



## A Recommended Course Sequence for Recreation Programs

This curriculum documents a structured, progressive, and sequential approach to employee development within the Recreation Division of Family and Morale, Welfare and Recreation. The curriculum identifies training and development needed to sustain and improve the abilities of the Family and MWR workforce and provides a path by which employees may develop competencies through education, training, and personal career planning. All branches of Recreation are included as well as positions at the IMCOM Region and IMCOM G9.

### Basic Courses for All Employees:

Course Title	Provided By	Format
Family and MWR Orientation Course	IMCOM Academy	Online
Team Member Orientation Course (garrison specific)	IMCOM Academy	Classroom
Operation Excellence – Customer Service Training	IMCOM Academy	Online/ Classroom
Introduction to the Family and MWR-Delivery System	IMCOM Academy	Online

### Mandatory/Compliance\*:

Course Title	Provided By	Format
Antiterrorism Training	Check local	Online
Combating Trafficking In Persons (CTIP)	Check local	Online
Ethics Orientation & Training	Check local	Online
Information Assurance Training	Check local	Online
No Fear Act	Check local	Online
Prevention of Sexual Harassment	Check local	Online

*\*Check with your supervisor about installation specific mandatory training and how/where to access!*

### Management Information Systems:

Course Title	Provided By	Format
IMETS User Training	IMCOM Academy	Online

### On Becoming a Manager:

Course Title	Provided By	Format
Family and MWR Basic Management Course	IMCOM Academy	Online
Applied Financial Planning: Income Statement Analysis	IMCOM Academy	Online
Applied Financial Planning: Breakeven	IMCOM Academy	Online
Applied Financial Planning: Forecasting	IMCOM Academy	Online
Applied Financial Planning: Retail Sales Accountability	IMCOM Academy	Online
Family and MWR Budgeting in the NAF System	IMCOM Academy	Online
Family and MWR Budgeting and APF Support	IMCOM Academy	Online
NAF Basic Contracting	IMCOM Academy	Online
Marketing Plans for Activity Managers	IMCOM Academy	Online

### On Becoming a Manager (continued):

Course Title	Provided By	Format
Programming and Special Events	IMCOM Academy	Classroom
Implementing the Family and MWR-Delivery System	IMCOM Academy	Virtual
NAF Personnel Management	IMCOM Academy	Virtual
NAF Internal Controls	IMCOM Academy	Virtual
NAF Financial Management	IMCOM Academy	Virtual
Procurement for NAF Program Managers	IMCOM Academy	Virtual
Business Plan Development	IMCOM Academy	Online
CES Foundation Course	AMSC	Online
CES Basic Course	AMSC	Online/ Classroom
CES Intermediate Course	AMSC	Online/ Classroom

### Recreation Programs (Functional Specific):

Course Title	Provided By	Format
Introduction to Inclusion Programming	IMCOM Academy via NRPA	Classroom
Introduction to Sports Management (curriculum):	IMCOM Academy	Classroom
Sports - Event Planning	IMCOM Academy	Online
Sports - History and Theory	IMCOM Academy	Online
Sports - RecTrac	IMCOM Academy	Online
Sports - Tournaments	IMCOM Academy	Online
Introduction to BOSS	IMCOM Academy	Online

### Senior Leadership:

Course Title	Provided By	Format
Leadership and Management for Recreation Division Chiefs	IMCOM Academy	Classroom
Executive Leadership and Management for Family and MWR Division Chiefs	IMCOM Academy	Classroom
Executive Development for Directors of Family and MWR Course	IMCOM Academy	Classroom
CES Advanced Course	AMSC	Classroom

### Other Learning Elements:

Course Title	Provided By	Format
Action Officer Development Course	AMSC	Online
Supervisory Development Course	AMSC	Online
National Parks & Recreation Annual Conference	NRPA	Conference
CPR	Check local	Classroom
First Aid and AED	Check local	Classroom