

86th Airlift Wing Herc University Operations Guide



Current as of 9 May 2023

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OVERVIEW:

Herc University provides opportunities for Ramstein personnel, to include Active Duty Airmen, civilians, spouses and local nationals to grow as individuals. The Herc U curriculum is comprised of multiple courses designed to increase personal and supervisory skills.

Current course topics are published on the Herc University website at: <https://86fss.com/professional-development-center/>

Current topics include:

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| 1. MyAF Benefits | 14. Basic Bullet |
| 2. Goal Setting | 15. Conflict Resolution & Management |
| 3. Cross Generational Communication | 16. Cultural Bias |
| 4. AF Promotions & Stratification Processes | 17. Documenting Feedback |
| 5. Airmen Leadership Qualities (ALQ) | 18. Enforcing Standards |
| 6. Assignment Process | 19. Full Range & Ethical Leadership |
| 7. Career Progression | 20. Personnel Programs |
| 8. Creating Your Bio | 21. Progressive Discipline |
| 9. MS Office (Excel, Word, Etc.) | 22. Project Management & Event Planning |
| 10. Social Media, Telephone, & Email Protocol | 23. Understanding & Reviewing Your Records |
| 11. Time Management | 24. Diversity & Inclusion |
| 12. Writing an MFR | 25. Emotional Intelligence |
| 13. Balancing Mission & People | 26. Tough Conversations |

****Classes are subject to change****

Roles and Responsibilities

Development Advisor: The 86 AW DA maintains oversight of University. The list of responsibilities includes coordinating quarterly meetings between all instructors, approving and removing course topics, and reviewing course feedbacks from students.

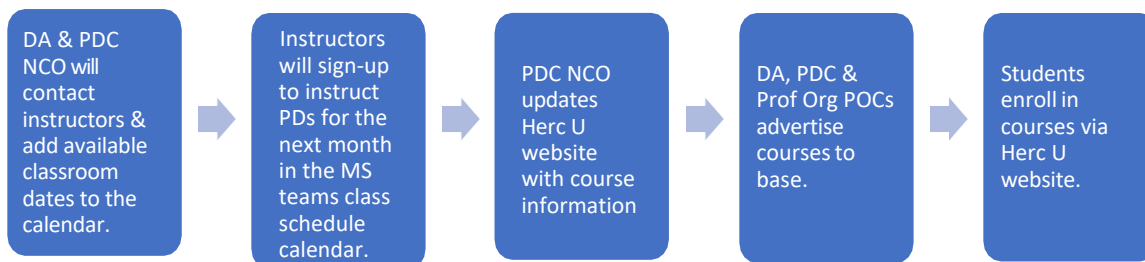
Professional Development Center NCO: The 86th PDC NCO assists the DAs by managing the Herc University website, tracking and coordinating the Herc University awards (i.e. coins & certificates), granting/removing administrative rights to the Herc University MS Teams folder and managing the Herc University class sign up website.

Instructors: Course instructors (facilitators) must apply and attend a Facilitator Audition. Once accepted after the audition, instructors will need to attend a 3-day facilitator course before conducting classes (unless given prior approval due to experience level). Instructors will send the PDC NCO and 86 AW DAs on their slides and any lesson plans they have before they instruct any classes.

Instructors will sign-up to facilitate classes by the designated deadline on the assigned MS Teams folder. When signing up for to facilitate a class, you must include the class description and any other requirements that are needed. Briefing material will be maintained on the Herc University MS Teams folder (request access from the PDC NCO or Professional Development POC). Instructors must provide students an opportunity to give feedback anonymously after the course. Digital feedback is preferred, but paper feedback forms are acceptable.

Students: Students will sign up for available courses by visiting the Herc University link. Students must make every effort to attend courses they enroll in, otherwise they will be disenrolled from Herc University for one full quarter if they no-show three courses. Students will be provided with 2 warnings via email prior to removal from the University. This is to ensure seats are not being taken from other members who wish to attend. Students must complete all requirements for an award at least 1 month prior to the DEROS.

The Month before the Professional Development (PD) Event



Enrollment and Credits

Enrollment: Student can Sign up for a Professional Development course on the Herc University sign up website.

Credits: Unless otherwise listed, Herc University courses earn you one credit hour.

No Shows:

If students sign up for a course and later, cannot attend, they can disenroll directly on the Herc University website before the scheduled start date.

Failure to show for three Herc University courses without prior coordination will result in the student being automatically disenrolled from Herc University and they will not be allowed to sign up for another course until one quarter has passed. The member will be notified via email with two warnings prior to removal from Herc University.

Levels of Achievement:

In addition to the personal development that Herc University offers, students can earn the following achievement levels:

Wingman

Completing 15 courses and attending the Unclassed Intel Briefing through Herc University will earn students **“Wingman”** level status and a Wingman Certificate from the 86 AW Command Chief, presented by their unit leadership.

Leader

Completing 20 courses and 1 Group specific course, through Herc University will earn students **“Leader”** level status and include a Herc University coin, presented by their unit leadership.

Warrior

Becoming a Warrior requires true dedication and Herc University Warriors are no exception.

To become a Herc University **Warrior**, students will be required to complete 25 courses. In addition, they will be required to teach a PD of their choice.

Completing all requirements for the Herc University Warrior will earn them a spot on the Herc University Warriors Hall of Fame.

The Herc University Awards Team will coordinate with the student’s unit leadership to present the awards either at a Commanders Call or in front of an audience as they deem appropriate.

Commonly Asked Questions:

Q: What if I don't complete the work by my DEROS, can I continue at my next base?

A: No. Herc University is unique to Ramstein, however the lessons you'll learn will benefit you for the rest of your career and beyond.

Q. What about courses that are not offered in Herc University?

A. If you have a course that you feel would benefit members of the Ramstein community, we want to hear about it! Just contact one of our facilitators or one of the 86 AW Airmen Development Advisors.

Q. Can Local Nationals attend Herc University?

A. Absolutely! Herc University is open to all Active Duty Airmen, GS employees, dependents and local nationals.

Q: Do I need instructor experience to facilitate courses at Herc University?

A: No, instructor experience is not required. The reason we have auditions is to gauge whether you are ready to facilitate courses. If we think you aren't ready, don't be discouraged! We highly encourage and recommend you review the feedback we provided and apply again.