompTIA Project, CompTIA Security+, VMWare 6.5, Agile, and more. Bootcamps are 2 to 5 live sessions offered in one week and last anywhere from two to four hours per session. Check the calendar for upcoming bootcamps at http://calendar.SkillSoft.com.

RedVector Pilot

AF/A1DI and the AF/A4C Civil Engineering (CE), in partnership with Enterprise Training Solutions, are pleased to announce the roll-out of a pilot study using RedVector to gage broader applications of this training tool. RedVector is an e-learning resource with nearly 3,000 courses to meet job-mandated training requirements and maintain professional credentialing/licensing at low or no-cost to the Air Force. They can be accessed from home via PC and without VPN access or a CAC card.

At this time, participation is limited to civilian GS, Federal Wage Grade, AFIMSC, Air Force Reserve, and Air National Guard employees who are members of the Civil Engineering community. We hope the study will pave the way to open RedVector to other career fields in the future. The test pilot will run until 30 September 2020. Each participant is allotted 5 hours of mandatory job training with supervisor approval. Non-mandatory course requests and additional training hours may be considered on a case-by-case basis. Please contact Erica Hutchings in AF/A1DI (erica.m.hutchings.civ@mail.mil) for more information on how to participate.

Executive Development - Treasury Execution Institute (TEI) Coaching Opportunity for GS-14/GS-15's and Equivalents

TEI publishes a monthly training schedule addressing topics from Leadership to Data Analytics for Leaders. Professional one-on-one coaching services are also available regardless of your duty location. Coaches are partners who help people perform and become their absolute best. In the coaching relationship the individual being coached is the expert in defining what they want and what works best for them. The coach is the objective observer, helping individuals identify options they may not have considered, habits, or biases that get in the way of achieving their goals. The coach is also the catalyst supporting the individual in taking action, trying new strategies, finding new tools, and holding them accountable to their action plan.

Topics included for this type of coaching include:
   • Achieve professional goals by advancing to the next step;
   • Develop leadership attributes and behaviors of empathy, self-disclosure, active listening, and giving and receiving feedback (emotional intelligence);
   • Solve individual leadership challenges;
   • Excel in self-awareness and self-management;
   • Gain clarity in decision making and purpose; and
   • Review 360 feedback results.

Services are negotiated and delivered with maximum flexibility to suit you and/or your organization's requirements and circumstances. Sessions can be in-person or over the phone. During each session, the coach listens, asks questions, motivates and provides honest feedback to help you identify and clarify your vision, goals, strategies, plans and solutions. Clients sign up for a 6-month agreement, which can be shortened or lengthened depending on their need. To request a coach, complete and submit the Request a Coach form to Coaching-Services@Treasury.gov.

There are also courses tailored to the current COVID-19 pandemic and 360 degree feedback sessions are periodically available. All TEI offerings can be effective tools in your professional development. Register today and consider adding some of these courses to your Individual Development Plan (IDP).

The process for registering for an account is provided in MyPers Answer ID: 34423, which can be accessed at https://mypers.af.mil/app/answers/detail/a_id/34423 or by searching in the MyPers Answers search tool for article 34423.

2020 Changes to by-law Managerial & Supervisory Training (MST) Courses

Significant changes have been made to Eaker Center MST courses! Enhancements were made to increase course completion efficiency and create an improved course experience. Previously, the course was a five week, rigid schedule requiring student participation at specific times during the duty day. Rigidity in course delivery resulted in students dropping the course due to mission and/or personal reasons. The updated 90-day course format has changed from an instructor-centric format to a student-centric format. Curriculum was converted to a 100% self-paced format, which gives students the ability to attend optional online webinars and instructor interaction sessions. Opening a 90-day window also allows students to remain in

course rather than dropping it due to TDY, mission, or short-term health issues. Additionally, registration date restrictions are eliminated. Registration is available at any time during the 90-day course window if seats are available, with the understanding that the course has a firm end date and students must complete work prior to end date. Another new feature is a "Test-Out-Option". Supervisors/Managers who pass the Test-Out-Option, or finish the self-paced course quickly, will generate available seats for students on the standby list to enter a course after the start date.

For more information on the MST program or fact sheets on topics that include registration through the AU Portal and the individual courses offered, please visit the website at: https://www.airuniversity.af.edu/Eaker-Center/AFCS/Supervisor-Manager/.