

ANG Diversity and Inclusion Office  
HUMAN RESOURCE ADVISOR (HRA)  
Professional Development Catalogue



**FY: 2020**

## COURSE: EMOTIONAL INTELLIGENCE (EQ/EI)

### DESCRIPTION:

Emotional Intelligence (EI/EQ) is the capability of individuals to recognize their own emotions (personal competence) and those of others (social competence), discern between different feelings and label them appropriately. Infused in daily use, this course on emotional intelligence, facilitated by a certified instructor, will provide individuals with the information to guide thinking, tendencies and behavior, and manage and/or adjust emotions to adapt to environments or achieve mission goals.

TARGET AUDIENCE: Open to All members

TIME REQUIREMENT: 8 hours

RECOMMENDED CLASS SIZE: 15 - 25

SCHEDULING REQUIREMENTS: 60 days advance notice for Workcenter/Group identified by Leadership.

PRE-COURSE REQUIREMENTS: Online Emotional Intelligence Appraisal completed prior to attending course.

ADDITIONAL NOTES: Given by the HRA, a certified TalentSmart facilitator.

## COURSE: FOUR LENSES

### DESCRIPTION:

This course will open an understanding of what motivates others and how they “see” the world, enable participants to communicate more effectively, appreciate and tolerate the differences in others, improve relationships, and increase the ability for teams to become more interconnected. By understanding the science behind personality uniqueness and applying proven interdependent principles, professional teams as well as all relationships, will be elevated dramatically. Through the development of critical skills, ANG civilian and military members will enhance their ability to identify signs and symptoms of an individual’s ability to adapt to the stresses and challenges associated with military life – thus impacting readiness and retention.

TARGET AUDIENCE: Open to All members

TIME REQUIREMENT: 2.5 - 4 hours

RECOMMENDED CLASS SIZE: 15 - 30

SCHEDULING REQUIREMENTS: 60 days advance notice for Workcenter/Group identified by Leadership.

PRE-COURSE REQUIREMENTS: None

ADDITIONAL NOTES: Given by the HRA, a certified Four Lenses facilitator.

## COURSE: UNCONCIOUS BIAS TRAINING

### DESCRIPTION:

Biases are an individual's background, personal experiences, societal stereotypes and cultural context that have an impact on decisions and actions without realizing. These biases are influenced by background, cultural environment and personal experiences. This course explores how Unconscious Biases are developed, how they influence our perceptions, shape our decision making, and its impact on institutional diversity and inclusion initiatives.

TARGET AUDIENCE: Open to All members

TIME REQUIREMENT: 1 hour

RECOMMENDED CLASS SIZE: 15-30

SCHEDULING REQUIREMENTS: 30 days advance notice for Workcenter/Group identified by Leadership.

PRE-COURSE REQUIREMENTS: None

ADDITIONAL NOTES: None

## COURSE: MICRO AGGRESSIONS

### DESCRIPTION:

Micro aggressions are the everyday verbal, nonverbal and environmental slights, snubs or insults, whether intentional or unintentional which communicate hostile, derogatory or negative messages to target persons based solely upon their marginalized group membership. This course was designed to introduce the concept of micro aggressions in the workplace. In addition, through an interactive setting, participants will learn how to recognize and address micro aggressions in everyday situations.

TARGET AUDIENCE: All members

TIME REQUIREMENT: 1 hour

RECOMMENDED CLASS SIZE: 15-30

SCHEDULING REQUIREMENTS: 30 days advance notice for Workcenter/Group identified by Leadership.

PRE-COURSE REQUIREMENTS: None

ADDITIONAL NOTES: None

## COURSE: 360 ASSESSMENT FOR EFFECTIVE LEADERSHIP

### DESCRIPTION:

The ANG 360 Assessment program along with a trained coach was developed to assist leaders in identifying their strengths, developmental needs, and provide a glimpse on how they are perceived by others in order to achieve a higher level of effective leadership through coaching.

TARGET AUDIENCE: ALL members

TIME REQUIREMENT: 6 Month commitment

RECOMMENDED CLASS SIZE: N/A

REQUIREMENTS: Must complete the 360 Assessment within 30 days

### ADDITIONAL NOTES:

- This is a voluntary program.
- Individual must have supervisor's approval prior to entering program.

## COURSE: COACHING 101

### DESCRIPTION:

This training was formed to assist participants on how effective communication through coaching impacts the transformation of others. Employing deliberate coaching methodology and hands-on application, participants will be guided through a thought-provoking and creative process that inspires Airmen to maximize their personal and professional potential by empowering them to make their OWN decisions.

TARGET AUDIENCE: ALL members

TIME REQUIREMENT: 1 hour

RECOMMENDED CLASS SIZE: 15 – 20

### REQUIEMENTS:

- 60 days advance notice for Workcenter/Group identified by Leadership

### ADDITIONAL NOTES:

- This is a voluntary program.
- Individual must have supervisor's approval prior to entering program.

## COURSE: INDIVIDUAL MENTOR SESSION

### DESCRIPTION:

#### “Office Hours” Mentoring

- What and Who –Obtain mentoring from a mentor of your choice
- When –At a time and date of your choice
- Where –At the mentors office or prescribed conference room

TARGET AUDIENCE: ANGRC Military members only

TIME REQUIREMENT: 30 minutes per session

RECOMMENDED CLASS SIZE: N/A

REQUIEMENTS: Registration on ANGRC Training Site -  
<https://airguard.ang.af.mil/GreenDot/Dashboard.aspx>

## COURSE: MOCK INTERVIEWS

### DESCRIPTION:

Success in job interviews almost always comes down to two factors - preparation and confidence. Being well-prepared for a job interview is going to play a major role in your performance and ultimately the outcome. Mock interviews are a powerful practice tool. By going over common questions and getting a chance to tweak your responses, you'll significantly decrease the chance that you'll be caught off guard during the real thing.

TARGET AUDIENCE: ANGRC Military members only

TIME REQUIREMENT: Three – 45 min sessions 0800 – 1100 on the 3<sup>rd</sup> Thursday of each month

RECOMMENDED CLASS SIZE: N/A

## COURSE: SPEED MENTORING EVENT

### DESCRIPTION:

Mentoring relationships develop in many ways. Some evolve over time, others may be the result of a chance meeting at a networking event where they find a common interest in each other's career objectives. A speed mentoring event, arranged by ANG D&I Office, could potentially support all of these approaches. It could kick start connections that build over time, create chance meetings which lead to mentoring relationships soon afterwards, and speed up the formal matching process by enabling mentees meet many potential matches in a short period of time. A short meeting can often be enough time for people to decide whether there is enough of a connection to take the conversation further.

TARGET AUDIENCE: Workcenter/Group identified by Leadership

TIME REQUIREMENT: 2 hours

RECOMMENDED CLASS SIZE: 5 – 24

REQUIEMENTS: 60 days advance notice

ADDITIONAL NOTES: ANG D&I professionals will work with key leaders to address speed mentoring objectives/expectations.