Department of the Interior

University

FY 2008 Courses, Programs, and Events

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Leadership and Performance Division
DOI University

Message from the Chief

Welcome to those who are new to DOI University, and welcome back to our returning customers! We had a strong response to the FY07 needs assessment, and as a result, we have used your input to create the customer-focused curriculum offered in our four Leadership and Performance Centers.

- Classroom courses/programs
- Online Learning
- Speaker Series

The catalog has the complete information on all of our courses and programs including the course description, dates and locations, and additional information for online learning, and the executive forums and speaker series events. An online version of our catalog is available at www.doi.gov/training. To find our new courses, just look for the star that appears before the title.

DOI University customizes and tailors training to meet specific customer requirements and requests on a fee-for-service basis. DOI University can host the training at our facilities in Albuquerque, New Mexico; Anchorage, Alaska; Denver, Colorado; and Washington, D.C.; or at the customer's preferred training location to maximize training budgets and expand opportunities for federal employees to participate in training and education programs. Any of our learning center managers can help you create a customized course or schedule one of our existing offerings at your location.

We hope you take advantage of these training opportunities, and we look forward to seeing you in DOI University!

Lynn McPheeters

Lynn McPheeters, Chief
Leadership and Performance Division

Locations and Points of Contact

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Leadership and Performance Division
1849 C Street, NW
Mailstop 7129
Washington, DC 20240
(202) 208-5616 (202) 208-5184 (FAX)

Albuquerque Leadership & Performance Center

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Building 1, Suite 150
Albuquerque, New Mexico 87110
(505) 346-2799 (505) 346-2770 (FAX)
Gerry_A_Juchniewicz@nbc.gov

Anchorage Leadership & Performance Center

Dawn Gillette, Manager
1689 C Street, Suite 141
Anchorage, Alaska 99501
(907) 271-3720 (907) 271-3724 (FAX)
E_Dawn_Gillette@nbc.gov

Denver Leadership & Performance Center

Debra Carr, Manager
7401 West Mansfield Avenue, D2990
Suite 120
Denver, Colorado 80235-2230
(303) 969-5425 (303) 969-5429 (FAX)
Debra_J_Carr@nbc.gov

Washington Leadership & Performance Center

Mary Jo Catalano
1849 C Street, NW
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Washington, DC 20240
(202) 208-3757 (202) 208-5184 (FAX)
Mary_Catalano@nbc.gov

Leadership and Performance

Presidential Management Fellows Program
Alisa Ballew Rawlins, Program Manager
1849 C Street, NW
Mailstop 7129
Washington, DC 20240
(202) 219-0097 (202) 208-5184 (FAX)
Alisa_B_Rawlins@nbc.gov

Intern Programs

Office of the Secretary Management Intern Program (OSMIP)
Shari A. Hanscomb, Program Manager
1849 C Street, NW
Mailstop 7129
Washington, DC 20240
(202) 208-5796 (202) 208-5184 (FAX)
Shari_A_Hanscomb@nbc.gov

Financial Management Career Intern Program (FMCIP)
Shari A. Hanscomb, Program Manager
1849 C Street, NW
Mailstop 7129
Washington, DC 20240
(202) 208-5796 (202) 208-5184 (FAX)
Shari_A_Hanscomb@nbc.gov

Government-wide Acquisition Management Intern Program
Robert Foye, Program Manager
1849 C Street, NW
Mailstop 7129
Washington, DC 20240
(202) 219-3140 (202) 208-5184 (FAX)
Robert_Foye@nbc.gov

Speaker Series

Archie L. Barnes
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Washington, DC 20240
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Archie_L_Barnes@nbc.gov

DOI Learn (Department of the Interior Learning Management System)

The Department of the Interior University (DOIU) and bureau training organizations have been moving from the learning management systems they used in the past to DOI Learn. The Fish and Wildlife Service and the Bureau of Land Management have moved their entire training operations to DOI Learn. DOIU has moved registration for Interior employees in classroom training to DOI Learn, but also maintains the DOIU learning management system to process credit card payments for registrations created in DOI Learn. If there is a fee for a class, there is a link in the DOI Learn supervisor's approval page to go to the DOIU credit card system to pay for the class. Payment can also be made at a later date by anyone with a purchase card at: http://www.doiu.nbc.gov/cc.

DOI University has also moved its customized online training courses to DOI Learn. These courses include "2007 IT Security Awareness," "Discrimination and Whistleblowing in the Workplace," "Records Management Awareness," and "Orientation to the Privacy Act." Collateral-duty safety-officer training courses, as well as other safety-related online training courses, are also available on DOI Learn. Other customized courses will be loaded on DOI Learn as they become available.

DOIU has been waiting for a credit-card system to be installed on DOI Learn to complete its transition to DOI Learn. As of this printing, the final transition has not been completed. You will receive a separate confirmation of your payment from the DOI University credit-card-payment system. Registration for forums will also be available through DOI Learn.

What does DOI Learn provide?

- Access to information on all training opportunities within the Department of the Interior, regardless of the bureau hosting the training.
- A portal for all Interior employees to review training opportunities and request training in a single online system.
- An automated procedure for supervisors to review and approve or deny training requests, which has the potential to accelerate the approval process.
- Systems to track, measure and report on human capital training and development expenditures and accomplishments.
- Systems to manage training facilities and resources across the department. These systems will be used to automate the tracking and scheduling of classroom training resources, such as rooms, instructors, audio-visual equipment, and sleeping rooms.

What else will DOI Learn provide?

- Coming soon, a competency management system that can be used to help manage human capital to meet organizational goals and needs, as well as to match individuals' competencies and training needs to developmental opportunities.
- Metrics that Matter, a system integrated with DOI Learn that will automate collecting and reporting on performance data for Interior's classroom and online training.

How will the new learning management system (LMS) affect employees in their work?

- Employees will have one source of information to review all training opportunities across the department, rather than having to search through numerous online and paper catalogs.
- Employees and supervisors who have not been signing up for training through DOI Learn will need to learn how to use the new system.
- DOI Learn will assist employees and their supervisors in establishing developmental goals and planning for training, creating individual development plans, locating and arranging for training and other developmental activities, and tracking progress toward established developmental goals.

Our goal is to meet your individual and organizational needs by providing exceptional customer service and the highest quality learning experience. You can visit our website at www.doi.gov/training for additional information. If you have any questions about the registration process for classroom training, please call the leadership and performance specialists at the following locations and numbers:

Albuquerque
Kimberly Belone
(505) 346-2768
Kimberly_J_Belone@nbc.gov

Anchorage
E. Dawn Gillette
(907) 271-3720
E_Dawn_Gillette@nbc.gov

Denver
Katherine Bond
(303) 969-5426
Katherine_Bond@nbc.gov

Washington
Rebecca Rabuck
(202) 208-3446
Rebecca_L_Rabuck@nbc.gov

If you have any questions about accessing online training or logging into DOI Learn, please contact the Government Online Help Desk at (888) 466-1998 or doilearn@geolearning.com

User Registration

1. Student logs into DOI Learn (https://doilearn.doi.gov/).
2. Click on "Course Catalog."
3. Click on "Catalog."
4. Type a few words from the course title in the search box and click on the "Search" button.
5. Scroll down to and click on the course title.
6. Select the class for which you wish to register.
7. Enter appropriate amounts in the estimated costs boxes and select "Agency" from the "Who's Funding" drop down list.
8. Click the "Apply" button.

After you complete these steps, the training request will be placed in the approval queue, waiting for supervisory approval. You must receive supervisory approval through the DOI Learn Management System to complete the registration process.

Supervisory Approval and Payment

1. Supervisor logs into DOI Learn (https://doilearn.doi.gov/).
2. Click on "Course Catalog."
3. Click on "Approval Queue."
4. Click on "Search" (A list of training requests for all supervised employees will be displayed.)
5. Click on "Awaiting Approval " in the line with the course title for the appropriate employee.
6. Maximize the pop-up window.
7. On the right hand side, select "Credit Card" in the "Payment Method" drop down list.
8. Click on the "Go" button next to your selection.
9. Enter the required information (name, phone e-mail). [Do not click the "submit" button yet.]
10. If the supervisor has a credit card and is ready to pay for the training, continue the steps below. (If not, go to item # 30 highlighted below.)
11. Click on the link just above the required information (to www.doiu.nbc.gov/cc).
12. Enter the required information, including bureau.
13. In the "Select a Location" box, choose the appropriate leadership and performance center.
14. Select the class for which you wish to pay.
15. Click the "Submit" button at the bottom.
16. Complete the information and click "Submit."
18. Click "Ready to Pay."
19. Click "Next."

20. If prompted by a security alert, click "Yes." (You are now on the secure Pay.gov site.)
21. Select card type.
22. Type in your card number.
23. Enter your expiration date.
24. Click "Continue with Plastic Card Payment."
25. Click in the box authorizing the charge.
26. Click "Submit Payment."
28. Wait for the approval.
29. Click "HERE" to complete the registration. (You may want to print this page for the transaction numbers before clicking "HERE.")
30. Print the receipt for your credit card records.
31. Click on "Return to DOI Learn." (You should be back on the DOI Learn approval page.)
32. Select "Approved" in the "Action Taken" drop down list.
33. Click "Submit."

When this process is complete, the class registration has been approved by the supervisor.

If the supervisor did not make a credit card payment during the approval process, the registration will not be processed. An employee with purchase-card authority can go to http://www.doiu.nbc.gov/cc and make payment at any time (see step 12 above and proceed through step 28). Be sure that students' first and last names match their first and last names in DOI Learn.

Training Cancellation Policy

The following policy applies only to fee-based courses offered through DOI University.

DOIU Canceled Courses

If DOI University must cancel a course, our staff will notify students by phone, e-mail or fax. A full tuition refund will be given for any course DOIU cancels.

Cancellations/Refunds/No Shows

We design our courses to optimize your learning experience, so each course accommodates a limited number of participants. If you must cancel, please provide written notification either through e-mail or fax as early as possible. To receive a full refund, your cancellation notification must be received at least 10 business days prior to the course-start date. There are no refunds for cancellation notifications received after that time frame, or for no-shows.

Substitutions/Rescheduling

Course enrollment substitutions are acceptable any time up to the course-start date. Students and agencies are also allowed the opportunity to reschedule. Again, notification of rescheduling should be in writing, sent by e-mail or fax. These notifications must be received at least 10 business days prior to the course-start date. Requests received after that time frame will be treated as cancellations.

What are Competencies and Why Are They Important?

A competency is a combination of skills, knowledge, characteristics, and traits that contribute to outstanding performance in a particular job. When you put a series of competencies together, it is called a competency model, and shows you the difference between outstanding and average performance of that job.

Basically, a competency is what outstanding performers 1) do more often, 2) do in more situations, and 3) do with better results than average performers.

Competencies create a common bond of understanding and a common language for discussing performance. They are used to clarify organization mission and goals and what it takes to achieve those goals. Competencies are also very useful in predicting the future skills that the organization will need.

You can use the competencies identified in this catalog to plan your training based on your individual and the organization's needs. You may want to develop a new competency or strengthen an existing competency. Using the competencies as a guide to course selection will ensure that you are spending your valuable time and training dollars on the most appropriate learning activity.

Executive Core Qualifications

The Office of Personnel Management is committed to ensuring the quality of all levels of leadership throughout the federal government. Leaders must excel within a results-oriented performance culture, and the Executive Core Qualifications (ECQs) ensure they have the competencies to do so.

Recognizing the current and future needs of federal leaders, and the importance of succession planning and effective performance management, DOI's Leadership and Performance Centers have carefully designed their training and development opportunities around these revised competencies.

The following pages contain OPM's revised ECQs, which became effective October 1, 2006.

Executive Core Qualifications

Leading Change	Leading People	Results Driven	Business Acumen	Building Coalitions
Definitions				
This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.	This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.	This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.	This core qualification involves the ability to manage human, financial, and information resources strategically.	This core qualification involves the ability to build coalitions internally and with other federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.
Competencies				
• Creativity and Innovation • External Awareness • Flexibility • Resilience • Strategic Thinking • Vision	• Conflict Management • Leveraging Diversity • Developing Others • Team Building	• Accountability • Customer Service • Decisiveness • Entrepreneurship • Problem Solving • Technical Credibility	• Financial Management • Human Capital Management • Technology Management	• Partnering • Political Savvy • Influencing/ Negotiating

Executive Core Qualifications and Competency Definitions

ECQ 1: Leading Change

Definition: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Competencies

Creativity and Innovation	Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
External Awareness	Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
Flexibility	Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
Resilience	Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
Strategic Thinking	Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.
Vision	Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

ECQ 2: Leading People

Definition: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Competencies

Conflict Management	Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
Leveraging Diversity	Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
Developing Others	Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
Team Building	Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

ECQ 3: Results Driven

Definition: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Competencies

Accountability	Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
Customer Service	Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.
Decisiveness	Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
Entre-preneurship	Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.
Problem Solving	Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
Technical Credibility	Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

ECQ 4: Business Acumen

Definition: This core qualification involves the ability to manage human, financial, and information resources strategically.

Competencies

Financial Management	Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.
Human Capital Management	Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations.
Technology Management	Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

ECQ 5: Building Coalitions

Definition: This core qualification involves the ability to build coalitions internally and with other federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Competencies

Partnering	Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
Political Savvy	Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
Influencing/ Negotiating	Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

Fundamental Competencies

Definition: These competencies are the foundation for success in each of the Executive Core Qualifications.

Competencies

Interpersonal Skills	Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
Oral Communication	Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
Integrity/Honesty	Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
Written Communication	Writes in a clear, concise, organized, and convincing manner for the intended audience.
Continual Learning	Assesses and recognizes own strengths and weaknesses; pursues self-development.
Public Service Motivation	Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

Building an Individual Development Plan

An individual development plan (IDP) is a formal, written commitment to learn something new, and an organized plan for learning it. An IDP allows you to identify something you would like to learn that benefits both you and the organization. Then you figure out how to do it—for example, through formal training, on-the-job training, other experiential activities, or through self-directed activities—and put that information to use. Creating the IDP becomes a road map for your development.

The most-successful employees take responsibility for their own growth and development by identifying their career goals, preparing for upcoming changes, and identifying the skills that they will need in their current and future jobs. Together with their supervisors, they create a development plan that aligns with the DOI mission and goals, and promotes personal growth and effectiveness.

Sample IDP:

Individual Development Plan

FY08

Skill/Competency	Activity	Source	Cost	Date
1. Knowledge of budget concepts and processes	Federal Appropriations Law	DOI University	$420	May 14–15, 2008
2. Knowledge of federal accounting	Demonstrate and apply federal accounting policies and procedures	On-the-job training	No cost	Ongoing

Course Curriculum

Certificate Programs

Executive Assistant Certificate Program

Course Description:

The Executive Assistant Certificate Program (EACP) offers participants the opportunity to acquire the knowledge, skills, and abilities needed to assist federal-government managers. The purpose of the program is to develop a cadre of highly skilled, motivated, and professional administrative-support staff to meet the future needs of the federal government.

Candidates selected for the Executive Assistant Certificate Program have a unique opportunity to improve their skills through a formal 80-hour classroom training program. The EACP will provide training in the following modules:

Modules:

- Accomplishing the Federal Government Mission
- Office Management
- Interpersonal Skills/Personal Profile Systems (PPS)
- Grammar & Writing Skills
- Time and Stress Management
- Public Speaking Skills
- Putting It All Together

Target Audience: This program is open to full-time permanent employees of the Department of the Interior, and targets junior or newly assigned, high-potential administrative/support staff. Employees wishing to be considered for this program must be recommended by their supervisors. For more information on application procedures, please visit the DOIU website: www.doi.gov/training.

Time: For specific class times and room locations go to: www.doi.gov/training

Date/Location:

- December 10–14, 2007 and January 7–11, 2008 — Albuquerque, New Mexico
  (Additional dates and locations may be announced at a later date.}

Competencies Addressed: Written Communication, Oral Communication, Individual Effectiveness, Customer Service, Presentation Skills, Time and Workload Management, Problem Solving

Tuition: All federal employees…$1950

Accomplishing the Federal Government Mission

This course shows how to present a positive, competent, and professional image that reflects the standards and missions of the Department of the Interior. Specific knowledge and skills needed to convey credibility, authority, and integrity in the business environment are emphasized. Participants will be able to:

- Explain the Department of the Interior's mission and goals
- Recognize the value of aligning personal goals and values with those of the Department of the Interior
- Manage business relationships more effectively
- Increase their levels of proficiency in areas critical to the role of executive assistant in the Department of the Interior

Office Management

This course is designed to strengthen the ability to manage the cooperative efforts of a busy office environment, including specific work assignments and interactions with other divisions and bureaus. In this course, participants will learn to:

- Identify elements (people, resources, equipment) essential to achieving the highest levels of productivity and efficiency
- Identify ways to enhance and improve upon current office-management procedures and processes
- Clarify the role and duties of an "office manager" in the Department of the Interior

Interpersonal Skills/Personal Profile Systems (PPS)

The Personal Profile System personality instrument will help you better understand yourself and the people with whom you work and live. A second, vital ingredient for being an excellent communicator is a clear understanding of the dynamics of interpersonal communication. Good interpersonal skills allow for win-win relationships and outcomes. During this course, participants will:

- Recognize the importance of feedback and self-disclosure in establishing and improving relationships
- Maximize the strengths and minimize the weaknesses of their profiles
- Discuss their behavioral profiles, and recognize behavioral tendencies in others, as well as how to appropriately respond in given scenarios
- Recognize non-verbal behavior and its importance to interpersonal communication
- Discuss the communication model, as well as the barriers to communications

Grammar & Writing Skills

Good writing combines big-picture, conceptual understanding with nuts-and-bolts knowledge of grammar and punctuation. This course will help you maintain a big-picture view of writing, as well as understand and use the "nuts and bolts." In addition, this session will clarify the benefits and dangers of e-mail, as well as associated federal and agency guidelines for its use. Participants will be able to:

- Apply basic grammar and punctuation rules
- Practice writing, editing, and proofreading their own and others' work
- Minimize "bureaucratese" and opt for plain language to increase the readers' understanding
- Explain the benefits and dangers of e-mail, as well as federal and agency guidelines for using it

Time and Stress Management

This course is designed to help individuals learn to better manage their personal time, manage their time in relation to their supervisors' time, and minimize their stress levels. Participants will be able to:

- Recognize the difference between time management and self-management, as well as how to address external time-wasters
- Practice prioritizing a supervisor's day
- Apply time-management techniques to make the most of their time at work and at home
- Recognize the causes, symptoms, and stages of stress
- Identify multiple methods for reducing stress in their lives
- Develop goals to help apply self- and stress-management skills

Public Speaking Skills

This course is designed to help participants minimize their fear of speaking in public, and gain confidence in assembling and giving presentations. Participants will:

- Develop strategies to deal with speaker's stress
- Employ techniques to quickly organize and deliver clear, concise presentations
- Design and use appropriate visual aids
- Develop goals to apply and strengthen presentation skills

Putting It All Together

This segment gives participants the opportunity to review and clarify the value of the learning modules presented throughout the two-week program. Participants identify ways to apply the lessons learned into specific areas of their work, and to create an individualized action plan to help them achieve this goal.

Certificate Programs

Foundations in Leadership Program (FIL)

Course Description:

This is a competency-based program designed to provide introductory leadership skills to mid-level administrative and support staff. Candidates selected for this program will have a unique opportunity to explore and expand their leadership potential and technical competence in a formal 80-hour classroom training program. The program emphasizes leadership skills such as critical thinking, problem solving, influencing, negotiating, and conflict resolution, as well as oral and written communications, interpersonal skills, and the federal budget process.

FIL Program Modules:

- Leadership Part 1—Foundations of Leadership
- Leadership Styles, Personal Leadership, Power & Influence, Analytical Thinking and Decision Making
- Writing for Results
- Leadership Part 2—Applied Leadership Skills
- Individual Effectiveness, Interpersonal Communications, Critical Thinking, Problem Solving, Negotiating and Conflict Resolution
- Federal Budget Process Overview
- Putting It All Together

Target Audience: This program is open to full-time permanent federal employees and is geared toward high-performing mid-career administrative and support staff. Supervisory recommendation must be submitted prior to confirmation of program enrollment. For additional program information, please visit the DOIU website: www.doi.gov/training.

Date/Locations:

- April 14–18, 2008 and May 5–9, 2008 — Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training

Competencies Addressed: Budget, Individual Effectiveness, Problem Solving, Communication, Analytical Skills, Leadership

Tuition: All federal employees…$1950

Leadership Part 1

Participants will have many opportunities to reinforce their learning through the use of role-playing, self-assessments, case studies and a variety of small- and large-group activities. During the first two days of leadership training, participants will:

- Explore the foundations of leadership
- Define leadership and explore the characteristics of effective leadership
- Identify various leadership styles and when to use each
- Explore personal leadership and assess individual leadership skills
- Explore power and influence from a personal perspective
- Practice analytical thinking and the decision-making process

Writing for Results

In our jobs, we write for many reasons; conveying information and requesting action are two of the most important. Effective writers produce clear, concise, and correct messages that get results, contribute to the mission of the organization, and increase the writers' value to that organization. In this course, participants will learn to:

- Write clearly, concisely, and correctly, in "plain language"
- Follow an orderly series of steps to produce effective writing
- Plan and organize points clearly and logically, using effective transitions
- Explore the importance of tone and discretion to avoid offending their readers
- Use fundamental research methods to support their subject
- Develop clear, concise, audience-appropriate messages
- Use e-mail effectively within the office environment

Leadership Part 2

Participants will have many opportunities to reinforce their learning through the use of role-playing, self-assessments, case studies and a variety of small- and large-group activities. The second portion of leadership training builds upon Leadership Part 1 by exploring leadership from a more personal viewpoint and providing opportunities for practical application. During this course, participants will:

- Identify their personal leadership styles
- Explore and increase personal effectiveness
- Identify techniques for effective interpersonal communications
- Practice critical-thinking and problem-solving techniques in the decision-making process
- Identify and use effective conflict-resolution techniques

Federal Budget Process Overview

Congress has constitutional power of the purse. It has a significant impact on the budget authority an agency will receive. Understanding the life cycle of an appropriation and what's involved in each phase is extremely important for those responsible for using budgetary resources, or for supporting professionals with that responsibility. This course will introduce participants to the four phases of the federal budget process, laws, and regulations. It will also explain how important their role is during each phase. During this two-day course, participants will:

- Understand budget authority and the background of the budget process
- Recognize the importance of the Anti-Deficiency Act
- Outline the life cycle of an appropriation
- Review the Department of the Interior's appropriation
- Define budget-related terminology such as "full-time equivalents"
- Learn and apply formulas and other estimating techniques used in budgeting
- Understand the major issues in budget execution

Putting It All Together

This portion of the program gives participants the opportunity to review and clarify the value of the learning modules presented throughout the two-week program. Participants identify ways to apply the lessons learned into specific areas of their work and to create an individualized action plan to help them achieve this goal.

Certificate Programs

Project Management Associate's Certificate Program

Course Description:

The Associate's Certificate Program in Project Management is being offered in support of the Department of the Interior's (DOI) strategic goal of developing, training and/or certifying project managers for all non-major and major investments. DOI is committed to developing qualified project managers with the skills, tools and experiences to guide DOI projects effectively and efficiently. This training prepares project managers for the Certified Associate Project Manager (CAPM) or Project Management Professional (PMP) certification test through the Project Management Institute (PMI).

To earn an Associate's Certificate in Project Management, you must successfully complete three modules within two years. Although you may take these courses in any order, we recommend you take the introductory course, Managing Projects, first, to become familiar with basic project management terminology and principles.

Each time you complete a module and pass the final exam (in courses in which testing is required) you receive a certificate of completion from The George Washington University School of Business and Public Management.

If you successfully complete the courses as required, you will receive an associate's certificate by mail six to eight weeks after completion of the third qualifying course.

Modules:

- Managing Projects
- Risk Management
- Scheduling and Cost Control

Complete details, such as course descriptions, competencies and learning objectives, can be viewed for each course at: www.doi.gov/training.

Target Audience: Employees requiring certification to manage major and non-major projects

Tuition: All federal employees…$2,280

Dates/Locations:

Managing Projects

• October 10–12, 2007	Reston, Virginia
• November 6–8, 2007	Washington, DC
• December 4–6, 2007	Denver, Colorado
• February 5–7, 2008	Albuquerque, New Mexico

Risk Management

• November 14–16, 2007	Reston, Virginia
• January 15–17, 2008	Denver, Colorado
• January 29–31, 2008	Washington, DC
• March 11–13, 2008	Albuquerque, New Mexico

Scheduling and Cost Control

• January 7–11, 2008	Reston, Virginia
• February 25–29, 2008	Washington, DC
• March 17–21, 2008	Denver, Colorado
• May 12–16, 2008	Albuquerque, New Mexico

Certificate Programs

Project Management Master's Certificate Program

Course Description:

The Master's Certificate Program in Project Management is being offered in support of the Department of the Interior's (DOI) strategic goal of developing, training and/or certifying project managers for all non-major and major investments. DOI is committed to developing qualified project managers with the skills, tools and experiences to guide DOI projects in an effective and efficient manner. This training prepares project managers for the Certified Associate Project Manager (CAPM) or Project Management Professional (PMP) certification test through the Project Management Institute (PMI).

The Project Management Master's Certificate Program consists of the seven core modules listed below. Together, these courses address all project management domains found in the PMBOK® Guide. To earn a Master's Certificate in Project Management, you must successfully complete seven courses within four years. At least three must be taken from these core modules.

The curriculum is designed to be flexible, and you can customize the course of study to expand your knowledge base and skill set; however, if you have little or no background in project management, we encourage you to choose all seven core courses as your course of study.

Core Modules:

- Managing Projects
- Risk Management
- Scheduling and Cost Control
- Quality for Project Managers
- Project Leadership, Management, and Communications
- Contracting for Project Managers
- Project Management Applications

Complete details, such as course descriptions, competencies and learning objectives, can be viewed for each course at: www.doi.gov/training.

Target Audience: Employees requiring certification to manage major and non-major projects

Tuition: All federal employees…$5,320

Date/Locations:

Managing Projects

- October 10–12, 2007 — Reston, Virginia
- November 6–8, 2007 — Washington, DC
- December 4–6, 2007 — Denver, Colorado
- February 5–7, 2008 — Albuquerque, New Mexico

Risk Management

- November 14–16, 2007 — Reston, Virginia
- January 15–17, 2008 — Denver, Colorado
- January 29–31, 2008 — Washington, DC
- March 11–13, 2008 — Albuquerque, New Mexico

Scheduling and Cost Control

- January 7–11, 2008 — Reston, Virginia
- February 25–29, 2008 — Washington, DC
- March 17–21, 2008 — Denver, Colorado
- May 12–16, 2008 — Albuquerque, New Mexico

Quality for Project Managers

- April 22–24 2008 — Washington, DC

Project Leadership, Management and Communications

- June 10–12, 2008 — Washington, DC

Contract Management Principles and Practices

- July 15–17, 2008 — Washington, DC

Project Management Applications

- August 11–15, 2008 — Washington DC

Acquisition Management Courses

Advanced Simplified Acquisition Procedures

Course Description:

This course provides experienced purchasing and contracting personnel operating under Part 13 of the FAR with updated and expanded information on simplified acquisition methods. Coverage includes: evaluation of quotes for award, administration of purchase orders, and negotiation skills and techniques. Subjects include: Legislative and Regulatory Update; Pre-Award Issues; Solicitation Provisions and Contract Clauses; Labor Law Requirements; The RFQ Process; Evaluation of RFQ's; Contract Payments; Contract Disputes; Negotiation Techniques

Learning Objectives:

- Identify customer requirements
- Locate sources of supply
- Solicit for competition
- Receive and evaluate quotations
- Prepare appropriate procurement documents
- Use appropriate purchasing methods
- Make contract awards
- Ensure contract performance

Target Audience: Employees making small purchases of goods and services available from Federal Supply schedules or from the open market that fall within the simplified acquisition threshold

Dates/Locations:

- February 11–15, 2008 Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Competencies identified in the Contracting Officer Workbook are addressed in this course

Tuition: DOI employees…None Other federal employees…$600

Acquisition Management Courses

Basic Simplified Acquisition Procedures

Course Description:

This course provides the participant information about Simplified Acquisition Procedures and required sources, including thresholds that currently apply to purchasing under the revised Part 8 and Part 13 of the FAR. It is suitable for new and experienced purchasing and contracting personnel.

Learning Objectives:

- Know the federal acquisition process
- Identify the standards of conduct for procurement officers
- Know how to acquire supplies from established sources on the open market
- Describe the use of Requirement Documents/Credit Cards/Blanket Purchase Agreements

Target Audience: Employees making small purchases of goods and services available from Federal Supply schedules or from the open market that fall within the simplified acquisition threshold

Dates/Locations

- March 10–14, 2008 Washington, DC
- May 12–16, 2008 Anchorage, Alaska
- August 18–22, 2008 Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Competencies identified in the Contracting Officer Workbook are addressed in this course

Tuition: DOI employees…None Other federal employees…$600

Acquisition Management Courses

New Class

CON 100: Shaping Smart Business Arrangements (DAU Equivalent)

Course Description:

This course is designed for personnel newly assigned to the field of contracting. The course provides a comprehensive overview of the federal contracting process and environment. This course will help students develop the skills to make solid business decisions and offer sound advice to customers, in support of the customer's mission and in compliance with the regulations. Practical exercises include small group exercises to help prepare students for real-world situations that include the interdependent and sometimes conflicting forces of government branches, agencies and contracting activities, industry, and other forces.

Learning Objectives:

- Understand mission support in the acquisition environment
- Identify customers' missions
- Work effectively as a member of the acquisition team
- Clarify his or her role in working with financial and contractor communities
- Develop skills to provide sound business advice to customers
- Establish goals for personal career growth

Target Audience: Employees who are on track to become contract specialists

Time: For specific class times and room locations go to www.doi.gov/training

Date/Location:

• October 15–19, 2007	Washington, DC
• November 5–9, 2007	Albuquerque, New Mexico
• July 14–18, 2008	Albuquerque, New Mexico

Competencies Addressed: Competencies identified in the Contracting Officer Workbook are addressed in this course

CLP Credits: 40

Tuition: All federal employees…$455

Acquisition Management Courses

New Class

CON 104: Cost Analysis (DAU Equivalent)

Course Description:

This course provides the participant with information from Part 31 of the FAR. Coverage includes: explanation of costs and cost analysis, cost principles, allowability, allocability and reasonableness, direct and indirect costs, and profit.

Learning Objectives:

- Identify the contracting environment's sources of data for cost and price analysis
- Understand the methods used for analyzing direct and indirect costs
- Understand the methods used for performing profit analysis
- Apply ethics in contract pricing

Target Audience: Contract specialists

Time: For specific class times and room locations go to www.doi.gov/training

Date/Location:

- January 14–18, 2008 Washington, DC

Competencies Addressed: Competencies identified in the Contracting Officer Workbook are addressed in this course

CLP Credits: 40

Tuition: All federal employees…$455

Acquisition Management Courses

New Class

CON 110: Mission Support Planning (DAU Equivalent)

Course Description:

This course introduces the various concepts, issues and considerations involved in mission support planning. The course is designed for students who are on track to become contract specialists, and addresses the Contracting Officer's responsibilities in the context of planning both civilian and defense acquisitions. In addition to presenting tools and tasks for effective planning, this course reviews basic principles and their application.

Learning Objectives:

- Assess customer needs and establish good customer relations
- Apply acquisition regulations appropriately
- Review and evaluate purchase requests
- Conduct thorough market research
- Develop mission support plans
- Know when and under what conditions various socioeconomic programs apply
- Develop acquisition strategies and requirements documents
- Select, from various methods of acquisition and types of contracts prescribed by the regulations, those that are likely to yield best value

Target Audience: Employees who are on track to become contract specialists

Time: For specific class times and room locations go to www.doi.gov/training

Date/Location:

- August 18–22, 2008 Albuquerque, New Mexico

Competencies Addressed: Competencies identified in the Contracting Officer Workbook are addressed in this course

CLP Credits: 40

Tuition: All federal employees…$455

Acquisition Management Courses

New Class

CON 112: Mission Performance Assessment (DAU Equivalent)

Course Description:

This course takes mission support to its natural conclusion: performance and completion of the contract. The course focuses on the use of performance metrics to evaluate contractor performance and assure compliance with contract requirements, from award through closeout. The emphasis is on working with the customers and the contractors to assure that mission requirements are, and continue to be, met. Students will explore assessment methods, remedies for delays and noncompliance, preparing and pricing contract modification; dealing with disputes and claims, and closing out contracts upon completion.

Learning Objectives:

- Plan contract administration using agency practices
- Maintain customer satisfaction by monitoring and evaluating contractor performance
- Identify procedures for resolving contract disputes
- Select and pursue formal remedies
- Modify contracts and make equitable adjustments
- Identify appropriate reasons for contract termination
- Identify the methods of contract financing for commercial and noncommercial items
- Recognize fraudulent claims
- Close out completed contracts

Target Audience: Contract specialists

Time: For specific class times and room locations go to www.doi.gov/training

Date/Location:

- July 7–11, 2008 Washington, DC

Competencies Addressed: Competencies identified in the Contracting Officer Workbook are addressed in this course

CLP Credits: 40

Tuition: All federal employees…$455

Acquisition Management Courses

New Class

CON 120: Mission-Focused Contracting (DAU Equivalent)

Course Description:

This course is a comprehensive, hands-on study of the entire acquisition process. Through the use of an integrated case study, this class takes the participant from the initial meeting with a customer to contract completion and closeout. This course builds on the knowledge and skills acquired in CON 110, 111, and 112 by giving participants an opportunity to apply what they've learned. Topics covered: mission strategy planning, leadership skills, preparation of solicitations, solicitation/evaluation/award, performance assessment and quality assurance, contract closeout.

Learning Objectives:

- Provide customers sound information and advice
- Cooperatively develop complete purchase request packages
- Lead an acquisition team
- Prepare a synopsis and a solicitation
- Evaluate offers and award contracts
- Evaluate price reasonableness and conduct price negotiations
- Monitor contractor performance and apply appropriate remedies
- Modify contracts, exercise options and complete contract closeout process

Target Audience: This course is designed for federal employees new to the contracting workforce or non-contracting employees who play a role in the acquisition process.

Prerequisites: Completion of CON 110 (Mission Support Planning); CON 111 (Mission Strategy Execution); and CON 112 (Mission Performance Assessment)

Time: For specific class times and room locations go to www.doi.gov/training

Date/Location:

- June 9–20, 2008 Denver, Colorado

Competencies Addressed: Competencies identified in the Contracting Officer Workbook are addressed in this course

CLP Credits: 80

Tuition: All federal employees…$775

Acquisition Management Courses

New Class

CON 202: Intermediate Contracting (DAU Equivalent)

Course Description:

This is an intermediate level course focusing on complex, non-commercial acquisitions including major systems and research and development. Participants will learn the skills necessary to plan, prepare, negotiate, and administer complex acquisitions. They will be challenged to apply ethical principles, critical thinking, and sound judgment to resolve contracting issues. Topics covered: determination of acquisition need, source selection and solicitation, evaluation of offers, discussions and negotiations, subcontracting, contract award process, task order and delivery order contracts, contract administration process, modifications and unpriced actions, financing/funding/payment, property, contract terminations and closeout.

Learning Objectives:

- Optimize the procurement requirement in terms of the best value to serve the customer's mission
- Create a formal procurement plan for a complex acquisition
- Prepare a solicitation
- Evaluate offers and award contracts for a variety of acquisitions
- Develop an administration plan
- Monitor contractor performance
- Modify contracts
- Terminate contracts
- Close out contracts

Target Audience: This course has been designed for GS-1102 Contract Specialists and other federal employees who require training equivalent to DAU CON 202.

Date/Location:

- March 3–14, 2008 Denver, Colorado

Time: For specific class times and room locations go to www.doi.gov/training

Prerequisites: Competencies identified in the Contracting Officer Workbook are addressed in this course

Competencies Addressed: Competencies identified in the Contracting Officer Workbook are addressed in this course

CLP Credits: 80

Tuition: All federal employees…$775

Acquisition Management Courses

CON 204: Intermediate Contract Pricing (DAU Equivalent)

Course Description:

This is an advanced course that builds on the pricing skills covered in the FAC-C Level I certification curriculum. Topics include: statistical analysis, regression analysis, indirect cost analysis, price adjustment, equitable adjustments, defective pricing, termination settlement.

Learning Objectives:

- Analyze prices and costs submitted in complex situations to determine if they are fair and reasonable
- Formulate cost or pricing positions for a prenegotiation memorandum that support a fair and reasonable price decision for different types of contract modifications
- Settle a termination
- Price equitable adjustments pursuant to delays or a stop-work order
- Analyze lease-vs.-purchase decisions
- Analyze progress payment requests

Target Audience: Contracting personnel, cost/price analysts, and other government personnel involved in analysis and pricing of contract actions

Date/Location:

- April 14–25, 2008 Denver, Colorado

Time: For specific class times and room locations go to www.doi.gov/training

Prerequisites: Competencies identified in the Contracting Officer Workbook are addressed in this course

Competencies Addressed: Competencies identified in the Contracting Officer Workbook are addressed in this course

CLP Credits: 80

Tuition: All federal employees…$775

Acquisition Management Courses

Contracting Officer's Representative Course (CORs, COTRs): Basic Certification

Course Description:

This comprehensive course is designed to make non-contracting personnel familiar with the federal acquisition process, as well as provide them the knowledge and skills to carry out their responsibilities as representatives of contracting officers. The course presents an overview of the acquisition process, and focuses on the COR and COTR delegation and responsibilities, in addition to ethics in government contracting.

Learning Objectives:

- Know COR delegation and responsibilities
- Initiate the requirement for and solicitation of offers
- Develop technical-evaluation and source-selection skills
- Monitor contractor performance, and deal with unsatisfactory performance

Target Audience: Non-contracting personnel who represent contracting officers, including Contracting Officer's Representatives (CORs), Contracting Officer's Technical Representatives (COTRs), Technical Officers (TOs) and Project Officers (POs)

Dates/Locations:

- Specific dates and locations are listed on the next page

Time: For specific times and room locations, go to: www.doi.gov/training.

Prerequisites: None

Competencies Addressed: The latest version of the Federal Acquisition Institute's "Contracting Officer's Representative Training Blueprints" identifies competencies addressed in this course.

CPE Credits: 40

Tuition: DOI employees…None Other federal employees…$600

Dates/Locations:

• October 15–19, 2007	Albuquerque, New Mexico
• October 22–26, 2007	Anchorage, Alaska
• October 29–November 2, 2007	Denver, Colorado
• December 3–7, 2007	Albuquerque, New Mexico
• December 3–7, 2007	Washington, DC
• January 28–February 1, 2008	Denver, Colorado
• February 11–15, 2008	Albuquerque, New Mexico
• April 7–11, 2008	Denver, Colorado
• April 7–11, 2008	Reston, Virginia
• March 3–7, 2008	Washington, DC
• April 28–May 2, 2008	Albuquerque, New Mexico
• May 19–23, 2008	Denver, Colorado
• July 21–25, 2008	Washington, DC
• August 11–15, 2008	Albuquerque, New Mexico
• September 22–26, 2008	Washington, DC

Advancing Technology: Computer Courses

Introduction to Microsoft Access 2007

Course Description:

This course introduces the basic skills necessary to present data in Access. It includes tasks such as creating relationships, using simple queries, modifying query results, and analyzing tables. Students will learn how to find, filter, and print data. You will learn how to create basic forms, reports, and use the online Help.

Learning Objectives:

- Discuss the concepts and terms related to a relational database management system
- Open a database or create a new database
- Design, create and save tables in a database to provide management information
- Modify the design layout of tables and queries in a database

Target Audience: All federal employees

Prerequisite: Knowledge of the Windows environment

Dates/Location:

- October 16–17, 2007 Washington, DC
- January 8–9, 2008 Washington, DC
- April 15–16, 2008 Washington, DC
- July 9–10, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$250

Advancing Technology: Computer Courses

Intermediate Microsoft Access 2007

Course Description:

This course builds upon the basic concepts of Access. It includes tasks to modify tables, set field properties, use operators in queries, design advanced queries, and create action queries. You will learn how to use advanced query wizards and advanced database features.

Learning Objectives:

- Define relationships and join tables in queries
- Use advanced report features
- Create a report in Design View and learn to save, open and close a report
- Use advanced features of tables and queries

Target Audience: All federal employees

Prerequisites: Knowledge of the Windows environment; Introduction to Microsoft Access 2007

Dates/Location:

- November 7–8, 2007 Washington, DC
- February 13–14, 2008 Washington, DC
- May 6–7, 2008 Washington, DC
- August 13–14, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees …$250

Advancing Technology: Computer Courses

Advanced Microsoft Access 2007

Course Description:

This course introduces more in-depth advanced features of tables and queries in Access. Tasks include using charts, subforms/subreports, ActiveX controls, macros, and switchboards. You will learn how to work with indexes, replicate databases, create custom toolbars, and use Access and the Internet.

Learning Objectives:

- Use ActiveX Controls and other forms techniques
- Design and create macros
- Export data to Excel and Word
- Use expressions in calculation controls, improve accuracy in forms, and work with subforms

Target Audience: All federal employees

Prerequisites: Knowledge of the Windows environment; Introduction to Microsoft Access 2007 for Windows; Intermediate Microsoft Access 2007 for Windows

Dates/Location:

- December 19–20, 2007 Washington, DC
- May 21–22, 2008 Washington, DC
- September 24–25, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$250

Advancing Technology: Computer Courses

Database Design

Course Description:

This course reviews a common system-development lifecycle and introduces logical steps that must be accomplished during each phase of the lifecycle to ensure a successful design.

Learning Objectives:

- Know type of questions need to be asked during the planning phase
- Develop a list of appropriate system requirements
- Create and define a data field list
- Define the common relationship types and discuss how to use them to relate normalized tables

Target Audience: Anyone who needs to design a database with ANY software program

Prerequisite: Knowledge of the Windows environment

Dates/Locations:

December 11–13, 2007 Anchorage, Alaska (3 half-days)

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: All federal employees…$125

Advancing Technology: Computer Courses

Introduction to Microsoft Excel 2007

Course Description:

This course introduces the basic skills necessary for productive development of workbooks to prepare worksheets for publication. It includes tasks to explore Excel, work with the Office Assistant, use basic workbook skills, and format text. You will learn how to create simple formulas, work with columns and rows, format cells, and use automatic formatting and styles.

Learning Objectives:

- Create, save, and retrieve an Excel 2007 worksheet
- Create simple formulas and use functions; use AutoSum, AutoCorrect and AutoCalculate
- Format text, numbers, cells and worksheets; use AutoFormat to change data appearance
- Distinguish between the use of Relative and Absolute Cell Referencing

Target Audience: All federal employees

Prerequisite: Knowledge of the Windows environment

Dates/Locations:

• October 30-November 1, 2007	Anchorage, Alaska (3 half-days)*
• November 27–28, 2007	Washington, DC
• January 28-30, 2008	Anchorage, Alaska (3 half-days)*
• February 5–6, 2008	Washington, DC
• May 13–14, 2008	Washington, DC
• August 6–7, 2008	Washington, DC

*If attending in Anchorage, please bring your own laptop loaded with Microsoft Excel 2007

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$125

Advancing Technology: Computer Courses

Intermediate Microsoft Excel 2007

Course Description:

This course covers the features used to manage data, worksheets, and workbooks. It includes tasks such as using large worksheets, multiple worksheets, and managing data and files. You will learn how to use range names, other functions, and filter data in a list. Participants will learn how to use HTML files and work with comments.

Learning Objectives:

- Use sort-list function, and find and replace data
- Create and format charts
- Edit multiple worksheets simultaneously
- Use AutoShapes and diagrams

Target Audience: All federal employees

Prerequisites: Knowledge of the Windows environment, Introduction to Microsoft Excel 2007 for Windows

Dates/Locations:

• November 27-29, 2007	Anchorage, Alaska (3 half-days)*
• December 4, 2007	Washington, DC
• February 26-28, 2008	Anchorage, Alaska (3 half-days)*
• March 4, 2008	Washington, DC
• June 18, 2008	Washington, DC
• September 9, 2008	Washington, DC

*If attending in Anchorage, please bring your own laptop loaded with Microsoft Excel 2007

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$125

Advancing Technology: Computer Courses

Advanced Microsoft Excel 2007

Course Description:

This course is designed to help students learn the more-advanced features available in Excel 2007 for Windows. Students will become familiar with advanced formula construction techniques, more-effective methods for creating formulas using arrays, and methods for organizing their worksheets using outlining and other techniques. You will learn methods to eliminate repetitive formatting, and worksheet construction using styles and templates.

Learning Objectives:

- Use advanced functions, including VLOOKUP and HLOOKUP; use the IF function and the ISERROR function; and use an AND condition with IF
- Create and modify pivot tables, view different levels of pivot-table data, create lists of individual records or details in a pivot table, and understand the process of converting Excel crosstab-table information into Excel 2007 pivot tables
- Analyze data using features available through the Excel 2007 for Windows Analysis ToolPak

Target Audience: All federal employees

Prerequisites: Knowledge of the Windows environment, Introduction to Microsoft Excel 2007, Intermediate Microsoft Excel 2007

Dates/Location:

- December 5, 2007 Washington, DC
- March 5, 2008 Washington, DC
- June 19, 2008 Washington, DC
- September 10, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$125

Advancing Technology: Computer Courses

Introduction to HTML 4.01

Course Description:

In this course, participants will learn how to use good HTML (Hypertext Markup Language) coding practices to create Web pages that work in the ever-changing world of web development. Students will learn concepts and practice tasks that foster the transition from HTML to XHTML 1.0.

Learning Objectives:

- Use a text editor to set up both global and content structures of an HTML document
- Create links to locations within a site and out to other sites on the Internet
- Format Web page content by using both non-deprecated HTML tags and Cascading Style Sheets
- Incorporate graphics into Web pages as embedded images, links, and backgrounds

Target Audience: Participants enrolling in this course should possess fundamental knowledge of personal computing and Internet technology.

Prerequisites: Knowledge of the Windows environment, Internet Fundamentals

Date/Location:

- April 17, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$250

Advancing Technology: Computer Courses

Advanced Microsoft Project 2007

Course Description:

This course is designed to provide students with the skills necessary to use most of the advanced features of Microsoft Project 2007. It will build on knowledge gained in the introductory course, and give students the opportunity to work with the advanced features of a project plan.

Learning Objectives:

- Analyze multiple projects to apply advanced features
- Use baselines, project tracking, and data distribution
- Evaluate and finalize a project
- Use HTML and web features

Target Audience: This course is designed for students who have a clear understanding of the introductory course, and need to learn and use some of the advanced features of the application.

Prerequisites: Knowledge of the Windows environment, Introduction to Microsoft Project 2003

Dates/Location:

- March 19–20, 2008 Washington, DC
- September 17–18, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$250

Advancing Technology: Computer Courses

Introduction to Lotus Notes 6.5

Course Description:

In this course, the participants will learn how to work with Notes databases, create and edit documents, add tables to documents, send and manage mail, use the calendar features, and search the Internet from within Notes.

Learning Objectives:

- Get started with Lotus Notes: Working with the database window and using bookmarks
- Work with database documents: Examining typical databases, creating and deleting documents, examining database properties and access levels, and using Help
- Editing documents: Editing documents; using named styles; and creating links, hotspots, and sections
- Using Notes mail: Working with messages, using the Address Book, and working with attached files
- Using the Calendar: Working with the Calendar, customizing your calendar, and working with the To Do list
- Working with tables: Creating tables, and using table properties
- Searching databases: Working with database indexes, using advanced searches, and searching the Internet

Target Audience: All federal employees

Prerequisite: Knowledge of the Windows environment

Dates/Locations:

- May 20, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$125

Advancing Technology: Computer Courses

Introduction to Microsoft PowerPoint 2007

Course Description:

This course explores the graphical presentation package used in the Windows environment. You will learn how to create a presentation and work with the Office Assistant using basic presentation skills.

Learning Objectives:

- Create and edit multiple presentation slides
- Use all options associated with title and bulleted slides; including text attributes
- Work with drawing objects
- Use Slide Show view and the online Help

Target Audience: All federal employees

Prerequisite: Knowledge of the Windows environment

Dates/Locations:

• October 16-18, 2007	Anchorage, Alaska (3 half-days)*
• December 11, 2007	Washington, DC
• January 15-17, 2008	Anchorage, Alaska (3 half-days)*
• March 11, 2008	Washington, DC
• June 10, 2008	Washington, DC

*If attending in Anchorage, please bring your own laptop loaded with Microsoft PowerPoint 2007.

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$125

Advancing Technology: Computer Courses

Advanced Microsoft PowerPoint 2007

Course Description:

This advanced course covers use of various editing tools to create effective presentations.

Participants will perform tasks such as creating basic charts, creating and using tables, and customizing presentations for a particular audience.

Learning Objectives:

- Set up the slide show, including timings, transitions and continuous loops
- Create custom charts, including changing the data in a series
- Edit and import charts
- Add special effects, including animation, sound and video

Target Audience: All federal employees

Prerequisites: Knowledge of the Windows environment, Introduction to Microsoft PowerPoint 2007

Dates/Location:

- January 10, 2008 Washington, DC
- May 29, 2008 Washington, DC
- August 19, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$125

Advancing Technology: Computer Courses

Introduction to Microsoft Project 2007

Course Description:

This course is designed to provide the skills necessary for using the fundamental features of Microsoft Project 2007. You will learn how to schedule and organize tasks, adjust resources, assign costs, and work with the critical path.

Learning Objectives:

- Start and manage a project
- Assign task durations, and set task constraints and resources
- Set a baseline, and track progress against the baseline
- View the project on screen, and print project reports

Target Audience: This course is designed for people who want to use Microsoft Project 2007 as a tool to streamline the projects they manage.

Prerequisite: Knowledge of the Windows environment

Dates/Location:

- January 15–16, 2008 Washington, DC
- April 22–23, 2008 Washington, DC
- July 22–23, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$250

Advancing Technology: Computer Courses

Introduction to Microsoft Publisher 2007

New Class

Course Description:

This course covers basic features used in Microsoft Publisher 2007. You will explore the Publisher interface, work with the Office Assistant, and create new publications. You will also learn about the advanced features of Microsoft Publisher.

Learning Objectives:

- Learn how to use basic publication skills, Personal information, and text tools
- Change publication design
- Enhance publication text; and print, send, and publish
- Learn how to work with drawing objects, format objects, and use graphic images and text boxes.
- Customize publications and use tables and mail merge

Target Audience: All federal employees

Prerequisite: Knowledge of the Windows XP environment

Dates/Location:

- January 29–30, 2008 — Washington, D.C.
- March 4-6, 2008 — Anchorage, Alaska (3 half-days)*
- June 25–26, 2008 — Washington, D.C.

*If attending in Anchorage, please bring your own laptop loaded with Microsoft Publisher 2007.

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$125

Advancing Technology: Computer Courses

Microsoft Word 2007 Refresher

Course Description:

In this course, students will review basic theory and practical skills necessary to effectively use Microsoft Word. Common problems, their solutions, and helpful shortcuts will be discussed. This course is geared toward students who have taught themselves Microsoft Word, migrated from another word processor in the past, and/or upgraded through several versions of Microsoft Word.

Learning Objectives:

- Understand how MS Word "thinks"
- Know differences between character, section and paragraph formatting
- Find shortcuts and hidden characters
- Understand the four views in MS Word
- Review menu items Tools, Customize and Tools, Options

Target Audience: All federal employees

Prerequisite: Introduction to Microsoft Windows

Dates/Location:

- February 5–7, 2008 — Anchorage, Alaska (3 half-days)*
- August 12–14, 2008 — Anchorage, Alaska (3 half-days)*

*If attending in Anchorage, please bring your own laptop loaded with Microsoft Word 2007.

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None — Other federal employees…$125

Advancing Technology: Computer Courses

Introduction to Microsoft Word 2007

Course Description:

This course is an overview of the capabilities of Word 2007 as a word-processing program. Designed for those with little or no previous experience in Word, the class will include exercises designed to familiarize you with its different features. You will learn how to use the basic commands, and will improve your understanding of how a word-processing program can help you in your environment.

Learning Objectives:

- Create, edit, and save a document
- Perform operations with the mouse, as well as the keyboard
- Create and edit headers, footers, and page numbers
- Work with multiple documents in memory at the same time

Target Audience: All federal employees

Prerequisite: Knowledge of the Windows environment

Dates/Location:

- November 6, 2007 — Washington, DC
- February 7, 2008 — Washington, DC
- May 8, 2008 — Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$125

Advancing Technology: Computer Courses

Intermediate Microsoft Word 2007

Course Description:

Intermediate Microsoft Word 2007 covers many of the features that can make everyday tasks quicker and easier. You will learn how to insert dates and symbols, use AutoFormat, edit tables, and apply borders and shading.

Learning Objectives:

- Format documents with newspaper-style columns
- Insert graphics, and use charts and diagrams
- Use Word HTML features
- Prepare documents by merging one file with a separate data file

Target Audience: All federal employees

Prerequisites: Knowledge of the Windows environment, Introduction to Microsoft Word 2007

Dates/Location:

- March 13, 2008 Washington, DC
- June 12, 2008 Washington, DC
- September 11, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$125

Advancing Technology: Computer Courses

Advanced Microsoft Word 2007

Course Description:

This course is designed for those who wish to increase their word-processing skills in the areas of multi-page document management and desktop publishing. Participants will prepare a table of contents and an index, set up footnotes, use revision marks, and insert annotation. You will be introduced to the use of programming using Word's macro capability, and to graphics and WordArt.

Learning Objectives:

- Import Excel spreadsheets and use macros and forms
- Sort table data and use formulas in tables
- Create and use Bookmarks
- Enhance text using WordArt
- Create master documents and customize Word preferences

Target Audience: All federal employees

Prerequisites: Knowledge of the Windows environment, Introduction to Microsoft Word 2007, Intermediate Microsoft Word 2007

Dates/Location:

- March 18, 2008 — Washington, DC
- June 17, 2008 — Washington, DC
- September 23, 2008 — Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$125

Advancing Technology: Computer Courses

New Class

Introduction to Microsoft Visio 2007

Course Description:

This course covers basic features used in Microsoft Visio 2007. Students will learn how to explore Visio and create new drawings. Tasks also include learning how to use basic drawing skills; move, rotate and resize shapes; add text to shapes and create freestanding text; use connectors with shapes; and print and change the page setup for drawings. It also covers additional drawing tools and features in Microsoft Visio 2007.

Learning Objectives:

- Use drawing tools to position, align and distribute shapes
- Create new shapes and format them
- Work with grouped shapes
- Create custom stencils and work with master shapes; and work with layers
- Create custom properties and adding data to shapes; using predefined reports and creating custom reports; create, label, modify, and format organization charts

Target Audience: All federal employees

Prerequisites: Knowledge of the Windows environment

Dates/Location:

- December 12-13, 2007 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$225

Federal Grants Courses

Introduction to Grants and Cooperative Agreements

Course Description:

This course provides a basic, working knowledge of the Federal Financial assistance process from pre-award through closeout.

Learning Objectives:

- Discuss the legal authorities governing federal assistance programs
- Review the government wide program announcement template
- Explore the application technique review process
- Discuss audit requirements applicable to recipients of federal funds
- Determine appropriate actions at the end of the grant period

Target Audience: Federal personnel who award or administer grants and/or cooperative agreements.

Prerequisites: None

Date/Location:

• March 18–20, 2008	Denver, Colorado
• March 31–April 2, 2008	Washington, DC
• March 25–27, 2008	Anchorage, Alaska
• May 20–22, 2008	Albuquerque, New Mexico

Time: For specific class times and room locations, go to www.doi.gov/training.

Competencies Addressed: Federal Financial Assistance Administration

CPE Credits: 24

Tuition: All federal employees…$585

Federal Grants Courses

Monitoring Grants and Cooperative Agreements for Federal Personnel

Course Description:

This course is designed for federal personnel responsible for overseeing administrative, financial, or programmatic performance of grant recipients.

Learning Objectives:

- Develop a monitoring plan
- Evaluate hypothetical grant scenarios to determine whether prior approval is required
- Analyze recipient progress and financial reports to identify deficiencies and potential problem areas
- Identify weaknesses in recipient internal controls through a mock site visit
- Use the Federal Audit Clearinghouse database as a monitoring tool
- Determine appropriate special conditions for high-risk recipients
- Analyze scenarios illustrating recipient waste, fraud, and abuse in federal programs and determine appropriate responses
- Practice negotiating resolution of problems that arise during grant performance

Target Audience: Federal personnel who is responsible of overseeing administrative, financial, or programmatic performance of grant recipients.

Prerequisites: None

Time: For specific class times and room locations, go to www.doi.gov/training.

Date/Location:

- April 3–4, 2008 Washington, DC

Competencies Addressed: Federal Financial Assistance Administration

CPE Credits: 16

Tuition: All federal employees…$500

Financial Management and Budgeting Courses

Budget and Accounting for Non-Financial Managers

Course Description:

Since budgeting and accounting are primarily service functions, their output must be understood throughout the organization. This course is designed for the non-accountant whose position requires interaction with budgeting and accounting functions or an elementary understanding of accounting and budgeting information. While the principles and standards of accounting will be emphasized, the actual techniques used to accumulate data (such as debits and credits) will not be addressed.

Learning Objectives:

- Describe the federal budget process; accounting definitions, concepts, principles, and standards
- Describe the role of accounting and budgeting
- Understand the role of management accountability and control (OMB Circular 123)

Target Audience: Federal employees in non-accounting positions who require an elementary understanding of budgeting and accounting processes and their output, such as management interns, program analysts, budget analysts, program managers, and supervisors

Prerequisites: None

Time: For specific class times and room locations go to www.doi.gov/training.

Date/Location:

- May 13–15, 2008 Denver, Colorado

Competencies Addressed: Accountability; Financial Management

CPE Credits: 24

Tuition: All federal employees…$360

Financial Management and Budgeting Courses

Budget and Accounting: Making the Connection

Course Description:

This course is designed for federal budgeting and accounting personnel who need to understand the basic elements of budget preparation, accounting and use of budgetary authority, and the fiscal performance of the activity as reflected in financial statements.

Learning Objectives:

- Apply budgeting and accounting terminology appropriately
- Track budgetary and proprietary accounting transactions through the budget execution process
- Describe the U.S. Standard General Ledger (USSGL) account structure
- Relate budget obligations to agency assets, liabilities, and expenses
- Determine unfunded budget requirements from accounting reports
- Improve budget estimating with accounting information

Target Audience: Accountants, budget analysts, and financial managers

Prerequisites: None

Dates/Locations:

April 22–23, 2008	Washington, DC
July 15–16, 2008	Washington, DC
July 29–30, 2008	Denver, Colorado

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Meets core competencies for accountants, budget analysts, and financial managers

CPE Credits: 16

Tuition: All federal employees…$450

Financial Management and Budgeting Courses

New Class

Ethical Decision Making for Financial Managers

Course Description:

This course is designed for federal financial management personnel and others interested in ethics in the federal government. Discussion topics will include: Ethics in the workplace, Questions to shape an ethical decision, Ethics in government, Ethical challenges encountered by government financial management personnel, and Resources and guidance on government ethics.

Learning Objectives:

- Articulate a personal code of ethics
- Explain the essential principles of federal ethics
- Apply the principles of federal ethics to a range of scenarios to propose valid courses of action
- Assist others in ethical decision making
- Identify the principal sources that regulate federal employees' ethical conduct

Target Audience: Federal financial management personnel and others interested in ethics in the federal government

Prerequisites: None

Dates/Locations:

- December 12–13, 2007 Washington, DC
- May 7–8, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies addressed: Meets core competencies for accountants and financial managers

CPE Credits: 16

Tuition: All federal employees…$385

Financial Management and Budgeting Courses

New Class

FACTS I: Reporting Proprietary Accounting Data to Treasury

This course provides participants a comprehensive examination of the FACTS I reporting system and the Office of Management and Budget (OMB) form and content statements. These reports form the basis for information presented in Treasury's annual Financial Report of the U.S. Government and for agency annual audited financial statements required by the Chief Financial Officers' Act, Government Performance and Results Act and the Government Management and Reform Act. FACTS I system reporting requirements will be presented and discussed in depth. The OMB-required basic financial statements will be outlined with content and display requirements.

Learning Objectives:

- Define U.S. Treasury reporting requirements
- Clarify reporting requirements for account balances and notes
- Understand the connection between the Closing Package and agency financial statements
- Explain the year–end intragovernmental reconciliation process

Target Audience: Accountants, budget personnel, auditors, analysts, and others involved with the preparation of data for input to FACTS I and with preparation of the agency-entity's federal financial reports, including accountants, budget personnel, auditors, and analysts

Prerequisites: Participants should have knowledge of the U.S. Standard General Ledger

Dates/Locations:

- February 20–21, 2008 Washington, DC
- September 3–4, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies addressed: Meets core competencies for accountants.

CPE Credits: 16

Tuition: All federal employees…$415

Financial Management and Budgeting Courses

New Class

FACTS II: Reporting Budget Execution Data to Treasury

Course Description

This course is designed for federal budgeting, accounting, auditing, and information systems personnel who track budgetary data within the agency and report budgetary data to the Treasury Department via Federal Agencies' Centralized Trial-Balance System (FACTS) II transmissions. FACTS II ensures budgetary accounting integrity in federal financial reporting at the agency level and government wide.

Learning Objectives:

- Apply line-by-line guidance to meet FACTS II reporting requirements
- Explain the impact of budgetary reporting on agency operations
- Identify the U.S. Standard General Ledger (USSGL) accounts used to report on budget execution
- Integrate budgetary and proprietary accounting data to accurately complete SF-133, Report on Budget Execution and Budgetary Resources, and Year-end Closing Statement, FMS 2108
- Perform the required FACTS II edit checks on sample trial balance data

Target Audience: Accountants working at the operational and transactional levels (including preparers and reviewers); auditors of year-end reports, financial statements, and budget reports; and budget analysts responsible for the formulation and execution of agency budget reports

Prerequisites: Participants should have knowledge of the U.S. Standard General Ledger

Dates/Locations:

- April 15–16, 2008 Washington, DC
- September 17–18, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies addressed: Meets core competencies for accountants and budget analysts

CPE Credits: 16

Tuition: All federal employees…$415

Financial Management and Budgeting Courses

Federal Appropriations Law

Course Description:

This course introduces the federal budget process, the different types of authority, and basic controls and restrictions that limit the use of federal resources. Discussion topics will include: The Anti-Deficiency Act, appropriations and resource classifications, fundamentals of appropriations law, management discretion and comptroller decisions and guidance.

Learning Objectives:

- Understand how resources are requested and approved
- Understand and explain the different types of appropriations
- Discuss the general guidelines for controlling the use of federal resources
- Explain the limitations and flexibility regarding the use of federal resources

Target Audience: Any federal employee who aspires to understand the federal appropriations process and its implications for federal agencies and their programs

Prerequisites: None

Dates/Locations:

• December 13–14, 2007	Albuquerque, New Mexico
• February 12–13, 2008	Denver, Colorado
• February 20–21, 2008	Anchorage, Alaska
• May 14–15, 2008	Washington, DC
• August 6–7, 2008	Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Budget Concepts and Processes, Budget Presentation and Justification, Planning, Budgeting and Accountability, Federal Accounting, Basic Government Accounting/Operations

CPE Credits: 16

Tuition: All federal employees…$420

Financial Management & Budget Courses

Federal Appropriations Law Seminar

Course Description:

This course introduces participants to the basic federal budget process. Course discussions include: The Anti-Deficiency Act, sources of appropriations law, flexibilities and limitations in the use of appropriations; what constitutes a legal obligation; proper recording of obligations such as contracts, salaries and grants; and what to do when more than one fund is available.

Learning Objectives:

- Determine the availability of appropriations as to purpose, time and amount
- Ensure the legal obligation of funds
- Ensure that obligations are charged to the correct fund sources
- Avoid violations of the Anti–Deficiency Act

Target Audience: Budget analysts, accountants, auditors, contracting officers and program managers

Prerequisites: None

Date/Location:

• March 31–April 3, 2008	Washington, DC
• May 6–9, 2008	Reston, Virginia
• July 21–24, 2008	Washington, DC

Time: For specific time and room location, go to www.doi.gov/training.

Competencies Addressed: Budget Concepts and Processes, Budget Presentation and Justification, Planning, Budgeting and Accountability, Federal Accounting, Basic Government Accounting/ Operations

CPE Credits: 32

Tuition: All federal employees…$720

Financial Management and Budgeting Courses

New Class

Federal Financial Management Overview

Course Description:

This course is designed for individuals looking for a comprehensive overview of the range of federal financial management disciplines. Both financial and non-financial personnel will benefit from learning how the components of financial management—budgeting, accounting, reporting, performance measurement, auditing, and management control—fit together in federal agencies.

Learning Objectives:

- Understand the integration of budgeting, accounting, and performance measurement and how they affect the management of federal agencies
- Outline the process agencies follow to prepare their budgets
- Adhere to legislative requirements for financial management in the federal government
- Track the flow of funds through the budget execution process
- Discover the required financial statements and their purposes
- Identify financial-management system requirements
- Explain the audit and review process

Target Audience: Accountants, budget analysts, and financial specialists

Prerequisites: None

Dates/Locations:

• January 29–31, 2008	Washington, DC
• June 24–26, 2008	Washington, DC
• April 1–3, 2008	Albuquerque, New Mexico

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies addressed: Meets core competencies for accountants, budget analysts, and financial managers

CPE Credits: 24

Tuition: All federal employees…$385

Financial & Acquisition Management

Internal Controls: Meeting the Federal Requirements for Accountability

Course Description:

This course provides participants a strong foundation in control-system requirements, as well as guidance for incorporating control systems into their activities in order to reduce the risk of waste, fraud and mismanagement, and to discharge their responsibility for accountability. The impact of the Sarbanes-Oxley Act and other initiatives on federal internal-control practices will be discussed, as will the latest internal guidance and the role of federal managers in the internal-control process.

Learning Objectives:

- Organize the management-control process
- Identify an organization's assessable units
- Conduct risk-assessment of assessable units
- Perform a management-control review and test controls
- Evaluate control systems and identify vulnerabilities
- Determine the cause of control weaknesses

Target Audience: Managers, supervisors, management-control-program administrators, program managers and project managers

Prerequisites: None

Dates/Locations:

- February 4–7, 2008 Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Problem Solving, Accountability, Integrity/Honesty

CPE Credits: 32

Tuition: All federal employees…$625

Financial Management and Budgeting Courses

New Class

The Legislative Process: Working with Congress

Course Description:

This course is designed for agency personnel who need to know how Congress does business and how to interact with Congressional committees that oversee agency programs and appropriated funds. Discussion topics will include: the impact of Congressional action on federal agencies, the legislative process (how a bill becomes a law), the Congressional budget process, Congressional committees (hearings, markups, and reports), protection of agency interests before Congress and Congressional staff, preparation of program executives to testify before Congressional committees and subcommittees, appropriate legislative liaison versus inappropriate lobbying, and interacting with Congressional staff.

Learning Objectives:

- Outline the legislative process and identify Congressional leaders
- Define the various forms of legislative action
- Outline the three–step process for enacting the federal budget
- Describe the current federal spending climate
- Define and analyze Congressional issues and explain the associated politics
- Distinguish between personal staff and professional committee staff, and explain the roles of each
- Comply with requirements for legislative initiatives, lobbying, and liaisons

Prerequisites: None

Target Audience: Budget analysts and financial specialists. May also be of interest to agency Congressional liaisons, government contract personnel, and private-sector lobbyists

Dates/Locations:

- December 11, 2007 Washington, DC
- May 6, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies addressed: Meets core competencies for budget analysts and financial managers.

CPE Credits: 8

Tuition: All federal employees…$300

Financial Management & Budget Courses

New Class

Performance-Based Budgeting and the OMB Program Assessment Rating Tool (PART)

Course Description:

This course will teach participants the requirements that drive performance-based budgeting and the challenges of its implementation. The role of activity-based costing (ABC) in supporting a performance budget and in aligning performance goals with budget account structures will also be discussed. Participants will learn how to apply the OMB PART in their budget review and resource allocation and to identify what types of performance measures to apply.

Learning Objectives:

- Align program resources with strategic objectives and annual performance goals
- Describe OMB requirements for an acceptable performance budget and identify the different types and uses of performance metrics
- Build and support a performance budget with useful and informative performance metrics
- Identify appropriate data and evidence to support an OMB PART review of your budget
- Perform a PART review

Target Audience: Budget and program analysts, accountants, and others tasked with implementing budget-performance integration within their organizations

Prerequisites: None

Time: For specific class times and room locations, go to: www.doi.gov/training

Date/Location:

- April 2–3, 2008 Denver, Colorado

Competencies Addressed: Meets core competencies for accountants, budget analysts, and financial managers

CPE Credits: 16

Tuition: All federal employees...$450

Financial Management & Budget Courses

Understanding Budget Formulation and Execution

Course Description:

This course is designed to take participants through the budget formulation and execution process, while providing effective tools and techniques for implementation.

Learning Objectives:

- Recognize federal budgeting, appropriations and their after-life, apportionments, allotments, expenditures, commitments and obligations; and formulas
- Prepare a budget
- Know the importance of analysis
- Construct a budget and prepare supporting documentation

Target Audience: Budget, program and administrative personnel, analysts, managers and supervisors, and other federal employees involved with budget preparation

Prerequisites: None

Dates/Locations:

• February 25–29, 2008	Washington, DC
• March 10–13, 2008	Anchorage, Alaska
• April 15–18, 2008	Denver, Colorado
• June 9–13, 2008	Washington, DC
• June 17–20, 2008	Albuquerque, New Mexico
• September 8–12, 2008	Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Budget Concepts and Processes, Planning, Budgeting and Accountability/Business Practices

CPE Credits: 40

Tuition: All federal employees…$440

Financial & Acquisition Management

U.S. Standard General Ledger: Intermediate

Course Description:

This is a basic class for federal personnel who plan to attend Advanced Standard General Ledger Accounting, but who first need a refresher on how to use the US Standard General Ledger for recording budgetary and proprietary accounting events. Using lecture and exercises, this class will review the basic structure of the standard posting entries, and discuss the treasury's published guidance documents.

Learning Objectives:

- Understand the structure and use of the Treasury Financial Manual Supplement for the U.S. Standard General Ledger and the supplement for Treasury Account Fund Symbols, the FASTbook
- Review the flow of transactions both for direct appropriated funds and reimbursable operations in case–study format (which allows for student interaction and information reinforcement)

Target Audience: Accountants, accounting technicians, budget personnel (with an understanding of accounting), and accounting managers who have had previous experience or a basic class in Standard General Ledger accounting

Prerequisites: SGL Basic or knowledge of the U.S. Standard General Ledger

Date/Location:

- January 23–24, 2008 Washington, DC
- July 9–10, 2008 Washington, DC

Time: For specific time and room location, go to: www.doi.gov/training.

Competencies Addressed: Federal Accounting, Basic Government Accounting/Operations, Budgeting, Accounting/Business Practices

CPE Credits: 16

Tuition: All federal employees…$380

Financial Management & Budget Courses

U.S. Standard General Ledger Accounting: Introduction

Course Description:

This is a basic class for federal personnel who need to learn how to use the US Standard General Ledger to record budgetary and proprietary accounting events. This class will explain the basic structure of the standard posting entries and when they are applied.

Learning Objectives:

- Understand the legal requirements and OMB guidance for implementing the Standard General Ledger
- Describe the features of the Standard General Ledger
- Analyze and integrate the Standard General Ledger into the accounting cycle

Target Audience: Accountants, financial specialists and managers

Prerequisites: Understanding of basic accounting procedures and processes

Date/Location:

• October 31– November 1, 2007	Washington, DC
• February 12–13, 2008	Reston, Virginia
• February 14–15, 2008	Denver, Colorado
• April 7–9, 2008	Anchorage, Alaska

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Federal Accounting Concepts and Standards

CPE Credits: 16

Tuition: All federal employees…$380

FPPS/Payroll Courses

The following courses are offered through NBC Denver, and are scheduled on a quarterly basis. For the most-recent course schedules, please go to the DOIU website at www.doi.gov/training. For registration information, please call the DOIU Denver Leadership and Performance Center at 303-969-5630.

Quicktime Time and Attendance (T&A) Web-based Training

Quicktime is a web-based automated Time and Attendance (T&A) system that allows employee entry of time, as well as traditional timekeeper data entry. There are four modules of instructor-led training for the different roles within the Quicktime software.

Administrator Module • Six Hours

The Quicktime administrator module provides instruction on how to establish and maintain system configuration, maintain passwords, add employees, define employee relationships, set up offices, produce interface files with the Federal Personnel/Payroll System (FPPS), and run reports.

Learning Objective:

- Gain specific knowledge and experience using the Quicktime automated system covering the role of an administrator

Target Audience: Employees, NBC customers and clients who have little or no experience using the Quicktime automated system

Timekeeper Module • Four Hours

The Quicktime timekeeper module provides instruction on how to establish employee profiles, validate employee time-and-attendance (T&A) online records, and maintain historical T&A records in a timely manner.

Learning Objective:

- Gain specific knowledge and experience using the Quicktime automated system covering the responsibilities and duties of a timekeeper

Target Audience: Employees with T&A administrator responsibilities who have little or no experience using the Quicktime automated system

Certifier Module • Two Hours

The Quicktime Certifier module provides instruction on how to certify the accuracy of employees' biweekly Time and Attendance (T&A) online records, approve or disapprove leave and extra hours requests, and run reports.

Learning Objective:

- Gain specific knowledge and experience using the Quicktime automated system covering the role of a certifier

Target Audience: Employees with certifier responsibilities who have little or no experience using the Quicktime automated system

Employee Module • Two Hours

The Quicktime employee module provides instruction on how to input and verify a biweekly Time and Attendance (T&A) record online, and how to enter leave and extra-hours requests.

Learning Objective:

- Gain specific knowledge and experience using the Quicktime automated system covering the role of an employee

Target Audience: Employees who have little or no experience using the Quicktime automated system

FPPS/Payroll Courses

Federal Personnel/Payroll System (FPPS) Training

Web FPPS Requesting Office (RO) (using a web browser) Four Hours

Class exercises demonstrate ways to initiate, change, and track an SF-52 generated by the RO using a web browser.

Learning Objective:

- Gain specific knowledge and experience processing an SF-52 Request for Personnel Action through the online, integrated, real-time Federal Personnel/Payroll System (FPPS)

Target Audience: Employees working in an RO who have little or no experience using the FPPS to process actions

FPPS Requesting Office (RO) (using 3270 screen emulation) • Four Hours

Class exercises use 3270 screen emulation to give practice in ways of initiating, changing, and tracking an SF-52 generated by the RO.

Learning Objective:

- Gain specific knowledge and experience processing an SF-52 Request for Personnel Action through the online, integrated, real-time Federal Personnel/Payroll System (FPPS)

Target Audience: Employees working in an RO who have little or no experience using the FPPS to process actions

Web FPPS Servicing Personnel Office (SPO) (using a web browser) • Two Days

Class exercises demonstrate ways to process the most common types of SF-52s and to maintain employee and position information using a web browser. ***Note:*** *This class does not cover the Requesting Office (RO) processes – see Web FPPS Requesting Office (RO).*

Learning Objective:

- Gain specific knowledge and experience processing an SF-52 Request for Personnel Action from the Requesting Office (RO) to a completed SF-50 Notification of Personnel Action through the online, integrated, real-time Federal Personnel/Payroll System (FPPS)

Target Audience: Employees working in a SPO who have little or no experience using the FPPS to process actions

FPPS Servicing Personnel Office (SPO) (using 3270 screen emulation) • Two Days

Class exercises cover the commands used to process the most common types of SF-52s and how to maintain employee and position information using 3270 screen emulation. ***Note:*** *This class does not cover the Requesting Office (RO) processes—see FPPS Requesting Office (RO).*

Learning Objective:

- Gain specific knowledge and experience processing an SF-52 Request for Personnel Action from the Requesting Office (RO) to a completed SF-50 Notification of Personnel Action through the online, integrated, real-time Federal Personnel/Payroll System (FPPS)

Target Audience: Employees working in a SPO who have little or no experience using the FPPS to process actions

Web FPPS Time and Attendance (T&A) (using a web browser) • One Day

Students process actions in the Federal Personnel/Payroll (FPPS) Time and Attendance (T&A) Input System using a web browser. Class exercises cover ways to initiate, change, reassign, certify, release, and track a T&A. Note: This class does not cover pay-update processes.

Learning Objective:

- Gain specific knowledge and experience processing employee time-and-attendance (T&A) records through the online, integrated, real-time FPPS

Target Audience: Timekeepers responsible for processing time-and-attendance (T&A) records who have little or no experience using the FPPS T&A Input System

FPPS Time and Attendance (T&A) (using 3270 screen emulation) • One Day

Students process actions in the Federal Personnel/Payroll (FPPS) Time and Attendance (T&A) Input System using 3270 screen emulation. Class exercises cover how to initiate, change, reassign, certify, release, and track a T&A. Note: This class does not cover pay-update processes.

Learning Objective:

- Gain specific knowledge and experience processing employee time-and-attendance (T&A) records through the online, integrated, real-time FPPS

Target Audience: Timekeepers responsible for processing T&A records who have little or no experience using the FPPS T&A Input System

Web FPPS Security (using a web browser) • Two Days

This class covers all aspects of the Federal Personnel/Payroll System (FPPS) Security Administrator and Security Point-of-Contact (SPOC) functionality. Using a web browser, students will learn to set up offices, users, and route paths in the FPPS.

Learning Objective:

- Gain specific knowledge and experience establishing and maintaining offices, user-related authorities, and SF-52 route paths through the online, integrated, real-time FPPS

Target Audience: Employees who are designated as their agency security administrators and/or their agency security points-of-contact who have little or no experience using the FPPS to establish or to maintain offices, users, and route paths

FPPS Security (using 3270 screen emulation) • Two Days

This class covers all aspects of the Federal Personnel/Payroll System (FPPS) Security Administrator and Security Point-of-Contact (SPOC) functionality. Using 3270 screen emulation, students will learn to set up offices, users, and route paths in the FPPS.

Learning Objective:

- Gain specific knowledge and experience establishing and maintaining offices, user-related authorities, and SF-52 route paths through the online, integrated, real-time FPPS

Target Audience: Employees who are designated as their agency security administrators and/or their agency security points-of-contact who have little or no experience using the FPPS to establish or to maintain offices, users, and route paths

FPPS Security Planning Workshop • Two Days

This planning workshop is designed to provide Federal Personnel/Payroll System (FPPS) clients with information covering all aspects of the FPPS Security Administrator and Security Point-of-Contact (SPOC) responsibilities prior to implementation onto the FPPS. Students will participate in discussions, and work through exercises to establish new-user IDs; to reset passwords; and to identify office types, office printers, user types, data-access definitions, FPPS command selections, servicing personnel office screen selections, signature authorities, and route-path requirements for their agency as well as the options that exist for processing personnel actions. Discussion of timekeepers' security roles and responsibilities will also be covered if applicable to the agency.

Learning Objective:

- Gain specific knowledge and experience establishing and maintaining offices, user-related authorities, and SF-52 route paths through the online, integrated, real-time FPPS

Target Audience: Employees designated as security administrators and/or security points-of-contact with little or no experience using the FPPS. This workshop should be attended prior to implementation onto the FPPS and before taking the Web FPPS Security training

Basic Datamart • Two Days

This two-day class is designed to teach end-users how to build queries and reports using the Federal Personnel/Payroll (FPPS) Datamart Brio Insight product. Participants access Brio query documents from the web. Students learn how to build queries using pre-built data models, how to create reports, and how to analyze data. Topics covered will be reinforced by frequent exercises.

Prerequisites: Knowledge of FPPS data, Windows experience, and some query experience

Learning Objective:

- Gain specific knowledge and experience on how to extract data from FPPS Datamart by creating and modifying various queries using ad-hoc data models, and how to manipulate, modify, and format the data

Target Audience: DOI employees, NBC customers and clients required to query and to create reports with FPPS data

Advanced Datamart • Two Days

This class is designed for users with prior experience using the Federal Personnel/Payroll System (FPPS) Datamart Brio Insight product. Course content will expose the student to the advanced features and functions of this web-based application. Students will use a web browser in a hands-on environment to access the FPPS Datamart. Structured practical exercises will allow students to reinforce the information and concepts presented. Students will create queries, tables, pivots, charts, and reports. Query data will then be manipulated, modified, and formatted, using all five adaptive report levels for analysis of the information.

Prerequisite: Basic Datamart

Learning Objectives:

- Gain specific knowledge and experience using the advanced features and techniques of the Brio Insight application
- Use tables, pivots, and various charts to build a comprehensive report incorporating elements of all of the adaptive levels within Brio Insight
- Use adaptive levels within Brio Insight to analyze data

Target Audience: DOI employees; NBC customers and clients required to query, to create reports, and to analyze FPPS data

Basic Datamart—EEO • One Day

This course is designed to instruct end-users how to build EEO-specific queries and reports using the Federal Personnel/Payroll System (FPPS) Datamart application. Participants access the FPPS Datamart EEO query documents from the web. Students learn how to build EEO-specific queries using pre-built data models, create EEO-specific reports, and analyze EEO data. Frequent exercises reinforce the topics learned.

Prerequisite: Must have EEO access/authority

Learning Objective:

- Gain specific knowledge and experience extracting EEO data from FPPS Datamart by creating and modifying EEO-specific ad-hoc queries and reports

Target Audience: NBC customers and clients with access to EEO data required to query and create reports with FPPS EEO data

FPPS/Payroll Courses

FPPS Timekeeper Training • One Day

Course Description:

This course provides an overview of the FPPS (Federal Personnel/Payroll System) pay codes, as well as FPPS Time and Attendance (T&A) functionality and navigation. Students will be given the opportunity to initiate and correct T&As, and to establish and maintain Master T&A records using either the FPPS 3270 screen emulation or the Web FPPS process. Students will be able to access reference materials using a web browser.

Learning Objectives:

- Understand and apply FPPS pay codes
- Navigate the FPPS T&A system
- Use reference materials to assist with T&A processing

Target Audience: Either newly designated timekeepers who have no prior knowledge of timekeeping, or timekeepers who are unfamiliar with input requirements of the FPPS T&A System— not for users of Quicktime or other timekeeping systems

Dates/Locations/Times: For specific information, go to www.doi.gov/training.

Tuition: All federal employees…$150

FFPS/Payroll

FPPS Payroll Update Training • One Day

Course Description:

This course provides an overview of the FPPS (Federal Personnel/Payroll System) commands used to initiate and maintain payroll transactions comprising the employee's payroll master record. FPPS menu options include Employee/Position Maintenance, Special Pay Maintenance, and Charity Mass Input/Change. Interpretation of the Pay Detail View (PDVW) is also provided.

Learning Objectives:

- Input changes to an employee's address, tax, entitlement, and voluntary-deduction records
- Gain familiarity in initiating and maintaining Entitlement and Combined Federal Campaign records

Target Audience: Employees responsible for, but unfamiliar with, FPPS functionality, navigation, and commands used for Payroll Master Record input and changes

Dates/Locations/Times: For specific information, go to www.doi.gov/training.

Tuition: All federal employees…$150

FPPS/Payroll Courses

FPPS Leave Share Training • One-half Day

Course Description:

This course provides an overview of the FPPS (Federal Personnel/Payroll System) commands used to initiate and maintain payroll transactions for the Leave Share Program.

Learning Objectives:

- Initiate and maintain Leave Share Recipient and Leave Share Donor records in FPPS
- Interpret leave-share information on employee leave views in FPPS and on the Leave and Earnings Statement (LES)

Target Audience: Employees responsible for, but unfamiliar with, FPPS functionality, navigation, and commands used for Leave Share input and changes

Dates/Locations/Times: For specific information, go to www.doi.gov/training.

Tuition: All federal employees…$75

Human Resources Management Courses

Consulting Skills for Human Resources Management Professionals

Course Description:

This course provides participants with the knowledge and skills required to offer their services as consultants and advisors to management and customers. The course provides fundamental tools for operating as a consultant in a customer-driven environment.

Learning Objectives:

- Define the role of the consultant
- Establish credibility with management and customers
- Know the problem solving process and its components
- Build partnerships
- Understand the evolving role of human resources management

Target Audience: Human resources professionals who provide advice and assistance to management and others on HR issues

Date/Location:

- March 25-26, 2008 Denver, Colorado

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Customer Service, Oral and Written Communications, Problem Solving, Influencing Others

CPE Credits: N/A

Tuition: All federal employees…$235

Human Resources Management Courses

Introduction to Strategic Human Capital Management

Course Description:

This course provides leaders, supervisors and managers, as well as human resources specialists, with a solid foundation in strategic human capital management concepts, principles and best practices. This introductory course equips participants with an understanding of the skills needed to align human resources goals and budgets with their agencies' missions and to use metrics to identify needs and outcomes and measure progress toward the identified outcomes.

Learning Objectives:

- Explain the principles of strategic human capital management
- Apply the role of data in strategic human capital management
- Understand the strategic human capital management framework, strategic alignment, and workforce planning and deployment
- Develop a results-oriented performance culture
- Understand the basics of knowledge management

Target Audience: Supervisors, managers, management analysts, program specialists, human resources leaders and specialists

Date/Location:

- June 11-12, 2008 Denver, Colorado

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Analysis, Human Resources Management, Business Procedures, Strategic Planning

CEU Credits: 1.2

Tuition: All federal employees…$480

Leadership Skills Courses

New Class

Advanced Leadership Skills & Techniques

Course Description:

The role of federal supervisor/managers is ever evolving. This course provides the knowledge and skills to enhance their individual, team, and organizational leadership roles and advance their thinking, behavior, and actions to prepare for new and emerging leadership challenges.

Learning Objectives:

- Understand how to apply emotional intelligence skills to enhance employee performance
- Learn what it takes to uncover and maximize the strengths and talents of each employee
- Learn how to be flexible in responding to the individual needs of each employee
- Resolve ethical dilemmas while maintaining integrity
- Understand when to take reasoned risks to increase contribution and impact
- Develop methods and tools for developing leadership capacity in others

Target Audience: Managers, supervisors, group and team leaders

Time: For specific class times and room locations, go to: www.doi.gov/training.

Prerequisites: None

Date/Location:

- April 15–17, 2008 Denver, Colorado

Competencies Addressed: Problem Solving, Interpersonal Skills, Oral and Written Communications, Flexibility, Risk Taking

CPE Credits: N/A

Tuition: All federal employees…$375

Leadership Skills Courses

New Class

Alliance-Based Leadership

Course Description:

The recent work of Daniel Goleman (Primal Leadership) has shown that effective leaders and managers have the ability to understand and manage emotions not only for themselves, but also for the people around them. The appropriate use of the six leadership styles presented in the book has been shown to positively affect the workplace climate and to promote desired outcomes. This course focuses on helping participants understand and know when to apply a particular leadership style in order to achieve more emotionally intelligent interactions and outcomes with others. Other major topics will address progressive/adaptive change, accountability, aligning values with behaviors and clarifying when to coach and when discipline is appropriate.

Learning Objectives:

- Learn and practice new inter-personal skills to influence and gain cooperation from others
- Develop a vision for creating adaptive change that is proactive and progressive, rather than reactive
- Sustain an awareness of the importance of maintaining accountability to both the organization and co-workers
- Form alliances with others in order to help create a work environment that incorporates vision, respect and unity
- Recognize the difference between "resonant" and "dissonant" communication approaches
- Determine how to balance the use of coaching and discipline

Target Audience: Managers, supervisors, team leaders

Prerequisites: None

Date/Location:

- January 30, 2008 — Albuquerque, New Mexico
- February 26, 2008 — Denver, Colorado

Time: For specific class times and room locations go to www.doi.gov/training.

Competencies Addressed: Interpersonal Skills, Oral Communication, Influencing/Negotiating, Building Coalitions

CPE Credits: N/A

Tuition: All federal employees…$200

Leadership Skills Courses

New Class

Appreciating Diversity: How Does the Generation Gap Impact the Organization?

Course Description:

The purpose of this course is to increase diversity awareness both inside and outside of organizations with customers, vendors, suppliers, and co-workers. This two-day course provides a safe environment to understand and honor diversity. Participants take a self assessment to identify how they personally value diversity within their lives. Another piece of diversity is the generational gap within an organization. We will look at many different ways to narrow the division of these differences. The class focuses on valuing diversity, understanding perceptions, and honoring people's similarities and differences. We will look at ways to focus on retaining the different generations within our organization, how to communicate better with each other, how to deal with conflict among each other and ultimately, how to "build a bridge" across the organization to create a more cohesive team despite diversity.

Learning Objectives:

- Define and recognize the value of diversity
- Create an environment that capitalizes on the creativity and richness that increased diversity offers
- Explore individual perceptions and their impact on others
- Develop ways to deal with conflict in regards to diversity issues
- Increase awareness of generational differences and look for ways to capitalize on these differences within an organization
- Discover how to "build a bridge" so that your team can work effectively
- Create a personal action plan for valuing diversity in the workplace

Target Audience: All levels of employees, supervisors, and managers who would like to increase their awareness of valuing diversity

Prerequisites: None

Dates/Locations:

- April 15–16, 2008 Albuquerque, New Mexico

Time: For specific times and room locations, go to: www.doi.gov/training.

CPE Credits: N/A

Tuition: All federal employees…$300.00

Leadership Skills Courses

Critical Thinking and Problem Solving

Course Description:

This course is designed for professionals who want to learn how to change their ways of thinking in order to achieve breakthroughs in solving problems in the workplace. Participants will explore both the meaning and the process of critical thinking. Discussions will also address framing the problem, the power of questioning and reflecting, understanding and evaluating data, argument structure, reasoning and communication, avoiding thinking traps, and weighing the impact of possible solutions.

Learning Objectives:

- Identify your style and patterns of thinking
- Clearly define problems
- Use questioning techniques to obtain information needed from others
- Critically examine and evaluate data
- Solve problems faster with flexible thinking
- Adapt your thinking to navigate through unexpected events
- Present your perspective to others at all levels of the organization

Target Audience: All federal employees wanting to develop new ways of thinking and solving problems

Prerequisites: None

Dates/Locations:

• December 11–13, 2007	Washington, DC
• March 18–20, 2008	Albuquerque, New Mexico
• July 22–24, 2008	Anchorage, Alaska

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Problem Solving, Flexibility

CPE Credits: N/A

Tuition: All federal employees…$400

Leadership Skills Courses

New Class

Developing and Sustaining Effective Partnerships

Course Description:

This fast-paced, application-oriented workshop is targeted at meeting the needs of participants who have the responsibility to move Interior's mission forward with both internal and external constituents. This workshop discusses the DOI focus on conservation through partnerships and teaches the skill for ensuring each partnership effort is productive and mutually satisfying. A four-step model for building rapport, finding common ground, identifying opportunities for mutual gain, and creating effective partnerships form the basis for this class. Students will learn a set of practical tools for ensuring partnership success. During the workshop, participants will have the opportunity to explore their current and future work situations that require or will require collaboration. Using small-group discussion, case studies, and exercises, workshop attendees will practice the skills of starting up, sustaining, and repairing collaborative/partnership efforts to ensure long-term success.

Learning Objectives:

- Understand the department's focus on conservation through partnership
- Understand how to quickly build rapport, build trust, and sustain effective collaboration with others, even when interests vary
- Learn how to find common ground from which to build solutions
- Learn what it takes to operate effectively in an ambiguous and political environment

Target Audience: Any DOI employee who interacts with the public to develop meaningful relationships and collaborative partnerships

Prerequisites: None

Date/Location:

- April 29–May 1, 2008 Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Partnering

CPE Credits: N/A

Tuition: DOI employees…None Other federal employees…$250.00

Leadership Skills Courses

Emotional Intelligence in the Workplace

Course Description:

Researchers have begun to uncover the power that our emotional worlds have in determining success in all human endeavors: emotional intelligence (EI). At the root of EI is the ability to understand our own emotions, manage them, and use them for our own good. This course summarizes the research supporting the EI concept, and explores the role of EI in the workplace. Attendees will have hands-on opportunities to develop their own EI, and will learn effective strategies for integrating EI into all work endeavors and interactions.

Learning Objectives:

- Manage difficult situations, solve problems, and overcome obstacles in a confident, productive manner
- Identify and reduce stress, become more professionally focused, productive and satisfied
- Examine how EI affects careers, work productivity/relationships, health and self-esteem

Target Audience: All federal employees wanting to develop strong interpersonal skills and strategies to deal with demanding work assignments and schedules, conflict, group problems and decisions

Prerequisites: None

Date/Location:

• November 8, 2007	Albuquerque, New Mexico
• February 7, 2008	Washington, DC
• June 10, 2008	Denver, Colorado
• July 29, 2008	Anchorage, Alaska

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Continual Learning, Cultural Awareness, Customer Service, Interpersonal Skills

CPE Credits: N/A

Tuition: All federal employees…$200

Leadership Skills Courses

Essentials of Analysis

Course Description:

This course focuses on the fundamentals of analysis, including problem identification, data gathering, data analysis and interpretation, and reporting analysis results to support decision making. Topics include overview of an analysis model, application of analysis in the public and private sectors, research statements and study plans, surveys and interviews, and written and oral communication of analysis results.

Learning Objectives:

- Translate your organizational issue into a manageable study
- Write a research statement
- Develop a study plan
- Develop and administer a brief survey
- Develop interview questions and conduct short interviews
- Analyze data using descriptive statistics (mean, median, mode, range, variance, standard deviation, frequencies)
- Develop an outline for an executive summary in a report of study results

Target Audience: All federal employees involved in analysis-related activities

Prerequisites: None

Dates/Locations:

- January 8–10. 2008 Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Problem-solving, Oral Communication, Written Communication

CPE Credits: 24

Tuition: All federal employees…$525

Leadership Skills Courses

Leadership and Management Skills for Non-Managers

Course Description:

Participants will learn essential skills to gain the respect and support of others, as well as how to influence without authority. They will learn to use their roles within the organization to lead, handle different personality types, solve problems and make decisions, become change managers, and build solid long-lasting working relationships.

Learning Objectives:

- Understand the critical role effective communication plays in managerial success
- Learn tools and methods for anticipating and resolving conflict constructively
- Develop tools for decision making and problem solving
- Understand how to build and sustain effective working relationships upward, across and with employees
- Describe the role of change in organizations and how the leader functions as a change agent

Target Audience: Individuals who are not in supervisory/managerial positions but lead others and/or need to get work done through others and want to improve their leadership skills.

Time: For specific class times and room locations go to www.doi.gov/training.

Prerequisites: None

Date/Location:

- March 25–27, 2008 — Denver, Colorado
- April 8–10, 2008 — Washington, DC

Competencies Addressed: Conflict Management, Interpersonal Skills, Problem Solving/Decision Making, Oral and Written Communications

CPE Credits: N/A

Tuition: All federal employees…$375

Leadership Skills Courses

Leading and Managing Change

Course Description:

This course provides participants with the knowledge and skills to initiate and manage change in their organizations. Discussions will revolve around the importance of analyzing political, structural, and resource issues when planning for successful change. Participants will learn how to identify ways of counteracting resistance to change, and how to measure and sustain organizational change.

Learning Objectives:

- Apply a change-management process to a problem or change-opportunity within your organization
- Analyze the human and organizational readiness for change
- Plan for successful change by involving stakeholders, defining roles and responsibilities, identifying resources, setting a schedule and establishing change-process measurements
- Implement change by managing the project/technical aspects of the change and facilitating the human/emotional side of the change

Target Audience: Managers, supervisors, team leaders, project managers and other professionals wanting to improve their ability to manage change

Dates/Locations:

- January 23–24, 2008 Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Influencing/Negotiating, Flexibility, Resilience, Problem Solving

CPE Credits: 16

Tuition: All federal employees…$450

Leadership Skills Courses

Situational Leadership

Course Description:

This workshop will focus on different theories of leadership, with an emphasis on situational leadership theory. Using a diagnostic instrument, participants will identify their preferred leadership styles. Through case studies and exercises, participants will get practice in diagnosing situations to determine appropriate leadership styles and demonstrating the skills that support each style.

Learning Objectives:

- Define leadership
- Recognize the four styles of leadership
- Determine when each style would be appropriate
- Identify their own preferred style(s)
- Demonstrate the appropriate supportive and directive behaviors for each style

Target Audience: All DOI executives, supervisors, and managers, as well as anyone else working in a decision-making role

Prerequisites: None

Date/Location:

- May 28–29, 2008 — Washington, DC
- July 8–9, 2008 — Anchorage, Alaska

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Strategic Thinking, Decision Making, Building Coalitions

CPE Credits: N/A

Tuition: All federal employees…$375

Management & Supervisory Development Courses

Basic 40-Hour Supervision

Course Description:

This five-day course is designed for supervisors, managers and team leaders who want to develop and sharpen their supervisory skills and create high-performance cultures. Course topics include hiring the right people, managing employee performance, developing talent, assigning the right duties, and maintaining discipline. Meets all DOI supervisory training requirements.

Learning Objectives:

- Review merit-system principles
- Distinguish the supervisor's role in performance management, rewarding employees, discipline, and controlling absenteeism
- Identify responsibilities in the areas of staffing, promotion, classification and position management
- Discuss labor-management relations, EEO, diversity, and ethics

Target Audience: All managers, supervisors and team leaders

Prerequisites: None

Dates/Locations:

• October 22–26, 2007	Albuquerque, New Mexico
• October 29–November 2, 2007	Washington, DC
• December 17–21, 2007	Denver, Colorado
• January 14–18, 2008	Albuquerque, New Mexico
• February 11–15, 2008	Anchorage, Alaska
• March 17–21, 2008	Washington, DC
• August 4–8, 2008	Albuquerque, New Mexico
• May 5–9, 2008	Denver, Colorado
• May 12–16, 2008	Washington, DC
• June 23–27, 2008	Denver, Colorado
• September 15–19, 2008	Washington, DC

Times: For specific times and room locations, go to: www.doi.gov/training.

Competency Addressed: Human Resources Management

CPE Credits: N/A

Tuition: DOI employees…None Other federal employees…$600

Management & Supervisory Development Courses

New Class

Handling Problem Employees: The Tools, Legalities, and Strategies for Federal Supervisors

Course Description:

Problem employees are the federal supervisor's greatest challenge. Handling them requires speed, confidence, knowledge, and the ability to confront. This popular two-day program will give federal supervisors step-by-step prescriptive guidance for handling the nine types of problem employees. Discussions of the legalities of discipline in the Federal Service are combined with practical strategies for dealing with all types of problem employees. In addition, the program shows participants how to deal with common issues that require special handling: workplace violence, absenteeism, insubordination, off-duty conduct, and alcohol and drug offenses.

Learning Objectives:

- Recognize the nine types of problem employees
- Understand why handling problem employees is important
- Know the legal and practical tools available to correct problems
- Develop a disciplinary case
- Gain the knowledge and confidence needed to handle problem employees

Target Audience: All federal supervisors and managers

Prerequisite: None

Dates/Locations:

- November 6–7, 2007 Albuquerque, New Mexico

Times: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Continual Learning, Supervisory Skills, Disciplinary Legalities

CPE Credits: N/A

Tuition: All federal employees…$250

Management & Supervisory Development Courses

New Class

Keys to Writing Effective Performance Standards

Course Description:

Today's business environment puts strong emphasis on quality in products and services, as well as on the expectation that fewer resources will be available to accomplish the organization's goals. Because of these facts it is extremely important to make sure performance standards are bulletproof. This course has been designed to provide participants with the keys to ensuring effective overall performance, particularly for ensuring performance standards are clear, concise, and measurable.

Learning Objectives:

- Understand the key components of DOI performance standards and how they can help you meet your program goals
- Write and communicate clear performance expectations
- Develop critical elements that provide a clear line of sight from strategic goals to individual performance
- Understand the role of supervision in, and improve skills for, addressing poor performance
- Use performance management to energize and motivate employees,and to bring marginal employees back on track
- Learn a specific and applicable set of tools and approaches for managing performance
- Learn tools for involving employees in creating/negotiating their performance standards

Target Audience: Supervisors, managers, and team leaders

Prerequisites: None

Dates/Locations:

- March 4–6, 2008 — Albuquerque, New Mexico
- June 17–19, 2008 — Washington, DC
- July 8–10, 2008 — Denver, Colorado

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Human Resources Management, Interpersonal Skills, Written Communication

CPE Credits: N/A

Tuition: DOI employees…None Other federal employees…$240

Management & Supervisory Development Courses

Managing a Virtual Workforce

Course Description:

Today's work environment requires many managers and supervisors to manage a workforce of telecommuters, contractors, remote team members and others they do not see every day. Managing employees at multiple locations can pose unique problems and require specially tailored skills. This course teaches participants how to supervise remote workers successfully without sacrificing performance or control.

Learning Objectives:

- Develop management skills to meet needs of remote employees
- Select right tools, technology, and training to facilitate task management and stay connected to employees in multiple locations
- Develop and maintain trust with off-site employees
- Coach remote employees on performance and development
- Sustain high performance remote teams
- Manage performance of remote employees

Target Audience: Managers, supervisors, virtual team leaders

Time: For specific class times and room locations, go to www.doi.gov/training.

Date/Location:

- March 5–6, 2008 Denver, Colorado

Competencies Addressed: Creativity/Innovation, Conflict Management, Team Building, Problem Solving, Interpersonal Skills, Oral and Written Communications

CPE Credits: N/A

Tuition: All federal employees…$230

Management & Supervisory Development Courses

Managing Performance Effectively

Course Description:

Performance-management systems—valuable tools for maximizing the contribution of your employees as well as improving your own contribution and long-term success—are often underused. When used effectively, they provide a vehicle for ensuring that people understand what results are expected of them, how they are doing, and what they need to do to improve. This course, based on current best practices, offers a practical set of tools for mastering ongoing coaching and feedback, developing and growing the capability of employees, increasing your skills at managing the performance discussion, managing marginal performance, and increasing productivity and commitment. Workshop participants explore the myriad of options for ensuring meaningful development plans and encouraging people to take ownership of their careers and performance. The Harvard case-study method gives participants the opportunity to experience their new skills at managing difficult performance issues and holding people accountable for their goals.

Learning Objectives:

- Learn a specific and applicable set of tools and approaches for managing employee performance, increasing motivation, and developing capability within your staff
- Learn a practical tool for giving both formal and informal feedback
- Learn a proven model for effective coaching
- Understand what managers can do to keep employees satisfied and contributing

Target Audience: Managers, supervisors, team leaders, and anyone who must assign work and monitor the performance of others

Dates/Locations:

• February 20–21, 2008	Washington, DC
• June 24–25, 2008	Anchorage, Alaska
• July 29–31, 2008	Albuquerque, New Mexico

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Human Resources Management, Interpersonal Skills

CPE Credits: N/A

Tuition: All federal employees…$285

Management & Supervisory Development Courses

New Class

Supervisory Skills for the Experienced Supervisor

Course Description:

This hands-on five-day course is designed for experienced supervisors. This course meets the requirement of Section 412.103 of Title 5, Code of Federal Regulations, for supervisory training upon initial assignment to a supervisory position and for continued learning beyond that point.

Sessions are built on the foundation of principle-centered leadership, conflict resolution techniques, communication development for employee feedback and interpersonal skills. This advanced supervisory course includes several assessment tools, group work and role playing; a direct link to addressing the Federal Human Capital Survey results; and a great deal of practical material.

Discussion topics will include identifying your leadership style and building your own supervisory model; involving staff in the development of organizational plans; creating a cohesive workforce by encouraging open communication and promoting teamwork within the organization; understanding the current intergenerational workforce; mentoring, coaching, motivational and networking techniques.

Learning Objectives:

- Obtain support and recommendation up the chain of command before taking any critical action
- Manage multiple generations, understanding the varying motivations, expectations, and strengths of each; learn tips for managing conflict in a generationally diverse workforce
- Understand how to manage peers; learn tools, tips, and techniques for managing virtual or geographically dispersed teams and for managing difficult employees
- Understand the distinctions between mentoring, networking, and coaching skills
- Review recent changes in federal HR tools

Target Audience: Experienced supervisors

Dates/ Locations:

• February 11–15, 2008	Washington, DC
• February 25–29, 2008	Anchorage, Alaska
• March 10–14, 2008	Albuquerque, New Mexico
• March 31–April 4, 2008	Denver, Colorado
• September 8–12, 2008	Washington, DC

Times: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Human Resources Management, Cultural Awareness, Leadership Skills, Coaching Skills, Interpersonal and Problem-Solving Skills

CPE Credits: N/A

Tuition: DOI employees…None Other federal employees…$600

Management & Supervisory Development Courses

Transitioning To A Supervisory Role: Leadership Skills Development

Course Description:

Transitioning from staff-member to supervisor creates new challenges and requires new skills. Through class discussion and assessment instruments, new supervisors gain insights into the supervisory role, and an awareness of their leadership styles. Assessment instruments provide feedback to participants on their leadership traits, their preferred leadership style, and areas for development. The course also includes information on establishing a customer-service strategy and motivational techniques to ensure a high-performing work team.

Learning Objectives:

- Recognize what is involved in the transition process from peer to supervisor
- Identify personal leadership skills and styles, and how to effectively use them
- Recognize and apply critical leadership traits
- Develop and manage an effective customer-service plan
- Energize employees

Target Audience: New supervisors with no formal training, supervisors needing a refresher of basic supervisory skills, and employees preparing for supervisory careers

Prerequisites: None

Dates/Locations:

• November 26–30, 2007	Washington, DC
• December 3–7, 2007	Anchorage, Alaska
• February 11–15, 2008	Denver, Colorado
• February 25–29, 2008	Albuquerque, New Mexico
• June 2–6, 2008	Washington, DC
• June 9–13, 2008	Denver, Colorado

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Continual Learning, Cultural Awareness, Customer Service, Interpersonal Skills

CPE Credits: N/A

Tuition: All federal employees…$490

Management & Supervisory Development Courses

New Class

Strategic Planning and Performance Measurement

Course Description:

Explore the critical relationship between strategic planning and performance measurement and how they drive an organization's performance-management system. Participants will review the basic principles of strategic planning and explore the concepts of mission and vision, environmental scan, SWOT analysis, goals and objectives. They also will be introduced to a performance-measurement model and the concepts of core programs, outcomes, and measures. Managers and other professionals interested in measuring, reporting, and improving organizational, program or work unit performance will benefit from this course.

Learning Objectives:

- Explore the principles and basic concepts of strategic planning
- Identify characteristics of effective strategic plans
- Discuss how core business functions are determined from an agency's mission, budget documents, legislative mandates, and major activities
- Identify definitions and relationships between inputs, outputs, processes, and outcomes
- Explore the impacts of strategic planning on the organization and the individual
- Use strategic planning techniques and insights to develop a strategic plan
- Use a performance measurement model to create or identify measurable outcomes to meet objectives at the organization, program, or unit level
- Set customer-focused performance goals and objectives
- Distinguish between realistic, meaningful measures and those that waste organizational time
- Apply proven, practical approaches for addressing hard-to-measure outcomes
- Set program measures in alignment with the mission, goals, and objectives of your organization
- Overcome reporting and implementation issues to gain the support of key decision makers

Target Audience: All DOI executives, supervisors, and managers, as well as anyone else working in a decision-making role

Prerequisites: None

Date/Location:

- July 29–30, 2008 Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

CPE Credits: N/A

Tuition: All federal employees…$375.00

Project Management Development Courses

Contract Management Principles and Practices

Course Description:

Because contracts are developed in an increasingly complex environment (including the rising use of contracted supplies and services throughout government), it is critical that project managers have a solid understanding of the contracting process. This course gives students an overview of all phases of contracting, from requirements development to closeout.

Learning Objectives:

- Identify contract components and understand the process from start to finish
- Select the right contract type for your project
- Decipher contract legalese
- Choose the offer that will result in the best value for the buyer
- Negotiate favorable terms and make revisions to the contract
- Apply the "10 rules of contract interpretation" in project disputes
- Administer contracts appropriately and know when and how to terminate before or upon completion

Target Audience: All employees requiring certification to manage major or non-major projects

Time: For specific class times and room locations, go to: www.doi.gov/training.

Prerequisite: None

Date/Location:

- July 15–17, 2008 Washington, DC

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication/Speaking, Project Management

CEU's: 2.25

Tuition: All federal employees…$760

Project Management Development Courses

Earned Value Management Fundamentals

Course Description:

This course introduces participants to the fundamental concepts of earned value management (EVM). A solid understanding of EVM concepts is critical whether you are a contracting officer, contract administrator, COTR, program manager or project manager. Get a hands-on overview of the process of EVM, from project development to execution. Learn the language associated with EVM as it applies to federal acquisition management and dealing with OMB in the budget process. This course emphasizes the processes related to the Performance Management Baseline (PMB), the Integrated Baseline Review (IBR), and the American National Standards Institute (ANSI) for EVM systems. Participants will also learn about evaluating and computing basic EVM metrics and EVM metrics-based estimates at completion (EAC).

Learning Objectives:

- Use a practical process to manage project cost, schedule and performance
- Identify the program management data elements and processes associated with PMB development
- Understand how the ANSI EVM Industry Standard is used to certify EVM-integrated management systems
- Understand the IBR process and purpose, as well as compute and comprehend the meaning of selected EVM metrics and estimates at completion
- Describe, in plain language, the acronyms and meaning of EVM-associated vocabulary
- Identify acquisition organizations, stakeholders and formal agreements associated with EVM

Target Audience: This course is appropriate for employees who want to learn how to manage projects

Prerequisite: None

Time: For specific class times and room locations, go to: www.doi.gov/training.

Dates/Locations:

- March 10–14, 2008 Washington, DC

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication, Project Management

CEU's: 2.8

Tuition: All federal employees…$1136

Project Management Development Courses

Managing Projects

Course Description:

A required foundation for the Associate's Certificate Program, this course provides a solid understanding of project-management methods. Participants will gain the foundation, techniques, and tools to manage each stage of the project life cycle, work within organizational and cost constraints, set goals tied directly to stakeholder needs, and use state-of-the-art project management tools to get the work done on time and within budget.

Learning Objectives:

- Master fundamental project-management skills, concepts, and techniques
- Link project goals and objectives to clear, compelling stakeholder needs
- Develop work-breakdown structures
- Set realistic, measurable objectives, and ensure positive results
- Estimate project costs and schedules, using simple, proven techniques
- Establish a dependable project control and monitoring system

Target Audience: All federal employees requiring certification to manage major or non-major projects

Prerequisite: None

Time: For specific class times and room locations, go to: www.doi.gov/training.

Dates/Locations:

• October 10–12, 2007	Reston, Virginia
• November 6–8, 2007	Washington, DC
• December 4–6, 2007	Denver, Colorado
• February 5–7, 2008	Albuquerque, New Mexico

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication, Project Management

CEU's: 2.25

Tuition: All federal employees…$760

Project Management Development Courses

Project Leadership, Management, and Communication

Course Description:

This interactive course provides a solid foundation in key leadership competencies. Students will complete a self-assessment of their leadership skills, and master the basics of these leadership competencies: setting direction, aligning people, motivating and inspiring, leading teams, communicating, building relationships, facilitating ethical conduct, negotiating, and leading change.

Learning Objectives:

- Lead project teams through more-effective communications
- Identify motivational value systems to improve productivity and cooperation
- Recognize the role of business and personal ethics in leadership
- Describe predictable change stages and identify appropriate leadership strategies for each stage
- Use a powerful four-stage collaborative-negotiation process
- Create a leadership-development plan to implement upon return to work

Target Audience: All federal employees requiring certification to manage major or non-major projects

Prerequisite: None

Dates/Locations:

- June 10–12, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication, Project Management

CEU's: 2.25

Tuition: All federal employees…$760

Project Management Development Courses

Project Management Applications

Course Description:

This practice-based course integrates the knowledge, skills and competencies gained in the other project management certificate courses. Building on these competencies, students will work in teams to complete an extensive, realistic, week-long project case study. Students will propose, plan, and execute a full-scale project under typical organizational constraints. Students will follow the project through the life cycle, resolving issues of performance, scheduling, and control as they address questions of leadership and management.

Learning Objectives:

- Select the level of staffing, resources, and management support required for a project
- Assemble a project team, and gain commitment on project objectives
- Assign tasks based on work-breakdown structure
- Estimate time and costs, and present a project plan to team members and stakeholders

Target Audience: All federal employees requiring certification to manage major or non-major projects

Prerequisite: None

Dates/Locations:

- August 11–15, 2008 Washington DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication, Project Management

CEU's: 2.8

Tuition: All federal employees…$760

Project Management Development Courses

Project Management Fundamentals

Course Description:

This course stresses the fundamentals of successful project management including defining project goals and objectives and identifying stakeholders at the outset. Participants learn how projects are used to accomplish goals, produce products, deliver services, and meet objectives. Case studies, scenarios, and real-life projects are used to illustrate the lifecycle of a project and to help participants understand the role of the project manager in managing the project life cycle, including defining tasks, scheduling, estimating, allocating resources, monitoring, and controlling.

Note: This introductory course is ideal for people who support project teams or those who seek a general understanding of project management; this course does not fulfill any part of the requirement for the Project Management Certificate Program.

Learning Objectives:

- Describe fundamental concepts in project management
- Define the role of the project manager
- Assess and identify project requirements
- Organize effective project teams
- Apply basic tools and techniques to plan, measure, and control projects
- Conduct a project evaluation and successfully close out the project

Target Audience: This course is appropriate for employees who want to learn how to manage projects

Prerequisite: None

Dates/Location:

- October 23–25, 2007 Washington, DC
- May 20–22, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication/Speaking, Project Management

CEU's: To be determined

Tuition: All federal employees…$295

Project Management Development Courses

Risk Management

Course Description:

In this course, students will work through the proactive approach to threat and opportunity—an approach based on a clear understanding of the power of both qualitative and quantitative approaches to risk management. The course examines risk management from both a top-down and bottom-up perspective, using a proven eight-step risk-management process. In addition, a multi-part case study will take the student from risk overview at the beginning of a project through the challenges of ongoing assessment and reassessment of threats and opportunities throughout the project.

Learning Objectives:

- Use a practical, eight-step process to manage project risk
- Identify threats and opportunities and weigh their relative value in your project
- Control multiple risks, using limited strategies
- Overcome psychological barriers to risk in stakeholders and team members
- Make risk and opportunity integral components of the project plan

Target Audience: All federal employees requiring certification to manage major or non-major projects

Prerequisite: None

Time: For specific class times and room locations, go to: www.doi.gov/training.

Dates/Locations:

• November 14–16, 2007	Reston, Virginia
• January 15–17, 2008	Denver, Colorado
• January 29–31, 2008	Washington, DC
• March 11–13, 2008	Albuquerque, New Mexico

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication, Project Management

CEU's: 2.25

Tuition: All federal employees…$760

Project Management Development Courses

Scheduling and Cost Control

Course Description:

Students will develop effective measures for scheduling and controlling projects. The course will focus on managing the constraints of a project—limits on time, human resources, materials, budget, and specifications. Students will get hands-on experience in building project requirements and the work breakdown structure, as well as learn techniques for estimating, forecasting, budgeting, monitoring, controlling, analyzing, and reporting costs and interpreting the meaning of earned-value data.

Learning Objectives:

- Use the work-breakdown structure to develop a network diagram
- Calculate schedules using PERT/CPM
- Identify, assign, and tabulate resource requirements
- Predict costs and work time, using specific levels and estimate types
- Plan for contingencies and anticipate variations
- Predict future project performance based on historical data
- Monitor changes and close out project

Target Audience: All federal employees requiring certification to manage major or non-major projects

Prerequisite: None

Time: For specific class times and room locations, go to: www.doi.gov/training.

Dates/Locations:

• January 7–11, 2008	Reston, Virginia
• February 25–29, 2008	Washington, DC
• March 17–21, 2008	Denver, Colorado
• May 12–16, 2008	Albuquerque, New Mexico

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication, Project Management

CEU's: 2.80

Tuition: All federal employees…$760

Project Management Development Courses

Quality for Project Managers

Course Description:

This course shows participants how to integrate quality-management concepts and project management practices to create an effective quality-management program that supports a project's success. Participants will learn about the philosophy and principles of quality management, and about how to translate these concepts into specific actions essential to successful improvement efforts. They will practice concepts, tools, and techniques, using an integrated case study that requires application of skills learned.

Learning Objectives:

- Implement quality concepts at the process and project levels
- Identify customer requirements, and determine appropriate quality-assurance standards
- Develop a plan for the project-quality program
- Use proven quality-control tools and techniques to collect and measure performance data
- Assess performance measurements, and determine ways to implement process improvement

Target Audience: All federal employees requiring certification to manage major or non-major projects

Prerequisite: None

Time: For specific class times and room locations, go to: www.doi.gov/training.

Dates/Locations:

- April 22–24, 2008 Washington, DC

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication, Project Management

CEU's: 2.25

Tuition: All federal employees…$760

Note: This introductory course is ideal for individuals who support project teams, or those who seek a general understanding of project management; this course does not fulfill any part of the requirement for the Project Management Certificate Program.

Retirement Planning Courses

New Class

Mid-Career Planning Seminar for FERS Employees

Course Description:

In today's ever-changing financial environment, it is crucial to begin, or at least consider, planning for retirement early. This course is designed to highlight the foundations of benefits available within federal service and then explore options to maximize them.

All aspects of FERS employee programs will be examined. Then a common-sense approach to common-sense financial planning will follow, showing the attendees how to take the fear out of financial planning and how to become wise financial consumers.

The seminar exposes each participant to experts in each of the topics shown below. Therefore, it is an opportunity to ask questions and be given additional insight into aspects of their career paths the attendees may have not considered. Classroom discussion is lively, challenging, and rewarding.

Learning Objectives:

- Understand current federal retirement benefits and proposed legislation
- Understand financial principles, financial risks and investments
- Recognize impact of Social Security on retirement planning
- Understand the Thrift Savings Plan (TSP)
- Understand estate planning and legal issues, wills, trusts and powers of attorney

Target Audience: This seminar is specifically designed for employees with about 15 years of federal service, or who are near the mid-point of their government careers.

Prerequisites: None

Dates/Locations:

- April 8–9, 2008 Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: N/A

CPE Credits: N/A

Tuition: All federal employees…$250

Retirement Planning Courses New Class

Retirement Planning for CSRS Employees

Course Description:

As employees look forward to retirement, they have many questions. This seminar presents information about federal benefits, and explores options to maximize those benefits. All aspects of CSRS, Transfers and CSRS-Offset programs are examined. Participants will learn about financial planning and how to become wise financial consumers.

Learning Objectives:

- Understand the current federal retirement benefits and proposed legislation
- Understand financial principles, financial risks and investments
- Recognize impact of Social Security on retirement planning
- Understand the Thrift Savings Plan (TSP)
- Understand estate planning and legal issues, wills, trusts and powers of attorney

Target Audience: All federal employees needing a plan for a smooth transition into retirement (most beneficial for those within 10–15 years of retirement)

Prerequisites: None

Dates/Locations:

- December 4–5, 2007 Washington, DC
- May 6–7, 2008 Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: N/A

CPE Credits: N/A

Tuition: All federal employees…$250

Retirement Planning Courses New Class

Retirement Planning for FERS Employees

Course Description:

As employees look forward to retirement, they have many questions. This seminar presents information about federal benefits, and explores options to maximize those benefits. All aspects of FERS, Transfers and FERS-Offset programs are examined. Participants learn about financial planning and how to become wise financial consumers.

Learning Objectives:

- Understand the current federal retirement benefits and proposed legislation
- Understand financial principles, financial risks and investments
- Recognize impact of Social Security on retirement planning
- Understand the Thrift Savings Plan (TSP)
- Understand estate planning and legal issues, wills, trusts and powers of attorney

Target Audience: All federal employees needing a plan for a smooth transition into retirement (most beneficial for those within 10–15 years of retirement)

Prerequisites: None

Dates/Locations:

- March 4–5, 2008 — Washington, DC
- July 22–23, 2008 — Albuquerque, New Mexico

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: N/A

CPE Credits: N/A

Tuition: All federal employees…$250

Specialized Courses

Alaska National Interest Lands Conservation Act (ANILCA) Seminar

Course Description:

This annual ANILCA training contains updated information every year. The instructors are people who work with ANILCA daily, and who follow the shifts from issue to issue as the law is implemented. They are representatives from the State of Alaska, the Department of the Interior, Alaska Federation of Natives, resource-development groups, hunters, conservation groups, miners, ANCSA corporations, and other Alaskan-interest groups. Participants will view a broad picture of the contents of ANILCA (a beginning for further study) and the far-reaching effects of ANILCA on the people and land of Alaska.

Learning Objectives:

- Be aware of the significance of interacting with the public about access, land use, and other federal land issues; almost all are affected by ANILCA
- Understand the general provisions and effects of ANILCA
- Identify land-management situations affected by ANILCA
- Identify the basics of federal laws that are administered differently in Alaska because of ANILCA
- Be able to make recommendations and decisions about federal land use in Alaska as affected by ANILCA

Target Audience: DOI land managers and others who deal with ANILCA issues

Date/Location:

- November 5–6, 2007 Anchorage, Alaska

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Cultural Awareness, Resource Management

Tuition: All federal employees…$300

Specialized Courses

Bear and Firearm Safety

Course Description:

Students will receive an intensive briefing on bear and wild–animal behavior, with an emphasis on avoiding confrontation and injury in field situations.

Learning Objectives:

- Know safety rules for avoiding bear encounters
- Be aware of appropriate defensive behavior if a bear encounter occurs
- Apply knowledge of cleaning and transportation of firearms
- Participate in firing-range practice and BLM certification

Target Audience: Mandatory for anyone who must work and carry guns in remote field areas

Dates/Location:

- May 21, 2008 Anchorage, Alaska
- June 4, 2008 Anchorage, Alaska

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Problem Solving, Planning

Tuition: DOI employees.....None Other federal employees.....$100

Specialized Courses

New Class

Environmental Regulatory Compliance Audits

Course Description:

Students receive an overview of the first voluntary consensus audit standard, developed by ASTM, based on current US practices. This standard accommodates unique nuances of US legal issues and federal and state policies, specifically highlighting the role of legal counsel, and dealing with regulatory compliance as a focus. The standard can be useful for specifying work for internal or external auditors, scoping contracts, and negotiating agreements with regulatory agencies.

Note: This is not a seminar on how to conduct environmental audits or environmental site assessments. While anyone is welcome to attend, it is assumed that people attending the seminar will have some experience with environmental auditing.

Learning Objectives:

- Explore the purpose of the standard via the benefits and risks associated with audits, as well as the legal issues
- Identify and apply terminology/definitions of terms specific to this standard
- Recognize the significance and use of the standard
- List the responsibilities associated with various types of audit authority
- Review auditor qualifications and staffing issues
- Outline the audit process to include pre-visit, site-visit, and post-visit activities
- Prepare audit record management and audit reports

Target Audience: Any federal employees responsible for environmental compliance auditing or interested in conducting an internal audit or hiring a professional to conduct an external audit

Date/Location:

- To be determined

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Environmental Auditing, Environmental Compliance, Environmental Management

Tuition: All federal employees…To be determined

Specialized Courses

New Class

Environmental Management Systems Implementation

Course Description:

This course provides students with the knowledge to implement, manage, and monitor environmental management systems (EMS) appropriate to the needs of their organization. Using Executive Order (EO) 13423, "Strengthening Federal Environmental, Energy, and Transportation Management"; EO 13423, "Implementing Instructions issued by the Council of Environmental Quality"; and the International EMS Standard ISO 14001:2004(E), students gain the necessary tools and skills to help them successfully develop the key processes, controls, and documentation for an effective EMS. The course will equip students to align an already existing EMS to the ISO 14001:2004(E) standard. Finally, the course will enable participants to conduct EMS audits as first- and second-party internal EMS auditors to assist them in enabling EMS conformance for their respective organizations.

Note: Participants enrolling in this very intensive course should be environmental engineers, environmental protection specialists, or collateral-duty personnel who perform environmental tasks.

Learning Objectives:

- Understand environmental management definitions, concepts, and guidelines
- Understand the requirements of EMS under E.O. 13423 and the EO 13423 Implementing Instructions
- Understand the intent and requirements of the ISO 14001:2004 standard and how to meet them
- Apply environmental-management principles
- Understand the EMS implementation stages
- Learn best-practice EMS-implementation techniques and examine useful EMS tools
- Understand how to achieve continual improvement of an EMS
- Understand principles of EMS auditing and how to make sense of an EMS audit

Target Audience: Federal employees responsible for the implementation of EMS, as well as those interested in conducting both first- and second-party internal EMS audits, or in hiring a professional to conduct an external audit.

Dates/ Location: To be determined

Competencies Addressed: Auditing, Environmental Compliance, Environmental Management Systems

Tuition Cost: All federal employees…To be determined

Travel Regulations Courses

Temporary Duty (TDY) Travel

Course Description:

This course provides participants with an opportunity to better understand the Federal Travel Regulations and get up-to-date information on recent changes. The course focuses on temporary-duty travel allowances and responsibilities in the various areas of civilian travel.

Learning Objectives:

- Identify and apply the rules as prescribed in the Federal Travel Regulations
- Identify reimbursements for civilian employees on official business
- Determine transportation allowances advantageous to the government
- Determine requirements for submitting voucher claims

Target Audience: All employees (e.g., supervisors, managers, authorizing/certifying officials and frequent travelers) who are involved in travel management

Dates/Locations:

- January 29–February 1, 2008 — Anchorage, Alaska
- February 5–6, 2008 — Washington, DC
- February 13–14, 2008 — Denver, Colorado
- April 22–23, 2008 — Albuquerque, New Mexico
- June 24–25, 2008 — Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees…None Other federal employees…$230

Writing Skills & Professional Development Courses

Building Successful Customer Relations

Course Description:

This is an interactive course focusing on a variety of customer-relations "winning strategies" that can be implemented immediately and assure results. Participants will be better able to identify who their customers are, and will learn to deal with high-pressure/conflict situations that occur in any position where the public is served.

Learning Objectives:

- Understand the importance of good customer relations
- Identify and clearly understand who your customers are
- Increase self-awareness to sharpen communication and interactive skills
- Improve ability to deal with angry, hostile or aggressive individuals
- Interpret individuals' non-verbal messages and respond to them appropriately

Target Audience: All federal employees wanting to improve their customer-service skills

Date/Location:

• January 8, 2008	Washington, DC
• January 29, 2008	Albuquerque, New Mexico
• April 29, 2008	Washington, DC
• May 1, 2008	Denver, Colorado

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Written Communication, Listening

Tuition: All federal employees…$200

Writing Skills & Professional Development Courses

Effective Briefing Techniques New Class

Course Description:

Learn to overcome your fear of public speaking! People who present well are seen as more competent, likeable, confident and successful. Effective presentation skills are critical to leadership. The employee who can deliver a convincing, well thought-out, cogent presentation is one who will earn the respect of his or her colleagues, superiors, and customers. The purpose of this workshop is to help you learn how to develop and deliver high impact presentations. It covers the skills necessary for you to effectively design, develop and deliver the presentations you are asked to do in your job.

Learning Objectives:

- Use a systematic and effective approach to plan, research and deliver briefings
- Speak before a group with greater self-confidence
- Avoid the common barriers to communication
- Recognize the impact of visual messages
- Answer questions with confidence, and refocus listeners
- Develop a powerful wrap-up

Target Audience: All federal employees

Prerequisite: N/A

Dates/Location

- December 19–20, 2007 Washington, DC
- August 8–9, 2008 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: All federal employees…$450.00

Writing Skills & Professional Development Courses

Writing about Technical Subjects

Course Description:

Technical subjects present a special challenge to the writer. This course is designed to enable participants to analyze and comprehend effective language use, and apply this comprehension in sentence and paragraph development; to collect, evaluate, and interpret information for technical reports; and to organize information into clear, concise and accurate technical forms (such as the OMB Exhibit 300). In this course, participants use the writing process to present a set of technical data to a variety of readers. Instructors will offer individual comments on pre-course writing samples and in-class work. Students are encouraged to use real-work examples wherever possible.

Learning Objectives:

- Write clear, readable technical documents
- Adapt and follow a standard writing process
- Identify and clearly state your purpose
- Write to the technical level of your readers; reduce jargon
- Present appropriate data clearly; use graphics effectively
- Demonstrate standard grammar and punctuation usage

Target Audience: All federal employees wanting to improve their ability to organize, write, and edit technical documents and reports

Dates/Locations:

- January 9–10, 2008 Washington, DC
- April 30–May 1, 2008 Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competency Addressed: Written Communication

Tuition: All federal employees…$300

Writing Skills & Professional Development Courses

Writing Foundations I: Basics in Grammar, Punctuation, and Word Usage

Course Description:

In this two-day course, participants learn to improve the *correctness* of their writing by reviewing principles of English grammar and punctuation. They will practice writing correct sentences, and learn to recognize and avoid the most-common errors in English usage. In addition, they will review spelling rules and exceptions, as well as discover ways of remembering correct spelling and word-use. Employees who write, edit, or proofread, as well as those who are called upon to speak in public, will find this a valuable refresher course in basic English grammar, usage, and punctuation.

Learning Objectives:

- Write clear, effective sentences
- Practice standard uses of punctuation marks
- Identify and correct common non-standard grammar patterns (e.g., subject-verb and pronoun-antecedent disagreement, who-whom errors, sentence fragments and splices)
- Understand and use active and passive voice effectively
- Follow standard patterns of capitalization and number use
- Identify 100 commonly misspelled words

Target Audience: All employees who wish to learn or review the fundamentals of grammar and punctuation

Dates/Locations:

• November 14–15, 2007	Anchorage, Alaska
• February 6–7, 2008	Denver, Colorado
• March 26–27, 2008	Washington, DC
• April 8–9, 2008	Albuquerque, New Mexico

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Written Communication, Attention to Detail, Organization

Tuition: DOI employees…None Other federal employees…$250

Writing Skills & Professional Development Courses

Writing Foundations II: Choosing and Using Just the "Write" Word

Course Description:

People who can choose and use just the right words are more productive, and enjoy greater career success. In this course, participants will learn how to build an effective vocabulary, and how to sharpen speech and writing skills by selecting the words that work best. This seminar also focuses on thirty pairs of most-frequently confused words (like *adverse-averse, flaunt-flout, regime-regimen, affect-effect).* Participants will receive a clear explanation of the different word meanings, practice using them, and learn mnemonics for remembering them.

Learning Objectives:

- Recognize importance of vocabulary to productivity and career success
- Use job-specific terms accurately
- Use common roots and prefixes as building blocks and spelling aids
- Recognize and use connotation and denotation in word choice
- Correctly use commonly misused words
- Choose and use appropriate references
- Plan for continuing vocabulary growth
- Identify problem pairs
- Analyze reasons for confusion
- Develop effective memory aids

Target Audience: DOI employees who want to improve vocabulary, spelling and communication skills

Dates/Locations:

• January 23–24, 2008	Anchorage, Alaska
• April 2–3, 2008	Denver, Colorado
• June 18–19, 2008	Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Written Communication, Listening

Tuition: DOI employees.....None Other federal employees.....$250

Additional Programs

Leadership and Intern Programs

DOI University's Leadership Programs provide a planned, systematic, competency-based approach to developing future leaders for the Department of the Interior. The Government-wide Acquisition Management Intern Program, Office of the Secretary Management Intern Program, and the R. Schuyler Lesher Financial Management Career Intern Program offer enhanced development opportunities for high-potential future leaders. Entry and mid-level leadership development training provides high-potential employees with the necessary skills to transition to supervisory and leadership roles. Emphasis is placed on the development of core competencies throughout each of DOI University's leadership programs.

Pathways to Leadership

This specially designed 12-month program for the Bureau of Indian Affairs and the Office of Special Trustee was developed to address the specific needs of mid-level leaders in grades GS-12, GS-13, and GS-14. The program focuses on the competencies that are critical to lead and manage successfully in the challenging and complex environment of Indian Programs. Participants will learn current best practices in leadership, motivation, transformation and collaboration tailored to Indian Programs-specific challenges and opportunities.

This program can be tailored to address leadership competencies in your organization. Please call any DOIU Leadership and Performance Center Manager for more information on developing the mid-level leaders in your bureau or organization.

Government-wide Acquisition Management Intern Program

The Government-wide Acquisition Management Intern Program is a three-year program designed to employ federal government contract specialists and to develop them into procurement professionals and government business leaders of the future. Interns complete four six-month rotational assignments in sponsoring departments and agencies. They also receive technical and business-skills training including contract administration, cost and price analysis, customer service, project management and presentation skills. Participants are hired at the GS-5/7/9 levels, with full promotion potential to the GS-12. Upon completion of the two-year training program, interns complete a one-year apprenticeship at one of the sponsoring agencies, followed by a permanent placement afterward. Recruitment for the class beginning in summer of 2008 will commence in late 2007, and the vacancy announcement for the program will post in early 2008.

Office of the Secretary Management Intern Program

The Office of the Secretary Management Intern Program is a two-year program designed to recruit,, develop, and retain a group of diverse future leaders for the Department's management functions.

Each intern completes six four-month rotational assignments in the Department's Policy, Management, and Budget offices. Some of the rotations for previous classes have included:

- Office of Budget
- Office of Acquisition and Property Management
- Office of Human Resources
- Office of Law Enforcement and Security
- Office of Policy Analysis
- Office of the Chief Information Officer

Interns receive on-the-job training during their rotational assignments, as well as formal classroom training in business skills such as customer service, briefing techniques, and automation applications; leadership/supervisory skills; human resource/equal opportunity program requirements; and specialty job-related knowledge. Additional competency-based training covers areas such as leadership, management, government affairs, project management, and team building. The curriculum is loosely based on the Office of Personnel Management's Executive Core Qualifications.

Participants are recruited at the GS-7 level. Once the two-year training program is completed, interns are permanently placed in one of the Department's Policy, Management and Budget Offices in a position that has a full promotion potential to the GS-12. Recruitment for this program occurs every year, and will begin early in the year for the class to begin employment in the fall of that year.

R. Schuyler Lesher Financial Management Career Intern Program

The R. Schuyler Lesher Financial Management Career Intern Program (FMCIP) is a three-year program that focuses on providing practical work experience and rotational assignments with supplemental academic training and cross training for a broad perspective of the department's financial management process. The program is designed to develop the future financial leaders at the Department of the Interior.

Interns are recruited at the GS-7 level, and have promotion potential to the GS-12 level. They are hired by the finance offices in the participating bureaus, and they are carried on the bureaus' rolls for the duration of the program. In addition, they engage in a prescribed training program to develop financial and business skills. Upon completion of the program, they remain in positions with their sponsoring bureaus. Recruitment will begin early in the year for the class to begin employment in the summer of that year.

The FMCIP contain three core components:

- Training
- Significant on-the-job work experience and rotational assignments to other bureaus
- Mentoring

Each intern is required to complete a prescribed curriculum of financial management, accounting, and leadership development training. The curriculum is based on the Joint Financial Management Improvement Program (JFMIP) core competencies for accountants and financial specialists. These courses include:

- Appropriations Law
- An Overview of Federal Financial Management
- Fundamental Accounting Procedures in Federal Agencies
- U.S. Standard General Ledger

In addition, each intern receives training in leadership and business organization areas such as:

- Essentials of Analysis
- Briefing and Presentation Skills
- Leadership and Managing Change
- Leadership Skills and Techniques

Speaker Series

Executive Forums

The Department of the Interior University hosts an annual series of five distinguished speakers for Interior executives and employees. The events focus on a broad range of leadership topics, from national policy issues and the environment, to the latest in leadership strategies. Authors of recently published books share their ideas with Interior's top managers at a roundtable session, offering executives the opportunity to network with each other, get a copy of the book, and hear the author speak.

The Swamp: *The Everglades, Florida, and the Politics of Paradise* by Michael Grunwald	September 20, 2007 10:00 am–2:00 pm South Interior Building Auditorium 1951 Constitution Avenue, NW Washington, DC
A Whole New Mind: *Moving from the Information Age to the Conceptual Age* by Daniel Pink	November 29, 2007 10:00 am – 2:00 pm South Interior Building Auditorium 1951 Constitution Avenue, NW Washington, DC

2008 Executive Forums: To be determined

For further information on any of the executive forums, please contact Archie Barnes at (202) 208-4376, or visit our website at www.doi.gov/training.

Senior Executive Service Forum Series

The Department of the Interior University partners with other federal agencies to present the Senior Executive Service Forum Series, a government-wide program that provides senior executives with a continuing learning opportunity. Executives from subscribing agencies hear from and interact with today's top thinkers and organizational practitioners as well as learn from colleagues in leadership positions in other organizations. Expert authors share their knowledge in areas related to the Office of Personnel Management's Executive Core Qualifications. This forum series offers Senior Executive Service employees the opportunity to network with each other, get a copy of the book, and hear the author speak.

2008 Senior Executive Service Forums: To be determined

For further information on any of the Senior Executive Service Forums, please contact Archie Barnes at (202) 208-4376, or visit our website at www.doi.gov/training.

Government Wide Forums—Washington, DC and Denver, Colorado

The DOI University, in partnership with other federal agencies, presents a forum series focusing on quality-of-life issues. Entry- and mid-level employees from subscribing agencies hear distinguished speakers discuss their most recent books on topics such as risk-taking, career challenges and family issues. Employees meet others with common concerns, network, get a copy of the book, and hear the author speak. The forums support the President's Management Agenda by investing in human capital and developing the skills and abilities of the workforce.

Washington, DC Forums: Career, Balance, & Diversity

The Daily Six: *Six Simple Steps to Find thePerfect Balance of Prosperity and Purpose* by John Chappelear	September 18, 2007 9:00 am–11:30 am Carnegie Institution Elihu Root Auditorium 1530 P Street, NW Washington, DC
Radical Careering: *100 Truths to JumpstartYour Job, Your Career, and Your Life* by Sally Hogshead	October 16, 2007 9:00 am – 11:30 am Carnegie Institution Elihu Root Auditorium 1530 P Street, NW Washington, DC
Somebody's Someone: A Memoir by Regina Louise	November 14, 2007 9:00 am – 11:30 am Carnegie Institution Elihu Root Auditorium 1530 P Street, NW Washington, DC

2008 Career, Balance, & Diversity Government Wide DC Forums: To be determined

For further information on the Career, Balance, & Diversity Government Wide Forums in Washington, DC, please contact Archie Barnes at (202) 208-4376, or visit our website at www.doi.gov/training.

Denver, CO Forums: Career, Quality of Life, & Leadership

Emergenetics:
Tap into the New Science of Success
by Dr. Geil Browning

November 6, 2007
9:30 am – 12:30 pm
Denver Federal Center
Building 810
U.S. Geological Survey
Rocky Mountain Mapping Auditorium
Lakewood, Colorado

2008 Career, Quality of Life, & Leadership Government Wide Denver Forums: To be determined

For further information on the Denver Government Wide Forums, please contact Archie Barnes at (202) 208-4376, or visit our website at www.doi.gov/training.

Interior Museum

The Interior Museum showcases the history, ongoing work, and resources of the Department of the Interior. The museum blends 1930s-era dioramas and displays of natural history specimens, original art, and changing exhibitions to illustrate the rich heritage and diverse activities of the department. Tours of New Deal murals located in the department's historic headquarters building are available by reservation.

Reinventing Tradition: American Indian Design in Contemporary Clothing

April 20, 2007–September 24, 2007

Clothing and fashion are hot in today's visual world, and American Indians have always paid close attention to the details and implications of what they wore. Traditionally, they have used natural materials such as porcupine quills, animal skins, bark, and shell to create a distinctive look, a statement, a style with their clothes. Examples of traditional clothing and adornment (primarily from the 1900's), including extremely delicate pieces such as a woven spruce root Haida hat, will be on view in this exhibit. In comparison to the traditional objects will be the work of contemporary Indian designers who create clothing that today can be worn to work, for a wedding, on the streets of New York, or the runways of Paris. Indian designers have entered all fashion markets from ready-to-wear to haute couture. The diversity in design and style is stunning, but the inspiration from traditional design is always apparent.

Witness to History: The March on Washington

July 20, 2007–September 28, 2007

On a hot and muggy August 28 in 1963, hundreds of thousands of Americans marched around the National Mall to protest for civil rights, desegregation, and federal programs to end poverty. This was the great March on Washington, which ended that afternoon with the "I Have a Dream" speech by Dr. Martin Luther King Jr. David M. Granahan, an employee of the Department of Agriculture, took the day off to document the marchers, and he captured the activities with his watercolor and ink sketches. The Interior Museum is the first to exhibit Granahan's complete set of ten original watercolors depicting the March. His paintings capture the determination of the marchers surrounded by the national monuments.

Conservation in Action: The Legacy of Rachel Carson

April 20, 2007–indefinite

The Interior Museum is celebrating the centennial of the birthday of Rachel Carson with a new exhibit highlighting her history and legacy. Carson's work as an educator, scientist, and writer revolutionized America's interest in environmental issues. She worked for the Department of the Interior from 1936-1952, where she created some of the U.S. Fish and Wildlife Service's first public information brochures in a series called "Conservation in Action." Perhaps best known for her seminal work *Silent Spring* (1962), which documented the pesticide DDT's menace to the environment and its destructive effects on birds of prey, Carson also had a passion for connecting children with nature.

Missouri River EXPOSED

October 19, 2007–January 5, 2008

Joe Riis, with a background in wildlife biology and environmental studies, collaborated with many local and state agencies, as well as the U.S. Fish and Wildlife Service, U.S. Geological Survey, and the National Park Service, to produce his photography exhibit focusing on current ecological river issues, in addition to the endangered Pallid sturgeon, the endangered Least tern, and the threatened Piping Plover. More than 200 years after the Lewis & Clark journey made the United States a bicoastal nation, Riis traveled from the headwaters of the Missouri River in Montana by kayak, car, and plane to its confluence with the Mississippi River in St. Louis to showcase the beauty of the Missouri River and to inform people on the current state of the longest river in the U.S.

A Collective Memory: The Vietnam Veterans Memorial at 25

November 9, 2007–May 31, 2008

November 13, 2007, marks the 25th anniversary of the ground breaking for construction of the Vietnam Wall. While controversy swirled around the monument in 1982, today over 3 million visitors a year come to pay their respects to those who gave their lives for their country in Vietnam. Each day, offerings are left to the fallen, and, each day, these personal and special objects are collected as the Vietnam Veterans Memorial Collection and cared for by the National Park Service. The Interior Museum will be working with the National Park Service to commemorate this anniversary by illustrating the difficult process which was undertaken to create the memorial, and by sharing many of the objects left by the public for the soldiers taken by the Vietnam war.

The Surveying and Mapping of America

June 18, 2007–indefinite

The Interior Museum has reorganized its collections on the history of surveying and map-making and exhibited them to illustrate the craft, skill, and lifestyle of the men working in the American West for the Department of the Interior around 1900.

The Bats and the Bees: Pollination Systems in America

September 14, 2007–indefinite

Pollination occurs when pollen is moved within a flower or carried from flower to flower by birds, bees, bats, butterflies, moths, beetles, or other animals, or by the wind. This transfer of pollen in and between flowers of the same species leads to fertilization, and successful seed and fruit production for plants. The current declines in the health and population of pollinators pose a significant threat to the integrity of biodiversity, to global food webs, and to human health. To combat this threat, the Interior Museum, the Bureau of Land Management, the U.S. Fish and Wildlife Service, the National Park Service, and all members of the North American Pollinator Protection Campaign are working to educate public, private, and governmental organizations about the importance of understanding pollinator systems around the globe.

Building America: The Historic American Buildings Survey

July 2008–December 2008

The Interior Museum will celebrate the 75th Anniversary of the Historic American Buildings Survey, a division of the National Park Service. The Historic American Buildings Survey began in 1933 as a Works Progress Administration effort to put unemployed architects to work surveying, drawing, and photographing America's architectural heritage. In 1966 the National Historic Landmark Act was passed, and the effort has continued through today to document our national structures, ensuring that they will exist as concepts for generations to come.

The Year of the Reef: the State of Coral Reefs (tentative)

January 2008–April 2008

The Interior Museum will work with the bureaus overseeing reefs worldwide, including the National Park Service, the U.S. Fish and Wildlife Service, the Minerals Management Service and the Bureau of Insular Affairs to illustrate the importance, fragility and beauty of these global marvels and educate visitors on ways in which the Department of the Interior is working to protect coral reefs.

The Potomac River: Our Capital Asset (tentative)

April 2008–July 2008

The Interior Museum will work with the National Park Service and the U.S. Fish and Wildlife Service to illustrate the history, beauty and accessibility of this public watershed, focusing on the great gorge named after the first Director of the National Park Service: Stephen T. Mather.

U.S. Department of the Interior Library

The Department of the Interior Library is a leading research institution for Departmental staffers, other federal government officials, and nongovernmental researchers seeking information in disciplines vital to the Department of the Interior. Its collection of more than 1 million items on topics such as Native Americans, American history, National Parks, geology, nature, wildlife management, public lands management, and federal law and legislation provides researchers with essential resources in these subject areas. Additionally, the Library's ever-increasing collection of online databases and access to other electronic information sources enables Departmental personnel and other researchers to access needed information sources from their desktop computers. The Library is open Monday through Friday from 7:45 am to 5:00 pm, except federal holidays.

Listed below are scheduled programs and classes at the Department of the Interior Library. Dates and times may be subject to change. For the latest schedules, additional information about each of the listed programs, and information about future programs, please check the DOI Library's web site at http://library.doi.gov, or contact the library's reference desk by phone at (202) 208-5815 or e-mail at library@nbc.gov.

Park Ranger Speaker Series

The Department of the Interior Library hosts a monthly speaker series program focusing on the background and history of sites of interest in the National Mall area of Washington, DC. The 45-minute programs, usually held at 1:00 pm on the third Tuesday of the month in the training room of the DOI Library, are presented by National Park Service Rangers.

Future Park Ranger Speaker Series programs will be posted on the library's website at http://library.doi.gov as they are scheduled. If you have any questions about this series, please contact the library by phone at (202) 208-5815 or by e-mail at library@nbc.gov

DOI Library Training Sessions

The U.S. Department of the Interior Library offers regularly scheduled library instruction and computer-database training for U.S. Department of the Interior employees. These training sessions, which meet in the library's training room, are usually held every other week. Because of limited space, each training session is limited to a maximum of twelve people. For more information or to RSVP for a class, please contact the library by phone at (202) 208-5815 or by e-mail at library@nbc.

Scheduled Library Training Sessions are listed below. Additional training sessions will be posted on the library's website at http://library.doi.gov as they are scheduled.

Westlaw: Introduction and New Features

Tuesday, October 9, 2007, 10:00 am–12:00 noon

This course is an introduction (or refresher) on successfully using the Westlaw online legal database for research on the Internet. Those attending will learn basic techniques for obtaining federal and state statutes, caselaw, law-review articles, newspaper articles, and federal administrative materials. This program will be conducted by a Westlaw trainer.

Introduction to HeinOnline

Thursday, October 24, 2007, 2:00 pm–4:00 pm

Learn how to use the William S. Hein Company's HeinOnline database (available via the DOI Library web site) to search for materials in their Law Journal Library, Federal Register Library Treaties and Agreements Library, U.S. Supreme Court Library, and U.S. Attorney General Opinions Library. Each library contains documents (fully searchable and available in PDF format) dating as far back as the mid-19th century, from the inception of publications contained in the library. This program will be conducted by W. Shannon Hein III, grandson of the founder of the company.

Advanced Legal Research on LexisNexis

Thursday, November 8, 2007, 10:00 am–12:00 noon

This program builds on the techniques presented in the "LexisNexis: Introduction and New Features" class, emphasizing time-efficient and cost-effective searching. You will learn how to bypass menu screens using short cuts, narrow searching with segments, focus on specific word(s) within your original search, and refine searches with advanced connectors. This program will be conducted by a LexisNexis trainer.

Useful Federal Resources on the Web

Thursday, November 15, 2007, 10:00 am –12:00 noon

The Internet is a great resource for federal documents. Join Reference Librarian Jennifer Klang on this tour of valuable and reliable resources on the Internet. Websites from the Library of Congress, Government Printing Office, the University of Oklahoma, and the Census Bureau will be among those featured in this course. Designed for both the beginning and advanced searcher, attendees will learn about resources for scientific reports, legislative documents, statistical information, Native American documents, and other useful items.

Advanced Legal Research on Westlaw

Wednesday, December 5, 2007, 10:00 am–12:00 pm

Take the new research skills learned in the "Westlaw: Introduction and New Features" class to the next level. Attendees will be shown how to find cases by attorney or judge's name, date, and jurisdiction. Explore statutory materials and learn how to combine the best of book and online research with Westlaw's easy-to-use online Table of Contents. Delve into KeyCite's unique features that let researchers fine-tune their result by legal issue, jurisdiction, and other selected criteria. And learn how to personalize Westlaw to meet your unique research needs. This program will be conducted by a Westlaw trainer.

Introduction to the U.S. Congressional Serial Set, Digital Edition

Wednesday, December 12, 2007, 2:00 pm–4:00 pm

The U.S. Congressional Serial Set—the bound, sequentially numbered volumes of all the reports, documents and journals of the U.S. Senate and House of Representatives—constitutes an incomparably rich collection of primary source material on all aspects of American history. The Serial Set has now been digitized by Readex and is available through the DOI Library's website. This class will introduce you to this valuable online resource and provide helpful hints for searching the treasures of this collection. This program will be conducted by a Readex trainer.

Introduction to CourtLink on LexisNexis

Wednesday, January 9, 2008, 2:00 pm–4:00 pm

LexisNexis CourtLink offers one place for all your case-investigation and court-records-research needs. In this training session, attendees will learn how to gain revealing insights on key players in any case with exclusive search opportunities for uncovering the litigation history and work product of an opposing party, attorney or judge. CourtLink also makes it easy to obtain documents filed in prior cases, stay on top of new activity in existing cases and uncover new filings of interest to you. CourtLink provides access to over 200 million federal and state court records through its online search interface. Litigation records can be searched by name, case type, or docket number to determine case histories and trends. This program will be taught by a LexisNexis trainer.

Compiling a Federal Legislative History: A Step-by-Step Example

Wednesday, January 23, 2008, 10:00 am–12:00 noon

Those interested in learning the process involved in compiling an official federal legislative history will find this program invaluable. A specific public law will be the focus of a step-by-step piecing together of a legislative history, using print resources such as the U.S. Statutes at Large, Congressional Record, and Congressional Serial Set. Online sources of federal legislative history information will also be highlighted. This program will be conducted by Law Librarian Maureen Booth.

Litigation Research Techniques on Westlaw

Tuesday, February 5, 2008, 10:00 am–12:00 noon

Use Westlaw to find information on briefs, dockets, pleadings, motions, & memoranda as well as service of process, jury verdicts, settlements, expert witnesses, judges and opposing counsel. In addition, those attending will learn how to research procedural issues, retrieve court rules and determine whether you can rely on a case. See how these shortcuts and enhancements around the daily workflow of a litigator will make research easier. This program will be conducted by a Westlaw trainer.

EBSCOHost Electronic Journals Service: Introduction and New Features

Wednesday, February 20, 2008, 2:00 pm–4:00 pm

EBSCOHost Electronic Journals Service (available through the DOI Library's website) provides access to tables of contents, citations, abstracts, and full-text articles for over 14,000 scholarly, trade and general-interest journals. It covers a wide range of subjects of interest to the Department of the Interior, including biology, botany, geology, history, law, and zoology, and is updated daily. Attendees to this session will learn how to effectively search EBSCOHost's database to find needed articles and will learn of newly added, user-friendly features that have enhanced its capabilities.

Online Learning

Customized Online Courses

DOI University's Online Learning Team develops customized web-based courses and training solutions to help meet bureau and office mission requirements and training needs using various technologies. DOIU instructional designers will create online courses from existing classroom training materials or work with subject-matter experts to design courses from other source materials. DOIU's current library of customized online courses addresses a wide range of topics including: information-technology security, the Privacy Act, records management, discrimination and whistleblowing in the workplace, park planning, safety and occupational health, special retirement processing, drug and alcohol testing, conflict-management awareness, and Section 508 compliance. For more information on DOIU's customized online training, go to www.doi.gov/training, click on Special Training Programs, and review the Customized Online Training section.

To discuss how our team can work with you to meet your training needs through customized online courses, contact Bob Veltkamp of the DOIU Online Learning Team at (202) 208-3441 or all the DOI University main number at (202) 208-DOIU (3648)

Instructor-Led Online Training

The DOI University is working with vendors to offer in FY 2008 instructor-led online training for Interior employees. Initial course offerings will include training in Microsoft applications and basic project-management skills. This training matches the benefits of instructor-led training with those of online delivery at the desktop or laptop. For more information, call us at 202-208-DOIU (3648) and ask to speak to someone about instructor-led online training.

Online Learning Library Licenses

Online courses provide the opportunity to learn 24 hours a day, 365 days a year, anywhere in the world via Internet access. DOI University is working with vendors and the DOI Learn managers to provide courses from SkillSoft (SkillSoft now owns the former NETg library) and Karta Technologies. Many technology courses are available, from word processing to computer programming, IT Security, web-site development, and LAN management. Business-skills courses cover communication, interviewing, sexual-harassment awareness, project management, diversity, team skills, managing work and employees, and many other topics relevant to improving performance in the workplace. Click on Classroom and Online Course Offerings in the left sidebar, and then on Online Learning Libraries to see the latest information on the status of the online learning libraries.

Customized Surveys

DOI University can help you create and administer online surveys to collect information from managers, employees or others in your organization. For more information, call us at 202-208-DOIU (3648) and ask to speak to someone about our online survey service.

Mandatory Training

The Department of the Interior, Office of Human Resources, has published a list of training that is mandatory for Interior employees. DOI University provides both online and classroom training to help meet these requirements. Please review the previous pages of this catalog or go to http://www.doiu.nbc.gov/spec_programs.html for more information. This web page begins with a link to the published list of mandatory training requirements.

Department of the Interior University
Leadership and Performance Centers

Class Registration Form

Date: _____

First Name: _____ **Last Name:** _____

Job Title: _____ **Supervisory**____ **Non-Supervisory** ____

Bureau: _____ **Office:** _____

Office Address: _____

Phone: _____ **Fax:** _____

Email: _____ **Supervisor's Email:** _____

Title and Date(s) of Requested Class: _____

Location of Requested Class (please select appropriate location):
Anchorage, AK ____ **Denver, CO** ____ **Albuquerque, NM** ____ **Washington, DC** ____
(Please Specify)

Cost (if applicable): _____
Payment for the training is due 10 business days prior to the start of the training.
If payment is not received on or before that date you will be cancelled from the training.
Supervisory Approval:
I certify that the above student has received approval, and is available to attend the entire class requested. If there is a cancellation, the Washington Leadership and Performance Center will be notified at least 10 business days before the scheduled class.

Approved by: _____ **Date:** _____

Title: _____ **Telephone:** _____
Please fax this registration form to the appropriate location (i.e. the location of your requested training):
(No cover sheet is required)

Albuquerque – Attention: Kimberly Belone, (505) 346-2768 voice, **(505) 346-2770 fax**
Anchorage – Attention: Dawn Gillette, (907) 271-3720 voice, **(907) 271-3724 fax**
Denver – Attention: Katherine Bond, (303) 969-5426 voice, **(303) 969-5429 fax**
Washington DC – Attention: Rebecca Rabuck, (202) 208-3446 voice, **(202) 208-5184 fax**

You will be notified as to your status for this class (slot available or wait listed). If you have any questions, please contact the appropriate point of contact listed above.

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DOI University assists employees in self improvement as a basic means of developing and maintaining a competent and efficient workforce. Whether you are enhancing well-developed competencies or developing entry-level technical and leadership skills, our vast array of career development programs can provide you with the tools you'll need.

DOI University's Professional Development Courses, Leadership Certificates, and Intern Programs will help to lay the foundation for your future and increase professional competencies within your area of expertise.

DOI University has several Leadership and Performance Centers that can offer you a wide range of competency-based training courses in a classroom setting. The Leadership Centers are located in Albuquerque, NM; Anchorage, AK; Denver, CO and Washington, DC. You can take advantage of these centers or allow us to come to you with online courses and customized classroom training.

DOI UNIVERSITY
Value in Learning

WWW.DOI.GOV/TRAINING

U.S. Department of the Interior
Department of the Interior University
1849 C Street, NW
Washington, DC 20240

For registration assistance or additional information regarding DOI University courses, please contact us at
202-208-DOIU (3648)
visit us at *www.doi.gov/training*
or https://doilearn.doi.gov

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866-466-1998