

AERO 3701 - Leading People/Effective Communication

Fall 2026 Syllabus, Section 01, CRN 40779,

Credit hours: 3

Instructor

Dustin Moore

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Public Instructor Information

Instructor Title: Technical Sergeant

Instructor Professional Qualifications:

- U.S. Air Force, active duty
- M.S., Information Technology Management, Western GovernorsUniversity
- B.S., Cybersecurity and Information Assurance, Western GovernorsUniversity

Instructor Office Location: 800 East Summit St, Suite 198, Kent, OH 44240

Instructor Office Phone: 330-672-8216

Course Description

3701. Leading People/Effective Communication. Study of leadership, professional knowledge, and communication skills required for an Air Force officer. The role of a leader as supervisor and counselor is discussed along with military ethics. Prereq.: Permission. 3 s.h.

Course Readings

Group	Title	Author	ISBN
Required	Students will be provided with a PDF containing required readings for each lesson.		

The course readings are subject to change in the event of extenuating circumstances, research developments, current events, and/or to ensure better learning.

Schedule of Topics and Assignments

Week of	Proposed Topic	Due/To Prepare for Class
8/24	Welcome/Course Overview Informative Briefing Requirements DAF Writing, Part I	
8/31	DAF Writing, Part II Leadership Development II	
9/7	Motivation Creative Thinking	
9/14	Inspiring Action Inspiring Action Briefs, Part I	
9/21	Inspiring Action Briefs, Part II DAF Heritage Series; Communication Skills and Writing Workshop	
9/28	Establishing Expectations OPSEC	
10/5	Feedback Social Media and Disinformation	
10/12		



10/19	Peer Feedback Strategic Communication for Officers
10/26	DAF Evaluation System Communication Skills and Performance-Writing Preparation
11/2	DAF Counseling Performance Statement, Part I
11/9	Performance Statement, Part II Performance Statement Practicum; Informative Brief Preparation
11/16	Informative Briefs, Group 1
11/23	
11/30	Informative Briefs, Groups 2 and 3; Administration/Testing; Final Exam Preparation
12/7	Final Exam

The course schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better learning.