

Leadership Pathways

Course Catalog

NOTE: Work centers can request most trainings be taught at the work place and some allow for tailoring the time to fit with-in work center work schedules. If you think your colleges would benefit from a class but can't get away call and work with the POCs to get the training brought to you. Some class size requirements will have to be met i.e. the number of students being taught.

Airman & Family Readiness Center (A&FRC) (402-294-4329)

Register through the Leadership Pathways website or call to register.

The center is located in Building 323C Room 206.

1-2-3 MAGIC

Length of Course: 3 hours

Course Description: A parenting program designed to provide effective discipline for children 2-12. The class offers easy-to-follow steps for disciplining children without yelling, arguing or spanking. You will learn ways to STOP obnoxious behavior, deal with the SIX kinds of testing and manipulation, and handle misbehavior in public. This class is cosponsored with Family Advocacy.

A SALUTE TO SMART INVESTING

Length of Course: 3 Hours

Course Description: This course explains the keys to financial success that are useful to beginner or veteran investors. This program provides an overview of savings, using credit wisely, basic investing strategies, types of fraud, and danger signs that all investors should be aware of.

CAR BUYING STRATEGIES

Length of Course: 3 Hours

Course Description: Are you planning to buy a car soon? What can you afford? What style car is best for you? Do you know the "tricks of the trade?" Learn the techniques of negotiating the best price possible on a new or used car. The class will cover how to take the stress out of vehicle negotiations, negotiating the best price, and selecting the best value.

GROWING YOUR MONEY

Length of Course: 2 class sessions over two consecutive Tuesdays, 3 hours each session

Course Description: The workshop is designed to help people realize their dreams by learning the financial skills necessary to maintain a spending plan, use checking and savings accounts, and build or repair credit.

HEART LINK

Length of Course: 7.5 Hours

Course Description: This exciting program is for spouses that are new to the military or new to the area. Heart Link increases spouse awareness of the installation mission, customs, traditions, protocol, support resources, and available services. Class is from 0830-1530, and includes free lunch and childcare. Seats are limited.

HOME BUYING WORKSHOP

Length of Course: 3 Hours

Course Description: Are you considering buying a home? Do you know the advantages/disadvantages of homeownership? Can you afford a home? Where do you start with credit and financing? How will my credit scores

affect my ability to get a loan? How do I choose a realtor? Getting a home inspection. Covering closing cost. For answers, attend the workshop.

MARKETING YOURSELF THROUGH SOCIAL MEDIA

Length of Course: 2 Hours

Course Description: Learn what social media is, different the types of social media, and in-depth walk through of establishing a LinkedIn profile. Primary focus will be building and utilizing LinkedIn to further your career opportunities, build a network, and understand how to market yourself through social media.

PARENTING WITH LOVE AND LOGIC

Length of Course: 3 hours

Course Description: A parenting program designed to provide the love and logic formula to raising responsible kids. This class is cosponsored with Family Advocacy.

- **Identify** the four steps to responsibility
- **Recognize** who has the control
- **Offer** appropriate choices in order to share the control
- **Identify** if the problem belongs to the child or parent
- **Set** limits
- **Use** empathetic responses
- **Design** consequences and strategy for resolving a problem situation or behavior

PREVENTION AND RELATIONSHIP ENHANCEMENT PROGRAM (PREP)

Length of Course: 8 hours through the 1-day program or 4-week series, 2 hours each session

Course Description: Wanting more from your marriage or relationship? Attend this program to learn relationship skills to improve communication, enhance intimacy, work as a team, increase happiness, and decrease stress. This class is cosponsored with Family Advocacy.

RELOCATION FAIR

Length of Course: 3.5 Hours

Course Description: Assists families to plan for their upcoming PCS move. Information on major considerations that you and your family should discuss prior to your move to address possible loss of income, transferring banks, turning off utilities, moving out of housing to filing a claim and your military pay while in PCS status.

RESUMÉ WORKSHOP (ALSO FOR SPOUSE/DEPENDENTS)

Length of Course: 3 Hours

Course Description: This workshop introduces the basics of resumé writing by evaluating several resumé writing styles. The workshop provides instructions to assist in creating a resumé and provides information and techniques on current resumé trends. Individuals learn to present their knowledge/ experience to an employer with one purpose in mind an invitation to the interview.

SSTaR: Skills, Strengths, Techniques and Resources

Length of Course: 3 Hours

Course Description: This program introduces three positive psychology constructs designed to enhance personal wellbeing, a readiness to change and further intervention services.

- Signature Strengths
- Affect Regulation
- Acceptance/Gratitude

DITCHING THE DORMS

Length of Course: 2 -5 hours

Course Description: Provides tips and information on how to prepare for your move out of the dorms. Topics include financial readiness, initial cost, rent/lease, furnishing, and insurance.

BUNDLES FOR BABIES

Length of Course: 2 hours

Course Description: Co-sponsored by Family Advocacy for expectant parents in the second or third trimester. Covers health & financial issues. Participants receive a gift card after class.

EXCEPTIONAL FAMILY MEMBERS PROGRAM (EFMP)

Length of Course: 2 hours

Course Description: An orientation to and through the EFMP world. Come learn about the different branches of EFMP, enrollment, reassignments, respite care and all of the programs this area has to offer. We will discuss upcoming events that are unique to Offutt and there will be time for Q&A. This course is especially important to attend if you are newly enrolled in EFMP or new to Offutt, but it's also beneficial for our seasoned Offutt families to come get a refresher course and meet some new faces.

FEDERAL JOB SEARCH

Length of Course: 3 hours

Course Description: Learn techniques for searching federal jobs and writing your federal resume for self-nomination.

HOLIDAY SPENDING

Length of Course: 1 hours

Course Description: Designed to help attendees plan for the added expenses of holidays and special events and to develop strategies to avoid overspending and accumulating excessive debt. Learn techniques for searching federal jobs and writing your federal resume for self-nomination.

INTERVIEWING WORKSHOP

Length of Course: 1 hours

Course Description: Land that dream job to learn the basic steps on how to prepare for the interview and identify the types and stages of the interview process

KEY SPOUSE TRAINING

Length of Course: Initial training is a two part evening workshop, 3.5 hours each

Course Description: Initial Key Spouse/Key Spouse Mentor training utilizes 8 core modules in standard Air Force Key Spouse training curriculum. This fulfills the mandatory training requirements for newly officially appointed Key Spouses and Key Spouse Mentors

MILITARY RETIREMENT LEGACY vs BLENDED RETIREMENT SYSTEM

Length of Course: 3.5 Hours

Course Description: Financial preparation for military retirement. This financial workshop is designed to aid the attendee in developing their investment strategy and understand the new military BRS retirement plan.

PAYING FOR COLLEGE

Length of Course: 1 Hours

Course Description: Provides information on funding higher education, focusing on financial air resources and college savings plans.

PAYING FOR STUDENT LOANS

Length of Course: 1 Hours

Course Description: Intended to provide awareness of student loan debt management and how learners can improve their current financial situation.

PERSONAL FINANCE 101

Length of Course: 3 Hours

Course Description: Provides information and basic education on personal finance. Class will cover consumer behavior, basic money management, savings, and insurance.

RAISING FINANCIALLY FIT KIDS

Length of Course: 1 Hours

Course Description: Financial Readiness course is designed to help parents learn how to teach their children sound financial management skills.

TSP MADE EASY

Length of Course: 3 Hours

Course Description: Provides an overview of Blended Retirement System (BRS) and Thrift Savings Plan (TSP).

3 TO GO, ACT NOW

Length of Course: 4 Hours

Course Description: If you are planning to separate or retire within 3 years, come to this new workshop! Ensure you are educated and prepared to make this transition smooth. Agencies will be available to answer your questions to include Veterans Affairs, Tricare, education, and the transition process.

Chapel (402-294-6244)

Classes offered at the Marriage & Family Ministry Center (Building 53).

Register by contacting the Chapel directly.

LUNCH & LEARN

Length of Course: 1 hour

Course Description: Various instruction/discussion for Airmen and their families and/or dependents. Classes include topics covering: personal and family resilience, healthy marriages, effective parenting, dealing with stress/depression and spiritual renewal/awareness.

FINANCIAL PEACE MILITARY

Length of Course: 9 Week

Course Description: Financial stewardship program.

55th Wing Equal Opportunity (EO) (402-294-3709)

Located next to the Parade Grounds with Public affairs; please arrive 10 min early.

Register by contacting Equal Opportunity directly.

ALTERNATIVE DISPUTE RESOLUTIONS

Length of Course: 5- 60 Minutes

Course Description: The Air Force chose Mediation as a neutral process to address and resolve workplace disputes, grievances, and EO complaints. This course explores the benefits gained by using a trained neutral mediator to help open lines of communication previously closed. This informal and confidential program can help resolve issues at the lowest possible level without fear of reprisal. Slides and interactive discussions help facilitate this training course.

DEVELOPING THE FRONTLINE SUPERVISOR

Length of Course: 1 Hour

Course Description: Interactive participation is the focus of this group-style training. A non-attributive & controlled environment encourages attendees to discuss attributes of effective leaders and obstructions to effective leadership. This training defines, discusses & highlights the negative impact on Airmen in the workplace when ineffective leadership persists. Attendees will be better equipped to address/neutralize unprofessional behaviors by peers & leaders. Basic knowledge & respect is the key to unlocking barriers to C.A.R.E. (Communication, Attitude, Referent Power & Empathy). This course uses interactive discussions, role-playing and slides to help facilitate training.

DIVERSITY

Length of Course: 1-2 Hours

Course Description: This training focuses on inclusion in the workplace and valuing differences. We discuss the reasons to celebrate diversity and highlight contributions each person makes towards mission accomplishment. Diversity training looks at the positive steps each person can take to contribute toward greater employment opportunities for minorities, females, the elderly, and the disabled. In federal employment, extra effort must be made to include qualified women, minorities, employees 40+, and the disabled at grade levels and in job categories where they are under represented. This course uses interactive discussions, slides, and exercises to help facilitate this training.

EQUAL OPPORTUNITY & TREATMENT (EOT)

Length of Course: 5, 15, 30, 60, and 120 minute sessions

Course Description: This interactive training takes a proactive approach to educate civilian & military personnel on what constitutes discrimination in regards to the protected classes of race, color, religion, sex, national origin, age, disability & reprisal. In addition to Title VII complaints processing, EO Counselors work with managers and employees to create a harmonious work environment that is free from discrimination. Our goal is to ensure fair and equitable treatment is provided to all personnel.

NOTIFICATION AND FEDERAL EMPLOYEE ANTIDISCRIMINATION AND RETALIATION ACT OF 2002

Length of Course: 1 Hour

Course Description: This training is mandated for all Federal employees to inform them of the rights, remedies and protections available to them under Federal antidiscrimination and whistleblower protection laws IAW Public Law 107-174, Title I. Slides and interactive discussions are used to help identify and demonstrate various issues covered under the No FEAR Act.

RESPECT IN THE WORKPLACE

Length of Course: 15, 30, 60, and 120 minute sessions

Course Description: This training defines what a professional workplace should look like when referencing EOT. The course discusses how each person has a right to come to work without feeling as if they have to endure unprofessional behavior in their workplace because "that's how it's always been." Role-playing and interactive discussions help facilitate the importance of creating a professional workplace.

RIGHTS & RESPONSIBILITIES

Length of Course: 2 Hours

Course Description: This training takes a look at the history of Equal Opportunity, discusses contemporary EEO issues, and defines rights afforded to each Federal employee regarding EEO policy. Communication is the key in ensuring each person takes an active role and responsibility to ensure the EOT program works effectively and equitably for everyone.

This course uses slides and interactive discussions to help facilitate the importance of rights and responsibilities available in an organization.

PREVENTION OF SEXUAL HARASSMENT

Length of Course: 30 and 60 minute

Course Description: This training defines and explores general employment-related sexual harassment issues. We discuss the definition of sexual harassment as it is legally defined by the Equal Employment Opportunity Commission (EEOC) and provide examples of how sexual harassment may appear in the workplace. This training also outlines steps that should be taken when reporting sexual harassment and preventive measures that should be taken to eliminate on the job sexual harassment. This course uses slides, role-playing, and interactive discussions to help identify and demonstrate sexual harassment issues.

TEAM BUILDING

Length of Course: 2 and 4 hour

Course Description: Teambuilding is a creative, fun way to enhance your team's cohesion and mission effectiveness. Teamwork depends on the successful integration of diverse skills, interests, and efforts. The 55th Wing Equal Opportunity office presents team-building techniques for a changing environment. The heart of the learning experience lies in the success of exercise processing and therefore requires participants to be highly interactive! A few benefits gained by using a teambuilding session include:

- Encourages team members to closely examine how they work together
- Establishes action plans for implementation of more effective ways of cooperation
- Builds/restores trust, commitment and confidence within the organization
- Portrays ideal ways of collaborating
- Explores team weaknesses

STRATEGIC MESSAGING (SM)

Length of Course: 2 hour

Course Description: This form of ADR requires Strategic communication which can mean either communicating a concept, a process, or data that satisfies a long term strategic goal; requires coordinated actions and efforts at all levels. Leadership should be speaking the same language, giving the same message when it comes to accomplishing organizational goals. The lack of a clearly identified goals or missions leads to ineffective communication and low unit morale. SM is a great way to improve overall communication within an organization.

THE 4 LENSES OF LEADERSHIP

Length of Course: 2-3 hour

Course Description: The 4 Lenses course involves participants utilizing the assessment tool to discover the components of their unique, individual personality spectrum, exploring the world of temperament, and applying the knowledge gained in order to enhance their leadership skills. This proven personality assessment instrument, created from the research of the Myers Briggs's Personality Indicator, helps organizations build a solid understanding of the inherent talent and potential of its individuals. This course uses interactive discussions, role-playing, and slides to help facilitate training.

STRESS AND CONFLICT MANAGEMENT

Length of Course: 1-2 hours

Course Description: This new & interactive training takes a practical approach to examining how day-to-day stressors can impact us in the workplace. The training looks at 5 points to combat work center stress that arms attendees with tools to take charge of manage their own emotions.

UNCONCIOUS BIAS & THE WORKPLACE IMPACT

Length of Course: 2-3 hours

Course Description: Biases...we all have them! Bias is defined as prejudice in favor of/against one thing, person, group, etc. compared with another; usually in a way considered to be unfair. This new Air Force level training will cause you to take an introspective look at yourself and see if your actions positively or negatively impact the workplace. In a non-attributive environment, this training is great for developing inter-office discussions regarding current culture and climate topics. Additionally, attendees can learn how to identify their thoughts & tendencies and look at other teammates in a different light. Each person can enhance their mission by taking personal ownership of how they view and interact with others regardless of their affiliation. This course is guaranteed to leave attendees wanting more. This course uses interactive discussions, role-playing, and slides to help facilitate training.

Health Promotion (HP) (402-294-5977)

Located attached to the east side of the field house; please arrive 10 min early.

Register by contacting Health Promotion directly.

DEFLATING ANGER (Part 1)

Length of Course: 2 Hours

Course Description: An insightful class designed to help you obtain better outcomes with activating events.

DEFLATING ANGER (Part 2)

Length of Course: 2 Hours

Course Description: An interactive class providing you more in-depth guidance and discussion on obtaining better outcomes with activating events.

EATING, EXERCISING & THRIVING (Part 1)

Length of Course: 2 Hours

Course Description: Instructional class providing nutrition, fitness & behavior change strategies for successful weight loss & healthy lifestyle.

EATING, EXERCISING & THRIVING (Part 2)

Length of Course: 2 Hours

Course Description: Interactive class providing further nutritional, fitness & behavior change guidance.

FITNESS ASSESSMENT SPECIFIC TRAINING (F.A.S.T.)

Length of Course: 1 Hour

Course Description: F.A.S.T. provides evidence based strategies & programs to improve running, push-up and sit-up ability.

MASTERING MOTIVATION

Length of Course: 2 Hours

Course Description: An uplifting class providing inspiration & guidance to become a high achiever. Applicable to any goal, dream, wish or desire you have.

SLEEP IS KING

Length of Course: 90 minutes

Course Description: Provides acute insight & strategies to improve sleep and mitigate fatigue.

STRESS TO STRENGTH

Length of Course: 2 Hours

Course Description: Provides a revolutionary new approach to flipping stress so that you can not only get out from underneath it, but thrive despite of it.

EMOTIONAL CONTROL

Length of Course: 2 Hours

Course Description: Unveils an amazing, systematic process for developing control over Emotions and Impulses such as Anger, Sadness & Insecurity. Sure to make a difference in your performance, relationships and overall happiness.

COMMISSARY SMART SHOPPING TOUR

Length of Course: 1 Hours

Course Description: A 1 hour interactive tour of the food sections of the Commissary to learn healthy eating options and strategies to navigate the store wisely. (Meets at the Commissary Front Entrance) (Eating, Exercising & Thriving 1 & 2 Class Recommended Prior)

EXERCISE MODIFICATION (FOR INJURIES)

Length of Course: 1 Hours

Course Description: Educates participants on safe and clever ways to keep exercising even while nursing injuries. (No Exercise Clothes Necessary)

BREAKING THROUGH PAIN

Length of Course: 1 Hours

Course Description: For Chronic Pain Sufferers, provides awareness to items under direct control to lessen pain and science based strategies to improve pain tolerance.

AGING GRACEFULLY

Length of Course: 1 Hours

Course Description: An eye opening class addressing new and special guidance on Physical & Mental Health concerns for the aging mind & body. It's never too late to start living your best life.

Professional Development Center (PDC) (402-232-3778)

Located in Building 323C Room 120.

Register through the Leadership Pathways website or the Professional Development Center.

11 HOURS OF POWER

Length of Course: 1.5 days (11 hours)

Course Description: This course is for those in the ranks of E5/E6, designed to increase the leadership skillset. The course covers leadership building topics, such as: understanding 'Disciplinary & Administrative' processes, taught by our 1Sgts; 'Board Score 101' to educate those TSgt's preparing for their first board; 'Effective Bullet Writing' taught by the Top III, and other subject matters created to make you a better NCO. This course is open to military members only.

360 DEGREE LEADER

Length of Course: 4 class sessions, each session 2-3 hours

Course Description: John Maxwell discusses principles of being a leader for any level within the organization. You will learn how to: build trust through personal integrity, prioritize, create positive change and understand the process involved, how to develop and lead your peers, subordinates and influence your leaders. This class is hosted by the Top 3 PDC committee and open to military members only.

AIRMAN PROFESSIONAL ENHANCEMENT COURSE

Length of Course: 2 days

Course Description: APEC is a 2-3 course designed for Airmen with at least one year out of FTAC but have yet to attend ALS. The course focuses on building resilient and mission ready Airmen, with a focus on career progression, standards & discipline, AF Writing, Communication and Team Building exercises. The course is hosted by the 5/6 Network and open to military members only.

BALANCED FOR EXCELLENCE

Length of Course: 90 minutes

Course Description: This course is designed to help you grow professionally and personally. We will examine the Whole Airman Concept and connect it to our third core value "Excellence in All We Do". We will share tips for success by investigating the "2-10-5-7" philosophy presented by CMSAF #18 CMSgt Kaleth O. Wright as well as other sage advice from other great leaders throughout our AF.

CGO PROFESSIONAL DEVELOPMENT COURSE

Length of Course: 2 days

Course Description: This course is designed to increase your leadership ability and maximize your potential. Some of the course topics include: Officer Promotions, OPR/EPR Writing, PRFs 101, Resiliency/Stress Management, Command Chief Perspective, FGO/SNCO Panels, just to name a few. This course is open to any CGO.

DEVELOPING THE LEADER WITHIN YOU

Length of Course: 4 class sessions, each session 3 hours

Course Description: John Maxwell discusses the basic principles of being a leader, the all-important Five Levels of Leadership, and provides practices and principles that you can apply instantly to improve your leadership skills. You will learn how to: build trust through personal integrity, prioritize, create positive change and understand the process involved, how to develop people, crucial problem-solving techniques, articulate visions and goals for your organization, become character-driven vs. being emotion-driven, and much, much more. This class is hosted by the Top 3 PDC committee and open to military members only.

SOMETIMES YOU WIN, SOMETIMES YOU LEARN

Length of Course: 4 class sessions, each session 3 hours

Course Description: John Maxwell believes that the greatest lessons we learn in life are from our losses. Everyone experiences loss, but not everyone learns from it. In Sometimes You Win--Sometimes You Learn, Dr. Maxwell explores the most common lessons we learn when we experience loss. He then explains how to turn a set-back into a step forward by examining the elements that make up the DNA of those who learn. This class is hosted by the Top 3 PDC committee.

WRITING WINNING BULLETS COURSE

Length of Course: 1.5 hours

Course Description: This 90 minute course is designed to help Airmen (Officers, Enlisted, and Civilian) become more effective bullet writers, which will improve Quarterly & Annual Awards, as well as OPRs and EPRs. This class is offered quarterly.

Sexual Assault Prevention & Response Office (SAPR) (402-232-9999)

Register through the Leadership Pathways website.

Training is held in Building 323C Room 234.

EXPLORING RAPE CULTURE

Length of Course: 1.5 hours

Course Description: There are many factors that influence how someone views victims and offenders. Sometimes we make excuses for the offender, while finding a way to put blame on the victim. Participants will compare/contrast the American culture against other parts of the world. Attendees will brainstorm how to positively affect a culture shift in America and more specifically in the military. Individuals will be provided with a region/country to briefly research before coming to the class for a more dynamic discussion.

INFLUENCE AND CONSENT

Length of Course: 1 hour

Course Description: There are many factors that remove an individual's ability to consent to a sex act. Participant will explore how alcohol and other drugs can influence both the victim and offender's behavior. Other influential factors that will be covered include abuse of authority, fear and coercion. A video will be shown to demonstrate how alcohol affects people differently.

NAMING THE UNNAMED CONSPIRATOR

Length of Course: 1.5 hours

Course Description: Watch video with presentation by Anne Munch, long-time advocate and prosecutor of sexual assault and domestic violence cases. Identify what can influence a sexual assault case more than evidence.

RESPONSE TO TRAUMA

Length of Course: 1.5 hours

Course Description: Many individuals experience some kind of trauma throughout their life. They may remember it clearly or it's still a foggy haze. Despite the common occurrence of experiential trauma, perfectly normal reactions to abnormal circumstances are often misunderstood. Participants will discuss how trauma affects the brain at the basic levels and how this can impact memory and actions. After the class, the attendees should be able to make better sense of actions or behaviors of either themselves or someone else who experienced trauma. Post-Traumatic Stress Disorder will be briefly touched, but not in depth. Contact mental health for more information on PTSD.

SEXUAL ASSAULT REPORTING & BARRIERS

Length of Course: 1.5 hours

Course Description: Even though restricted and unrestricted reporting options are covered at every SAPR presentation, there is still often confusion to the differences. Participants will explore the differences and similarities between the options in depth. Independent reports will be covered and how that may or may not affect restricted reporting. Confidentiality will be discussed as well as the basics of the investigative process.