

Maximizing Your AF e-Learning Experience

Featured Topic

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Are you an Air Force civilian or military member looking for opportunities to develop your professional skills? Continuous learning promotes individual growth, and can enhance work performance.

No-cost learning resources are readily available to assist you via the [Civilian Development Resource Center](#) (CDRC) and the [AF e-Learning](#) tool. Use these valuable tools to complete free online courses and challenges as well as read books and view videos. These self-paced tools are accessible from your desktop 24/7 to respect your schedule!

Utilize blended AF e-Learning resources developed by the private sector to gain knowledge transferable to the Air Force workplace regardless of your experience level or career field.

Check out the CDRC's robust collection of topical learning programs, or conduct your own searches using the [AF e-Learning](#) site "Search and Learn" feature. It quickly links you to self-paced learning assets relating to your search criteria. Learning options are available whether you are military or civilian, a new member, journeyman, individual leader, or supervisor!

This month's newsletter features information and tips to help you maximize your AF e-Learning experience. Get connected and begin your own self-development journey today!

[Setting Expectations for e-Learning](#)

[Books 24x7 \(Quick Overview\)](#)

[Mobile Learning \(Books 24x7 On the Go\)](#)

[Leadership Advantage](#)

Civilian Development Resource Center

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Note: Access to AF e-Learning courses, books, and other tools is limited to Air Force members and civilians.



*Looking for specific subject matter?
The [Civilian Development Resource Center](#) provides a variety of topical and self-development learning programs for your continuous learning!*

Note: For best results, open your browser to the Air Force Portal page before clicking on the links contained in this newsletter.

About AF e-Learning



The AF e-Learning tool is a virtual environment providing access to thousands of free, online courses, books, simulations, challenges, videos, and more. These resources are self-paced to provide a flexible learning space. This valuable tool is available to Air Force military and civilian members.

[AF e-learning Site](#)

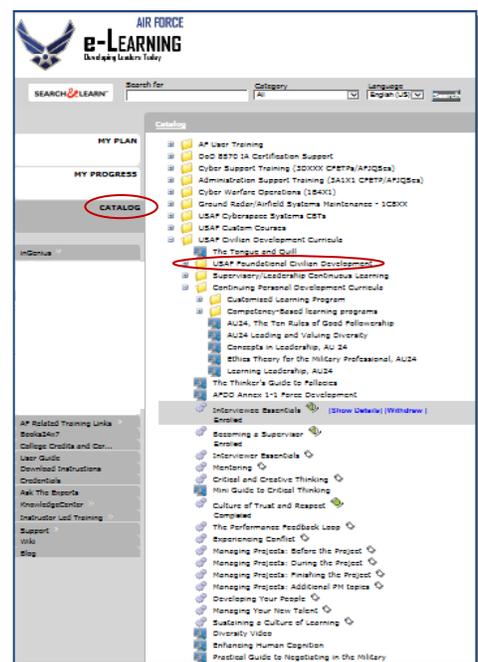
Perfect your skills using a variety of options that are available to fit your busy schedule!

Business Impact videos: 7-12 minutes
Case studies (Challenges): 15-20 minutes
Simulations: 50 minutes
One-hour courses (longer courses are also available)
Leadership-focused learning tracks (Full Tracks: 2 hours; FastTracks: 20 minutes)

Pre-packaged Learning Programs (LPs) are also available on a variety of topics regardless of experience level or role. Focus on the learning you need when you need it!

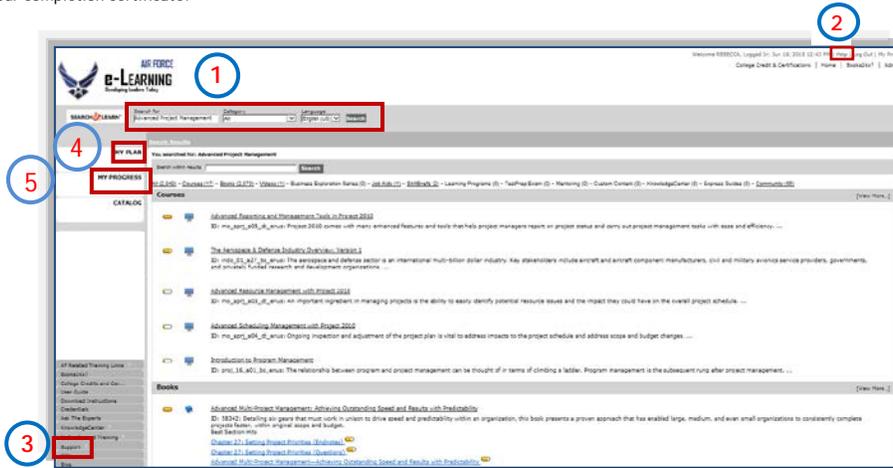
At the AF e-learning welcome page, click on "Catalog" from the left navigation to access a variety of Learning Programs under the folder entitled "USAF Civilian Development Curricula." Civilian as well as military members are welcome to use these valuable self-development tools!

- USAF Foundational Civilian Development
- Continuing Personal Development
- Topical LPs (focused on the Air Force Institutional Competencies)
- Supervisory/Leadership Continuing Development, and more!



Tips to Get You Started:

- 1 **Search:** At the [AF e-Learning home page](#), enter your search criteria in the "SEARCH&LEARN" window. If you do not know the ID number of the course, book, video, or learning program, search using one of the following:
 - ✓ Title in quotes (example: "Budgeting and Financial Management: Planning Your Budget")
 - ✓ Word proximity (example: advanced project management)
 - ✓ Exact phrase (example: "advanced project management")
 - ✓ Boolean operators And, Or, and Not (example: "project management" and not "cost estimating")
 - ✓ Word Truncation: Use of the wildcard (*) character at the end of a word but not at the start or in the middle of a word (example: project plan*)
- 2 **Help:** In the upper right hand corner of the [AF e-Learning home page](#), click on the "Help" link to access a comprehensive online directory of information to assist you. Included is an expandable table of contents, index, and search capability.
- 3 **Technical Support:** Expand the "Support" button located the left navigation of the [AF e-Learning home page](#) to access Technical Support chat as well as conduct a browser test to ensure your system is properly configured for access purposes.
- 4 **My Plan:** This tool is located on the left navigation of the [AF e-Learning home page](#) to assist you in setting specific development goals. It allows users to add courses, books, and video learning assets to their My Plan area. Specific time targets may be set as well as email reminders set up to help you stay on track.
- 5 **Printing a Completion Certificate:** Click on the "My Progress" button located on the left navigation of the [AF e-Learning home page](#), then select the "Completed" tab. Select the certificate icon and print your completion certificate.



Harness the Power of Books24x7!

Thousands of free "best in class" books!
 Search, browse, and collaborate with other users of this immense professional library!

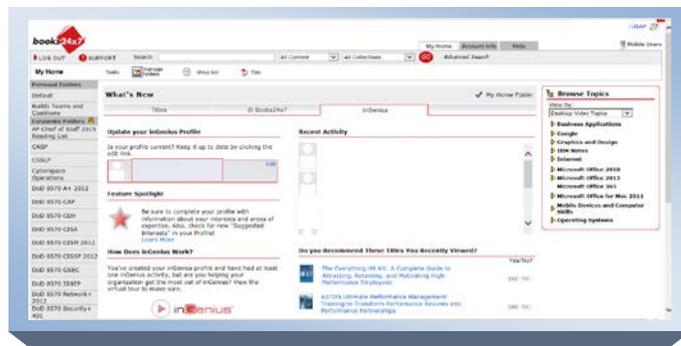
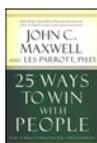
Information is just a click away!

[Virtual tour](#)

[Audio books](#)

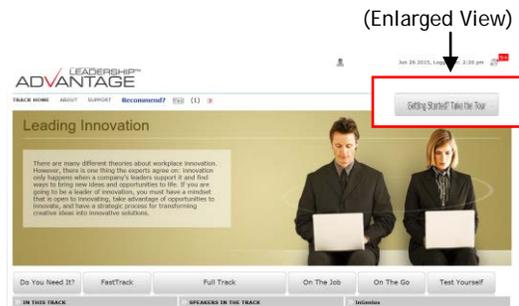
[Chapters to Go Download Feature](#)

[View a sample book](#)



Learning Options with a Leadership Focus:

Click [here](#) and click on the  to launch **Leadership Advantage** learning assets targeted to the development of leadership skills. Forty-one learning tracks are aligned with the Office of Personnel Management's Executive Core Qualification (ECQ) categories covering various domains. This flexible learning tool offers multiple instructional modes including text, video and interactive practice activities keeping the experience quick and engaging. Each track offers choices to help the user determine how much learning they need. Featured are videos of some of the world's best known executives, talks by recognized business leaders, and reviews of top selling books. Select a learning track and be sure to take the virtual tour (see link located in the upper right corner).



Many Learning Options are Available!



Learning Programs: "A Learning Program is a collection of learning assets that are grouped together based on subject matter, target audience, learning goal, or another organizing principle...The goal of a learning program is to track your performance on the collection of learning assets. Before you can access the learning assets, and in order to start tracking your progress, you must enroll in the learning program..." Click [here](#) to view a sample learning program (click on "enroll" and expand the Description for more information.)

Courses: "Online business skills courseware that incorporates proven learning design methodology for effective and engaging interactive learning. Instructional features include: Case Studies, Simulated Dialogs, Audio-enabled learning, Online job aids, Role Play simulated exercises, SkillBrief articles, Pre and Post Tests." Click [here](#) to view a sample course.

Job Aids: "Job aids are performance support tools that complement learning and assist in the use of knowledge and skills in the workplace. Job aids are included in all...Business Skills courses." Click [here](#) to view a sample job aid.

SkillBriefs: "SkillBrief articles provide concise summaries of key ideas and teaching points within each course topic. SkillBriefs are included in all...Business Skills courses." Click [here](#) to view a sample SkillBrief.

Leadership Advantage: "...Government Leadership Advantage is a targeted leadership development program comprised of a collection of assets...organized by leadership experts. Targeted at mid- to upper-level executives, aspiring executives, leaders, and other high potential employees, each learning track offers a combination of learning assets providing multiple modes of instruction, including text, video, and interactive practice activities to keep the learning quick, easy, and engaging...Click [here](#) to view Leadership Advantage."

Books24x7 collection: "provides online unobstructed access to thousands of the latest and best books from today's leading publishers." Click [here](#) to view a sample book.

Business Impact Series videos: "Media-rich dramatizations of frequently encountered business problems. Use these to pick up on best practices and things to avoid in various business scenarios." Click [here](#) to view a sample Business Impact video.

Challenge Series videos: "Media-rich case studies focused on content analysis, problem solving, and decision making. Each challenge presents learners with a specific objective or goal, along with related discovery material and multiple potential solutions..." Click [here](#) to view a sample Challenge.