



## 1. Overview.

1.1. YPDC is a Wing-level organization whose responsibility is to oversee and coordinate professional development initiatives and opportunities afforded to the Yokota AB community, to include active duty military members, civilians, dependents, and local nationals

1.2. YPDC is the governing body of Yokota University. Yokota University is the unaccredited center for professional development courses at Yokota Air Base. As such, YPDC will develop all courses and course curriculum conducted via Yokota University. The courses are designed to continue the development of leadership, supervisory, and personal skills.

1.3. YPDC will conduct and document an Annual Review of all Yokota University courses. The review will determine if courses need to be revised, removed, or replaced, as necessary, based on topic relevancy, attendee feedback, current world events, and community needs.

## 2. Responsibilities.

2.1. 374 AW/CC & 374 AW/CCC shall:

2.1.1. Act as Senior Advisors for YPDC.

2.1.2. Provide guidance for curriculum to YPDC, allowing for the effective operation of Yokota University.

2.1.3. Advocate and support all professional development efforts and initiatives offered on Yokota AB.

2.1.4. Ensure YPDC receives adequate funding and resources to support offered courses.

2.1.5. Review reports and statistics regarding YPDC courses for analysis and course evaluations.

2.2. 374 MSG/CD shall:

2.2.1. Act as a Senior Advisor for YPDC.

2.2.2. Represent the Yokota AB civilian workforce.

2.2.3. Provide input and recommendations for civilian workforce needs.

2.2.4. Advocate and support all professional development efforts and initiatives delivered on Yokota AB.

2.3. 374 FSS/FSD shall:

2.3.1. Serve as YPDC co-Chairman by advising the Airman Development Advisor (ADA) on operations of YPDC.

2.3.2. Convey guidance and directives from Senior Advisors to YPDC.

2.3.3. Present YPDC initiatives to Senior Advisors to ensure adequate support and advocacy for operations.

2.3.4. Manage marketing and advertisement for YPDC and Yokota University.

2.3.5. Oversee day-to-day Yokota University operations.

2.3.6. Develop, supervise, and manage offered professional development courses by:

- 2.3.6.1. Acting in conjunction with the ADA as the approving official for course topics, additions, or removals.
  - 2.3.6.2. Ensuring a sufficient number of courses are conducted throughout the year.
  - 2.3.6.3. Verifying the completion of Yokota University course annual reviews.
  - 2.3.7. Co-Head the Yokota University awards and recognition program, to include evaluating and determining criteria for awards/recognition.
- 2.4. ADA shall:
- 2.4.1. Serve as YPDC co-Chairman, to include:
    - 2.4.1.1. Hosting YPDC meetings at least quarterly. **Note:** May be required to host meetings more frequently if required to meet YPDC objectives.
    - 2.4.1.2. Reviewing meeting notes taken by the Professional Development Center NCO and filing all meeting agendas/minutes.
  - 2.4.2. Convey guidance and directives from Senior Advisors to YPDC.
  - 2.4.3. Present YPDC initiatives to Senior Advisors to ensure adequate support and advocacy for operations.
  - 2.4.4. Oversee and conduct day-to-day Yokota University operations, including management of activities.
  - 2.4.5. Develop, supervise, and manage offered professional development courses by:
    - 2.4.5.1. Acting in conjunction with the 374 FSS/FSD as the approving official for course topics, additions, or removals.
    - 2.4.5.2. Ensuring a sufficient number of courses are conducted throughout the year.
    - 2.4.5.3. Working closely with base agencies, private organizations, and subject matter experts to ensure quality of seminar facilitation is kept at the highest levels.
    - 2.4.5.4. Soliciting and reviewing feedback for the purpose of improving course content, facilitation methods/delivery, and overall courses.
    - 2.4.5.5. Providing reports and statistics regarding YPDC courses to 374 AW/CC and 374 AW/CCC for analysis and course evaluations.
    - 2.4.5.6. Validating Yokota University Instructor qualification training curriculum.
    - 2.4.5.7. Ensuring all course instructors are vetted and have completed the mandatory requirements to lead a Yokota University course.
  - 2.4.6. Design and maintain publicity programs to identify and promote professional development courses.
  - 2.4.7. Track and document Yokota University course attendance.
  - 2.4.8. Execute and preserve Yokota University course annual reviews.
  - 2.4.9. Co-Head the Yokota University awards and recognition program, to include evaluating and determining awards criteria.

- 2.5. Yokota Airman Leadership School (ALS) Commandant shall:
  - 2.5.1. Act as an advisor for YPDC.
  - 2.5.2. Collect feedback from ALS Airmen regarding course topics and provide feedback to the ADA.
  - 2.5.3. Recommend course topics that enhance and further ALS curriculum objectives.
  - 2.5.4. Attend quarterly YPDC meetings.
  - 2.5.5. Assist ADA with vetting of Yokota University instructors.
- 2.6. Chief's Group Professional Development Committee Chair(s) shall:
  - 2.6.1. Represent Yokota squadron leadership teams at YPDC meetings.
  - 2.6.2. Advocate for unit participation in Yokota University courses/events.
  - 2.6.3. Relay Yokota University Schedules to Squadron Senior Enlisted Leaders (SELs) and Commanders (CC) affiliated with Yokota Air Base.
  - 2.6.4. Participate in annual review of Yokota University courses.
  - 2.6.5. Act as the main focal point for YPDC book club program.
- 2.7. Company Grade Officer Council (CGOC) Professional Development Committee Chair(s) shall:
  - 2.7.1. Represent Yokota AB CGOs at YPDC meetings.
  - 2.7.2. Advocate for participation in Yokota University courses/events.
  - 2.7.3. Participate in annual review of Yokota University courses.
  - 2.7.4. Act as the main focal point for guest speakers as part of the YPDC Course Events.
- 2.8. Total Force Leadership Development (TFLD) Lead shall:
  - 2.8.1. Recommend course topics to YPDC.
  - 2.8.2. Assist with development of course curriculum.
  - 2.8.3. Attend quarterly YPDC meetings.
  - 2.8.4. Participate in annual review of Yokota University courses.
  - 2.8.5. Provide and maintain annual certification course for Yokota University instructors, to include ensuring completion of initial instructor qualification training.
- 2.9. Top III Professional Development Committee Chair(s) shall:
  - 2.9.1. Represent Yokota AB SNCOs at YPDC meetings.
  - 2.9.2. Advocate for participation in Yokota University courses/events.
  - 2.9.3. Assist the ADA with development of course curriculum.
  - 2.9.4. Organize and coordinate professional development events.
  - 2.9.5. Aid with the vetting of Yokota University instructors.
  - 2.9.6. Participate in annual review of Yokota University courses.

2.9.7. Act as the main focal point for YPDC marketing and branding, to include designing promotional merchandise.

2.10. 5/6 Professional Development Committee Chair(s) shall:

2.10.1. Represent the Yokota AB NCOs at YPDC meetings.

2.10.2. Advocate for participation in Yokota University courses/events.

2.10.3. Assist with development of course curriculum.

2.10.4. Organize and coordinate professional development events.

2.10.5. Aid with the vetting of Yokota University instructors.

2.10.6. Participate in annual review of Yokota University courses.

2.10.7. Act as the main focal point for YPDC surveys, to be conducted at the end of each YPDC course via the YPDC survey website and provide reports of survey results to the ADA.

2.11. The First Four Professional Development Committee Chair(s) shall:

2.11.1. Represent the Yokota AB Amn at YPDC meetings.

2.11.2. Advocate for participation in Yokota University courses/events.

2.11.3. Aid with coordination of professional development events.

2.11.4. Participate in annual review of Yokota University courses.

2.11.5. Assist with Yokota University awards and recognition program by documenting what awards are presented and to whom.

### **3. Yokota University Instructors.**

3.1. Requirements to Become an Instructor:

3.1.1. Obtain endorsement of immediate supervisor, unit First Sergeant, and/or unit Commander.

3.1.2. Complete the Yokota University instructor qualification training.

3.1.3. Shadow at least 1 professional development course prior to teaching.

3.1.4. Following completion of instructor qualification training, potential instructors will lead a professional development course and be evaluated by a certified instructor who has led at least 5 professional development events before. Member must receive approval from the evaluator in order to be certified as a Yokota University Instructor.

3.2. Instructor Responsibilities:

3.2.1. Track course attendance and submit course roster to ADA within 3 duty days of course completion.

3.2.2. Provide an opportunity for students to give feedback anonymously after each course via the Yokota survey website.

3.2.3. Lead 4 professional development events per year to maintain certification.

#### 4. Achievement Levels.

- 4.1. The number of courses completed will contribute to member's achievement levels.
- 4.2. Gokenin Achievement Level:
  - 4.2.1. Members must attend either:
    - 4.2.1.1. 10 courses and a special event; or
    - 4.2.1.2. One Professional Enhancement Seminar and a special event.
  - 4.2.2. Member will receive one Gokenin chip and an achievement certificate.
- 4.3. Goshi Achievement Level:
  - 4.3.1. Members must attend:
    - 4.3.1.1. 15 courses and 2 special events; or
    - 4.3.1.2. One Professional Enhancement Seminars, 5 courses, and 2 special events.
  - 4.3.2. Member will receive one Goshi chip and an achievement certificate.
- 4.4. Hatamoto Achievement Level:
  - 4.4.1. Members must attend:
    - 4.4.1.1. 20 courses and 4 special events; or
    - 4.4.1.2. One Professional Enhancement Seminars, 10 courses, and 4 special events.
  - 4.4.2. Member will receive a one-day complimentary time off certificate from 374 AW/CC, one Hatamoto chip and an achievement certificate and will have their name etched on the YPDC Wall of Fame in the Yokota Professional Development Center.

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Commander, 374th Airlift Wing

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFI 36-2670, *Total Force Development*, 10 November 2022

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**374 AW**—374th Airlift Wing

**374 AW/CC**—374th Airlift Wing Commander

**374 AW/CCC**—374th Airlift Wing Command Chief

**374 MSG/CD**—374th Mission Support Group Deputy Commander

**374 FSS/FSD**—374th Force Support Squadron Force Development Flight Chief

**ADA**—Airmen Development Advisor

**ALS**—Airmen Leadership School

**CGOC**—Company Grade Officer Council

**CTO**—Complimentary Time Off

**PD**—Professional Development

**PES**—Professional Enhancement Seminar

**TFLD**—Total Force Leadership Development

**YPDC**—Yokota Professional Development Council

## Attachment 2

## OFFERED COURSES

Figure A2.1. Offered Courses.

5 <sup>th</sup> Air Force Mission	Financial Management
A New Kind of War	Five Dysfunctions of a Team
Administrative Support Skills	Followership
AF Doctrine/NDS/NSS	Generation Gaps
Alternate Dispute Resolution	Intent of Blue/Brown/Purple Books
Anger Management	Interpersonal Skills
Appreciative Inquiry	Leadership and Influence
Assertiveness & Self Confidence	Leading Change
Assignment Process	Lean Process and Six Sigma
Attention Management	Making the Mission Happen
Building Trust	Making Your EPR Valuable
Building Your Career Path	Manpower
Change Management	MyFSS/MyEval/MyDecs
China/Taiwan	Negotiation Skills
Civility in the Workplace	Nutrition and Exercise
Communication Strategies	Organizational Skills
Counseling and Mentoring	Pacing Threats – Continuum of Conflict
Creating Mission/Vision Buy-In	Performance Management
Creative Problem Solving	Professional Communication
Critical Thinking	Professional Writing
Dealing with Difficult People	Root Cause Analysis
Dealing with Loss	Russia/Ukraine
Deliberate Development	Seeking Help & Stress Management
Delivering Constructive Criticism	Social Media Use in Modern Warfare
Developing Your Leadership Path	Talent Management
Effective Feedback	The Blue Print/CSAF Orders
Emotional Intelligence	The Different Minds – Neurodivergent vs
Employee Motivation	Neurotypical
Enlisted Development & Career Progression	Toxic Leadership-Toxic Followership
Enlisted Force Development Board	True Colors
Ethical Leadership	Work-Life Balance
Ethics & Accountability w/Action	Workplace Diversity
Facilitation Skills	Workplace Synergy



## Attachment 4

## FACILITATOR PERFORMANCE EVALUATION

Figure A4.1. Facilitator Performance Evaluation.

Facilitator Performance Evaluation				
Instructor's Name (Last, First):		Instructor's Rank:	Evaluator's Name (Last, First):	
Lesson Title:		Evaluation Type:		
Date:	Start Time:	End Time:	Total Time:	
SECTION I: INTRODUCTION				
	Item	E	NI	N/A
1.1	<b>Attention:</b> Provided an attention step that effectively connected to the lesson.			
1.2	<b>Motivation:</b> Established relevance of the lesson to the audience.			
1.3	<b>Overview:</b> Provided key objectives according to lesson strategy.			
SECTION II: FACILITATION				
	Item	E	NI	N/A
2.1	<b>Questioning/Engagement:</b> Asked clear and relevant questions and included relay, direct, rhetorical, overhead or reverse questions when necessary to ensure involvement of all students.			
2.2	<b>Clarified Meaning:</b> Correlated student/facilitator experiences to lesson concepts.			
2.3	<b>Knowledge:</b> Showed subject-matter expertise and familiarity with the lesson plan, instructional aids, and lesson concepts.			
2.4	<b>Respect:</b> Acknowledged the values and opinions of others while promoting fairness for all learners.			
2.5	<b>Learning Styles/Difficulties:</b> Anticipated and modified delivery for various learner styles and difficulties.			
2.6	<b>Flow:</b> Attempted to keep lesson focused. Avoided excessive off-topic moments. Appropriate use of transitions.			
2.7	<b>Appearance:</b> Maintained quality appearance and posture.			
2.8	<b>Effective Verbal Communication:</b> Utilized appropriate pitch/rate and varied tone throughout body			
2.9	<b>Effective Non-verbal Communication:</b> Good Non-Verbals and Eye Contact.			
<p><b>Feedback is mandatory regardless of rating. The intent is to be meaningful and promote growth as a facilitator.</b></p>				

