

## CES Online Courses

### Supervisor Development Program

As a result of the 2010 National Defense Authorization Act (NDAA), the Army created a Supervisor Development Course for ALL military & civilian supervisors of Army Civilians. The initial SDC course has grown into the Supervisor Development Program consisting of three courses.

The **Supervisor Development Course (SDC)** meets the NDAA requirements and must be completed by all NEW supervisors within one year of assuming the position. The course is divided into 5 content modules. Each module has a pre-test (students can test out of the module), the appropriate lessons, and a post-test.

The **Supervisor Development Course - Refresher (SDC-R)** is a refresher course that meets the three-year recertification requirement for supervisors who previously completed SDC. To enroll in the SDC-R, SDC certified students enroll in CHRTAS by selecting SDC. The ALMS will automatically route students to the SDC-R if eligible.

The **Supervisor Development Course - Executive (SDC-EX)** is designed for General Officers and SESs as an overview and downloadable reference guide.

### Self-Development Courses

*(Available to all military and Army Civilian employees for career development.)*

The **Action Officer Development Course (AODC)** is designed to help new action officers attain the staffing and communication skills needed at many levels of an organization. Students learn to apply management principles to their work, prepare and coordinate staff actions, manage time and set priorities, conduct meetings, manage time and briefings, write to Army standards, and uphold high ethical standards. AODC is required for all Army interns before completion of their intern program.

The **Organizational Leader Development Course (OLDC)** is designed to enhance Army Civilian skills to meet the needs of a changing workforce while assisting leaders and supervisors to effectively lead people and manage resources at the organizational level. OLDC includes modules on: communicating effectively, developing an effective organization, applying effective leadership styles, solving complex and ambiguous problems, developing subordinate leaders, and managing organizational resources.

**Action Officer Development Course**  
*Now Available!*



Staff Work	Priorities
Problem Solving	Communication
Decision Making	Persuading
Coordinating	Negotiating
Military Briefings	Meetings
Ethics	Interviews
Time Management	Writing

The **Manager Development Course (MDC)** introduces managers to topics associated with multi-level organizational functioning. Students gain an understanding and knowledge of Army managerial demands, which enable duty performance at multiple organizational levels. MDC subjects include: Organizational Culture; Planning, Programming, Budgeting, and Execution System; Army Environmental Program; Equal Employment Opportunity; Ethics; Management Control; Army Family Team Building; Managing Change; and Strategic Planning.

### How to Enroll

Army Civilians and Soldiers can enroll in CES courses at the Civilian Human Resources Training Application System (CHRTAS):

<https://www.atrrs.army.mil/channels/chrtas/>

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# Army Management Staff College



## Course Descriptions and Information

**AMSC** Army Management  
Staff College

250 Gibbon Ave, Fort Leavenworth, KS 66027

<https://usacac.army.mil/organizations/cace/amsc>

## Civilian Education System (CES)

The CES program is the Army's leadership development program for all Army Civilians. It provides formal leadership education for Army Civilians at key positions throughout their careers. CES is required leader education for supervisors. Specifically, the CES grade appropriate course and the Supervisor Development Course meet this requirement. Specific resident course quotas are allocated to commands based on their Civilian populations.

There are five levels within CES. Level 1 is the Foundation Course and it is an online course required for all Army Civilians who entered the Army Civilian Corps after 30 September 2006. This course is a pre-requisite for all CES resident course attendance.

Level 2 is the Basic Course (GS 1-9/NF and CY1-3) it may be completed in one of two options. The primary option is a totally asynchronous online course. There also is a two-week resident version of the course. The resident quotas are very limited and should be reserved for employees with high potential.

Level 3 is the Intermediate Course (GS 10-12/NF4). This course has one option—a blended option. Students must complete a DL phase 1 and attend a three-week resident phase 2.

Level 4 is the Advanced Course (GS 13-15/NF5). This course has just one option—a blended option. Students must complete a DL phase 1 and attend a four-week resident phase 2.

Level 5 consists of programs available post Level 4 completion. AMSC offers the Continuing Education for Senior Leaders (CESL) to support continuing education for Army Civilians.



## CES Course Descriptions

The **Foundation Course** provides Army Civilians with an orientation to leader development concepts, building their careers and becoming Army Civilian leaders. The course objectives are to understand US Army leadership doctrine; increase self-awareness, as it relates to the Army Profession; understand team building, group dynamics, and effective communication; assess individual values and how they relate to professional ethics; understand how to manage professional advancement and leverage career potential; and complete administrative requirements expected of Army Civilians.



The **Basic Course** prepares Army Civilians (GS 1-9) to lead small teams and manage projects and is designed for leaders who exercise direct leadership. Students will apply basic leadership skills to lead effectively, care for small teams, apply effective communication skills, and develop and mentor subordinates.

The **Intermediate Course** prepares current and aspiring Army Civilian leaders (GS 10-12) to become more innovative, self-aware, and prepared to effectively lead and care for personnel and manage assigned resources at the organizational level. Training and developmental exercises focus on "mission" planning, team building, establishing command climate, and stewardship of resources.

The **Advanced Course** prepares upper grade Army Civilian leaders (GS 13-15) to assume increasing levels of responsibility and leadership within organizations. Graduates are skilled in leading complex organizations in support of national security and defense strategies; managing organizational resources; leading change; inspiring vision and creativity; directing program management; and integrating Army systems.

The **Continuing Education for Senior Leaders Course** provides an interactive environment in which senior leaders (GS14/15, CWO4/5, SGM/CSM and LTC/COL) discuss current issues and relevant challenges facing Civilian and Military leaders. The program's intent is for leaders to return to the program continuously to refresh and receive updates on current Army issues and initiatives. Students will apply strategic thinking and problem solving to global Army and DOD issues.



### Senior Executive Service Engagement Program

Under the auspices of the Office of the Deputy Assistant Secretary of the Army (Civilian Personnel), AMSC partnered with the Civilian Senior Leader Management Office (CSLMO) in 2015 to establish a senior mentoring program where an Army Civilian Senior Executive Service (SES) member directly interfaces with the Advanced Course students each week of the course. SESs interact with students in class, provide individual coaching and career advisement, hold open forum discussions, and serve as graduation speakers.

### AMSC Vision

*The premier leader development experience, igniting the leadership potential of every Army Civilian*