



South Central CHRA Information MANAGER DEVELOPMENT COURSE (MDC) COURSE NUMBER 131 F31



| | |
|-------------------------------------|--|
| Priority | Manager Development Course must be completed by all newly appointed managers (regardless of grade) within six months of their appointment to a managerial position. For this course, "manager" means supervisor of supervisors or manager of programs, resources, and/or policy. |
| Length of Program | 20 Correspondence Course Hours |
| Purpose | To teach new managers basic skills for managing work and leading people. |
| Course Description | MDC includes lessons in organizational culture; time management; objectives and plans; problem solving and decision making, planning, programming and budgeting; manpower management; communications; information technology applications; the Army Environmental Program; equal |
| Application Process | This course (131 F31) is available as interactive online training. Go to the ATIA web-site http://www.train.army.mil click on Access ATIA , and select My Courses tab on the site, find the course/module of interest. Change the TYPE window, select Distributed DL/Keyword and in the Keyword window type in the course number . |
| Selection & Notification | There is no selection process. Students may begin the online course from the ATIA web site at any time. Final exam may not be started until student receives approval email from ATIA. |
| Training History Update | Participants should provide a copy of their course completion certificate or grade report to the Civilian Human Resources Agency (CHRA), Human Resource Development Division (HRDD) for input into their personnel-record training history via DCPDS. |
| Funding | No Cost |
| Additional Information | POCs will be training representatives at your local CPAC. For additional information you may contact South Central Civilian Human Resources Agency (CHRA) HRDD at (256) 842-6645 |