

General Officer Support Staff Course (GOSSC)

This three-day course provides professional development to improve National Guard general officer's staff support capabilities. We hold this course biannually to a class of 70 students which is comprised of Army/Air National Guard and civilians who fulfill the roles of Executive Officers, Aide-de-Camps, Enlisted Aides and Administrative Assistants. A variety of subject matter experts from GOMO, GOMO Travel, Protocol, Ethics, Public Affairs, IG and Legislative Liaison present and it concludes with a general officer giving his/her perspective on the importance of the support role and offers advice on how to better serve and communicate with general officers.

Next class: 5-7 March 2019

Instructor Certification Program (ICP)

Perfect for ANG members who train or instruct as a primary or additional duty. Introduces the philosophy, methodologies and practice of the Instructional Systems Design model. Students learn how to develop and deliver lesson plans using different teaching methodologies. Students develop evaluative instruments ensuring educational objectives have been met. Students also analyze test data, participate in student counseling sessions, and provide feedback to others in the course. This two-week in-residence course is unit funded. Contact PCE/ID to secure a seat!

FY 19 Class Dates

28 Jan-8 Feb 2019
29 Apr-10 May 2019
10-21 Jun 2019
8-19 Jul 2019
12-23 Aug 2019

- *The Instructional Development section of the PCE division offers:*

Course Delivery

Provide customers with face-to-face development or training opportunities. These courses can be tailored to build foundational concepts or expand the trainee's depth of understanding of a vast array of subjects.

Academic Advisement/ Curriculum Development

Provide guidance and assistance to customers who are currently instructing courses/classes by converting their teaching materials into educationally sound lesson plans in order to maximize educational potential.

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Professional Continuing Education Division

Instructional Development

Professional Development



The Instructional Development section of the TEC/PCE offers:

Available Classes

EXPORTABLE ENHANCING HUMAN CAPITAL

An inspiring, optimistic and enjoyable opportunity that helps us to focus on bringing out a better version of ourselves and of those around us. This course will provide personal opportunities to start the journey of building trust, loyalty and commitment to strengthen our personal and professional relationships. The results can make your work more productive, your job more enjoyable and make your profession a more personal experience.

LEADERSHIP GOLD

The principles contained in this series of lessons by renowned author Dr. John C. Maxwell answer the question "How do I lead myself?" This course is recommended for all Airman without regard to rank or position to help develop leaders both personally and professionally. Choose from 26 different leadership principles, customizing the learning experience for the specific needs of your group.

THE POWELL PRINCIPLES

Reviews Retired Army General and former U.S. Secretary of State Colin Powell's 18 Principles of Leadership—with reason and examples explaining each. (ADLS Format)

Available Classes

FOUR LENSES

A 3-hour workshop designed to help individuals discover the components of their temperament type. These preferences are expressed in different styles, mannerisms and approaches to life's challenges

- ♦ Fours Lenses TEAM has a focus on how through maturity of all four temperaments, individuals can effectively lead/follow a team to successfully reach a goal.
- ♦ Four Lenses GENERATIONS discusses the differences in how the generations view preferences and reactions to life's challenges.

TIME MANAGEMENT

An overview of time management strategies. From tracking our time spent on daily tasks to interruptions, this course will help students to re-gain control of the 24 hours we are given each day.

UNCONSCIOUS BIAS

Designed to bring awareness of issues encountered in the workplace. Discover new ways to create an environment where all individuals feel valued.

Available Classes

BULLET WRITING CLASS (BWC)

Provides the basic information essential to successfully build bullets for EPRs and AF Form 1206s. The focus is on the structure of Action, Impact and Result (AIR). This class combines both lecture and group exercises for hands-on experience.

MANAGEMENT WRITING CLASS

Teaches those in management positions how to properly write and review certain documents and other forms of professional communication. The primary focus is on the specifics of writing 1206's, Federal Award Citations, Memorandums and email communication. This is a two-hour course.

PUBLIC SPEAKING FOR TODAY'S LEADERS

Provides participants with tools and techniques to become better speakers. Helpful information will be presented in class to make leaders of today more comfortable in conducting briefings, speeches or any other type of presentation.

LEADING WITH EMOTIONAL INTELLIGENCE

A 2-hour course focusing on the role of emotional intelligence in a leader's ability to effectively lead and influence the people around them. In this workshop, students will discover how their social and emotional skills impact the work center.