

# **Junior Enlisted Foundations 300**

## **MISSION**

The mission of the Foundations 300 is to prepare Junior Enlisted for increased responsibilities by developing their leadership capabilities and expanding their understanding of the military profession to achieve national strategic objectives.

## **FOUNDATIONAL OUTCOMES**

1. Employ self-reflection techniques to model self-awareness.
2. Develop an operational plan with clearly defined objectives and achievable milestones.
3. Utilize techniques and competencies necessary to build rapport and collaboration.
4. Apply essential strategies for problem-solving.

## **CURRICULUM OVERVIEW**

The Junior Enlisted Foundations 300 is 32 hours (4 academic days) of guided discussion classroom methodology and experiential exercises. The course is designed to meet specific objectives associated to each of the four course learning outcomes. These learning outcomes are divided into the broad areas of:

<b><u>Course Hour Breakdown</u></b>	<b><u>Hours</u></b>
Program Orientation:	1
Profession of Arms:	8
Warrior Mindset:	9
Team Synergy:	5
The Big Picture:	4
Reflective Time:	4
Graduation	1
<b>Total</b>	<b>32</b>

## **COURSE REQUIREMENTS**

### **1. READINGS**

Before each lesson, students are expected to complete all assigned readings (if applicable) for the day. Students are encouraged to read the explanation given in the syllabus before reading the assigned materials.

### **2. CLASSES**

Students will attend class for guided discussions, experientials, case studies, & interactive activities. These discussions and activities will complement the readings and students are expected to contribute positively to the classroom environment.

### **3. PARTICIPATION**

Student participation in classroom discussions and activities is vital to the success of the course. Students must prepare for each lesson by completing all the assigned readings. Each student is expected to contribute to the discussion.

### **4. REFLECTIVE WORKBOOK**

The purpose of this workbook is to provide students the opportunity to reflect on the course content covered throughout the day. These topics focus on key competency areas to strengthen the foundation of their Air Force career and the effect they have on themselves, their unit, and their mission. The Airmen tier is a critical part of Air Force mission execution and their development within the Airmanship Continuum is of the utmost importance to the success of world's greatest Air Force. This workbook is designed to ask thought-provoking questions to help them seek understanding and strive to be the best version of themselves.

### **5. REFLECTIVE WORKBOOK INSTRUCTIONS**

After each Day of Education (DOE), students are required to reflect on the contents of each lesson and apply them to their military career. The students will use a minimum of 2-3 sentences to answer the questions with details or examples to demonstrate their understanding of the lesson's concepts. Have students utilize this time to enhance their understanding of what it means to be an Airman in the United States Air Force and the role they have in mission execution. On DOE 4, they will submit their completed workbooks.

### **6. END OF COURSE SURVEY**

The survey is administered to 100 percent of the student body after the entire curriculum is delivered to determine the overall effectiveness of Junior Enlisted Foundations 300.

## **Lessons, Readings, and Objectives**

**LESSON NAME:** Program Orientation

**Method of Engagement:** Guided Discussion/Experiential

**FOUNDATIONAL OUTCOME:** Utilize techniques and competencies necessary to build rapport and collaboration.

**FOUNDATIONAL COMPETENCIES:** Networking, communication, information seeking

**LESSON OBJECTIVE:** Assist students in developing the competency of leading individuals and teams.

**LESSON INTENT:** The intent of this lesson is to introduce JEF 300 Course, an overview of the topics covered. Additionally, this lesson will cover the instructions for the individual Reflective Workbook.

1. Program Outline
2. Networking Activity

**REQUIRED READINGS:** None

## **Profession of Arms**

**LESSON NAME:** Enlisted Force Development

**Method of Engagement:** Guided Discussions

**FOUNDATIONAL OUTCOMES:**

- Develop an operational plan with clearly defined objectives and achievable milestones.
- Utilize techniques and competencies necessary to build rapport and collaboration.

**FOUNDATIONAL COMPETENCIES:** Doctrine, self-control, flexibility, initiative

**LESSON OBJECTIVES:**

- Understand the Foundational Competencies and the Airmen Leadership Qualities.
- Discuss ways The Blueprint can be used as a career development tool.
- Understand the Foundational Competencies and Airmen Leadership Qualities.

**LESSON INTENT:** The intent of this lesson is to broaden understanding of the Enlisted Force Development Action Plan and The Blueprint and how airman can reflect on their behaviors in relation to the Airmen Leadership Qualities.

1. The Blueprint
2. Foundational Competencies and ALQs

**REQUIRED READINGS:** None

**LESSON NAME:** Core Values

**Method of Engagement:** Guided Discussions

**FOUNDATIONAL OUTCOMES:**

- Develop an operational plan with clearly defined objectives and achievable milestones.
- Utilize techniques and competencies necessary to build rapport and collaboration.

**FOUNDATIONAL COMPETENCIES:** Ethics, Accountability, Self-Control

**LESSON OBJECTIVE:** Provide students with the foundational skills and knowledge needed to conform to standards, customs, and courtesies.

**LESSON INTENT:** The intent of this lesson is to offer guidance that empowers airman to on their behaviors in relation to the Profession of Arms.

1. Core Values and Ethics Activity

**REQUIRED READINGS:** None

**LESSON NAME:** Goals

**Method of Engagement:** Guided Discussions

**FOUNDATIONAL OUTCOMES:**

- Develop an operational plan with clearly defined objectives and achievable milestones.
- Utilize techniques and competencies necessary to build rapport and collaboration.

**FOUNDATIONAL COMPETENCIES:** Develops People, Mentoring, Results Focused, Initiative

**LESSON OBJECTIVES:**

- Identify types of goals and the importance of setting goals.
- Understand the impact of goal setting in personal and professional contexts.
- Demonstrate how to set SMART goals and objectives.

**LESSON INTENT:** The intent of this lesson is to broaden understanding of goals and goal setting.

1. Developing SMART Goals
2. SMART Goal Activity

**REQUIRED READINGS:** Read Personal vs. Professional Goals

**LESSON NAME:** Air Force Writing

**Method of Engagement:** Guided Discussions

**FOUNDATIONAL OUTCOMES:**

- Develop an operational plan with clearly defined objectives and achievable milestones.
- Utilize techniques and competencies necessary to build rapport and collaboration.

**FOUNDATIONAL COMPETENCIES:** Digital Literacy, Service Mindset, Communication, Self-Control

**LESSON OBJECTIVES:**

- Explain AF writing guides and performance statement writing.
- Explain the importance of decorations, awards, and where to find more information.
- Describe different types of adverse administrative actions.

**LESSON INTENT:** The intent of this lesson is to introduce Air Force writing skills from The Tongue and Quill. Many different types of writing styles are required for administrative tasks from performance statement writing to disciplinary actions. This overview will help familiarize Junior Enlisted Airmen recognize what types of information are needed to meet leaderships intentions in common administrative scenarios.

1. The Tongue and Quill
2. Airman Leadership Qualities (ALQ) Writing Guide
3. Progressive Discipline Process (PDP)

**REQUIRED READINGS:** None

## **Warrior Mindset**

**LESSON NAME:** Types of Thinking

**Method of Engagement:** Guided Discussion

**FOUNDATIONAL OUTCOME:** Apply essential strategies for problem-solving.

**FOUNDATIONAL COMPETENCIES:** Creative Thinking, Analytical Thinking, Communication

**LESSON OBJECTIVES:**

- Identify the concepts of critical and creative thinking.
- Apply these concepts to real-world scenarios.

**LESSON INTENT:** The intent of this lesson is to introduce and employ different types of thinking as a means of generating innovative ideas, unconventional approaches, and solutions.

1. Critical vs Creative Thinking
2. Thinking Exercise

**REQUIRED READINGS:** Be familiar with concepts from “Critical vs Creative Thinking” handout sourced from: <https://www.biggerplate.com/mindmaps/tG9kLvnq/critical-vs-creative-thinking>

**LESSON NAME:** Decision Making

**Method of Engagement:** Guided Discussions

**FOUNDATIONAL OUTCOME:**

- Develop an operational plan with clearly defined objectives and achievable milestones.
- Utilize techniques and competencies necessary to build rapport and collaboration.

**FOUNDATIONAL COMPETENCIES:** Decision Making, Flexibility, Analytical Thinking, Leadership, Initiative

**LESSON OBJECTIVES:**

- Identify the attributes of effective and efficient decision making.
- Apply these concepts to a real-world scenario.

**LESSON INTENT:** The intent of this lesson is to employ lateral thinking, information seeking, and change management as a means of generating innovative ideas, unconventional approaches, and solutions.

1. Making Effective Decisions
2. Decision Making Activity

**REQUIRED READINGS:** Review OODA Loop handout; Read “Decision Making at the Strategic Level” located at:

<https://www.airuniversity.af.edu/LinkClick.aspx?fileticket=fBGOvFTImNM=>

**LESSON NAME:** Resiliency

**Method of Engagement:** Guided Discussions

**FOUNDATIONAL OUTCOMES:**

- Develop an operational plan with clearly defined objectives and achievable milestones.
- Utilize techniques and competencies necessary to build rapport and collaboration.

**FOUNDATIONAL COMPETENCIES:** Develops People, Resilience, Perseverance, Communication

**LESSON OBJECTIVES:**

- Understand Comprehensive Airmen Fitness (CAF) principles and how they correlate to a healthy workforce.
- Explain time and stress management techniques, as well as their effect on leadership priorities.
- Identify Air Force supporting agencies and their responsibilities.

**LESSON INTENT:** The intent of this lesson is for students to get an understanding of the different ways to build their resiliency whether through Comprehensive Airman Fitness, stress management or utilizing local supporting agencies.

1. Comprehensive Airman Fitness (CAF)
2. Time and Stress Management
3. Supporting Agencies

**REQUIRED READINGS:** Familiarize with website: <https://www.resilience.af.mil>

**LESSON NAME:** Leadership and Followership

**Method of Engagement:** Guided Discussions

**FOUNDATIONAL OUTCOMES:**

- Develop an operational plan with clearly defined objectives and achievable milestones.
  - Utilize techniques and competencies necessary to build rapport and collaboration.
- **FOUNDATIONAL COMPETENCIES:** Accountability, Information Seeking, Flexibility, Initiative, Leadership, Influence

**LESSON OBJECTIVES:**

- Discuss healthy traits possessed by followers within an organization.
- Examine the reciprocal process between following and leading.
- Understand the development of followership and leadership skills.

**LESSON INTENT:** The intent of this lesson is to have the students take initiative and research what it means to be a good follower with a service mindset. They will identify the Enlisted Development roadmap on their path to becoming flexible and adaptive leaders. Lastly, the students will identify the relationship between leadership and followership and why both are needed to successfully accomplish the Air Force mission.

1. Followership Traits
2. Leadership vs. Followership

**REQUIRED READINGS:** Read Joint Staff, 2021, Developing Enlisted Leaders for Tomorrow's Wars (Page. 2); Review EDLA Handout

**LESSON NAME:** Emotional Intelligence

**Method of Engagement:** Guided Discussions

**FOUNDATIONAL OUTCOMES:**

- Offer guidance that empowers airman to reflect on their behaviors in relation to the Airmen Leadership Qualities.

- Begin developing supervisory and leadership skills.
- Develop the competencies of leading individuals and teams.

**FOUNDATIONAL COMPETENCIES:** Self-Control, Resilience, Perseverance, Communication, Fosters Inclusion

**LESSON OBJECTIVES:**

- Explain the meaning of Emotional Intelligence (EI).
- Understand what role EI and self-reflection plays in leadership and communication.
- Use self-reflection techniques to improve their own EI and deploy it in their lives.

**LESSON INTENT:** The intent of this lesson is to provide the framework for Emotional Intelligence and roles it plays in leadership, communication, self-reflection, and teamwork. The students will explore the definition of Emotional Intelligence and how it can improve both Leadership and Followership effectiveness.

1. Introduction to Emotional Intelligence
2. Understanding Emotional Intelligence
3. Self-Reflection Activity

**REQUIRED READINGS:** Read EI Handout; Familiarize yourself with Enlisted Force Development – The Blueprint, 2023

## Team Synergy

**LESSON NAME:** Digital Literacy

**Method of Engagement:** Guided Discussion

**FOUNDATIONAL OUTCOME:** Be able to utilize techniques and competencies necessary to build rapport and collaboration.

**FOUNDATIONAL COMPETENCIES:** Digital Literacy, Self-Control, Decision Making, Information seeking, Communication.

**LESSON OBJECTIVES:**

- Explain digital literacy concepts.
- Explain benefits and threats from the use of social media.

**LESSON INTENT:** The intent of this lesson is to enhance the digital literacy of supervisors by helping them understand how digital media benefit or to a threaten National Security and others' perceptions of them.

1. What is Digital Literacy?
2. Social Media Benefits and Threats

**LESSON NAME:** Conflict Management



**Method of Engagement:** Guided Discussion

**FOUNDATIONAL OUTCOME:** Be able to utilize techniques and competencies necessary to build rapport, collaboration and apply essential strategies for problem-solving.

**FOUNDATIONAL COMPETENCIES:** Communication, Decision Making, Teamwork, Self-Control, Analytical Thinking, Critical Thinking

**LESSON OBJECTIVES:**

- Understand the relationship between leadership goals and managing conflicts.
- Identify different types of conflicts.
- Apply lesson principles to work center experiences.

**LESSON INTENT:** The intent of this lesson is for students to develop understanding of where decision making, types of thinking, and communication converge to manage conflicts.

1. Types of Conflicts
2. Managing Conflicts

**REQUIRED READINGS:** Read Conflict Management Styles Handout

**LESSON NAME:** Effective Team Dynamics

**Method of Engagement:** Guided Discussion

**FOUNDATIONAL OUTCOME:** Be able to utilize techniques and competencies necessary to build rapport and collaboration.

**FOUNDATIONAL COMPETENCIES:** Teamwork, Fosters Inclusion, Influence, Change Management, Accountability

**LESSON OBJECTIVES:**

- Understand team formation and function concepts.
- Address behaviors contradictory to effective teams.
- Apply lesson principles to work center experiences.

**LESSON INTENT:** The intent of this lesson is to Investigate elements (teamwork, fostering inclusion, communication, etc.) impacting team performance conditions, as well as the indicators of cohesive team effectiveness overall.

1. Stages of Team Development
2. Operating Within Diverse Teams

**REQUIRED READINGS:** Read Tuckman's Stage of Group Development handout.

**LESSON NAME:** Trust

**Method of Engagement:** Guided Discussion

- **FOUNDATIONAL OUTCOME:** Apply essential strategies to build team synergy.

**FOUNDATIONAL COMPETENCIES:** Initiative, Communication, Self-Control, Teamwork

**LESSON OBJECTIVES:**

- Define what trust is and how to build and maintain trust.
- Trusts significance in professional relationships and organizational success
- Understand how trust can increase influence and honor in the workplace.

**LESSON INTENT:** The intent of this lesson is for students to gain an understanding of the ways to build and maintain trust and increase influence and honor in the workplace.

1. What is Trust?
2. Building Trust
3. Trust and Its Impact

**REQUIRED READINGS:** None

## **The Big Picture**

**LESSON NAME:** Air Force Mission

**Method of Engagement:** Guided Discussion

**FOUNDATIONAL OUTCOME:** Apply essential strategies for problem-solving.

**FOUNDATIONAL COMPETENCIES:** Decision Making, Flexibility, Strategic Thinking

**LESSON OBJECTIVES:**

- Explain the how actions and goals at the tactical level support national objectives.
- Comprehend where leadership priorities are derived from.

**LESSON INTENT:** The intent of this main point is for students to explain what the Air Force mission is.

1. Air Force Mission
2. What is the Joint Mission?

**REQUIRED READINGS:** Read pg. 9-10 in *Enlisted Force Development: The Blueprint*; Read pg. 31-34 in *The Joint Team*

**LESSON NAME:** Mission Command

**Method of Engagement:** Guided Discussion

**FOUNDATIONAL OUTCOME:** Articulate the concept of how the Air Force employs Mission Command, MCA, and ACE.

**FOUNDATIONAL COMPETENCIES:** Decision Making, Flexibility, Teamwork, Strategic Thinking

**LESSON OBJECTIVE:**

- Be familiarized with Air Force Doctrine and The Joint Team

**LESSON INTENT:** The intent of this main point is for students to explain how the Air Force contributes to the joint mission.

1. Mission Command
2. Agile Combat Employment

**REQUIRED READINGS:** Read pg. 1-2, 8-12 in *Mission Command* [AFDP 1-1](#); Read pg. 10, “Multi-Capable Airmen” in *The Enlisted Force Structure*