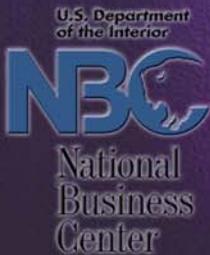


U.S. DEPARTMENT OF THE INTERIOR  
NATIONAL BUSINESS CENTER  
DEPARTMENT OF THE INTERIOR UNIVERSITY (DOIU)

# CATALOG OF COURSES

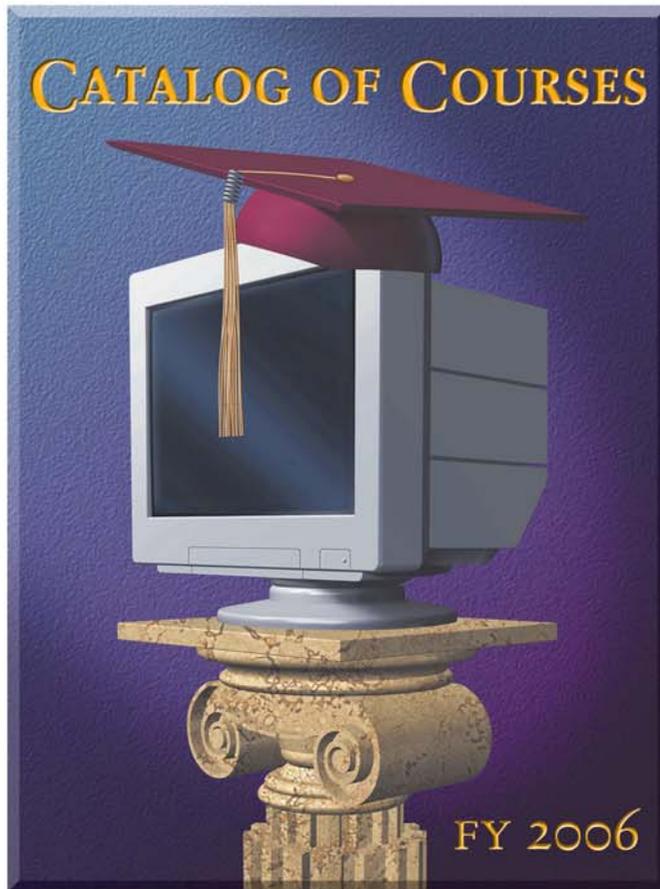


FY 2006

LEADERSHIP AND PERFORMANCE DIVISION



**U.S. DEPARTMENT OF THE INTERIOR  
NATIONAL BUSINESS CENTER  
DEPARTMENT OF THE INTERIOR UNIVERSITY (DOIU)**



**LEADERSHIP AND PERFORMANCE DIVISION**

**US DEPARTMENT OF THE INTERIOR**  
**National Business Center**  
**Directorate, Strategic Management of Human Capital**  
**Department of the Interior University**  
**1849 C Street, NW**  
**Mail Stop 7129**  
**Washington, DC 20240**

***[www.doi.gov/training](http://www.doi.gov/training)***

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★ **NEW PROGRAMS!**

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Wednesday, August 17, 2005



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**Discrimination and Whistleblowing in the Workplace (No Fear)**  
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[Click here](#) to access the US Department of the Interior's 2005 IT Security Awareness Training.

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 DOI University has created this online training to provide managers and employees with an overview of the new performance management system. To access the course [click here](#).

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Interested in developing the skills you need to become a leader in the Federal Government? Visit the Leadership Program pages!

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▶ **Special DOI University Training Programs**  
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Enjoy author-led forums in three cities, art as the catalyst for conservation and children's literary events.

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**DOI UNIVERSITY**  
Value in Learning

## Message from the Chief Leadership and Performance Division DOI University

We welcome you to our new catalog and the many exciting learning opportunities that DOIU has to offer in FY06. The catalog describes our scheduled courses and programs in addition to other events in online learning and the forums and special events. An online version of our catalog is available at [www.doi.gov/training](http://www.doi.gov/training).

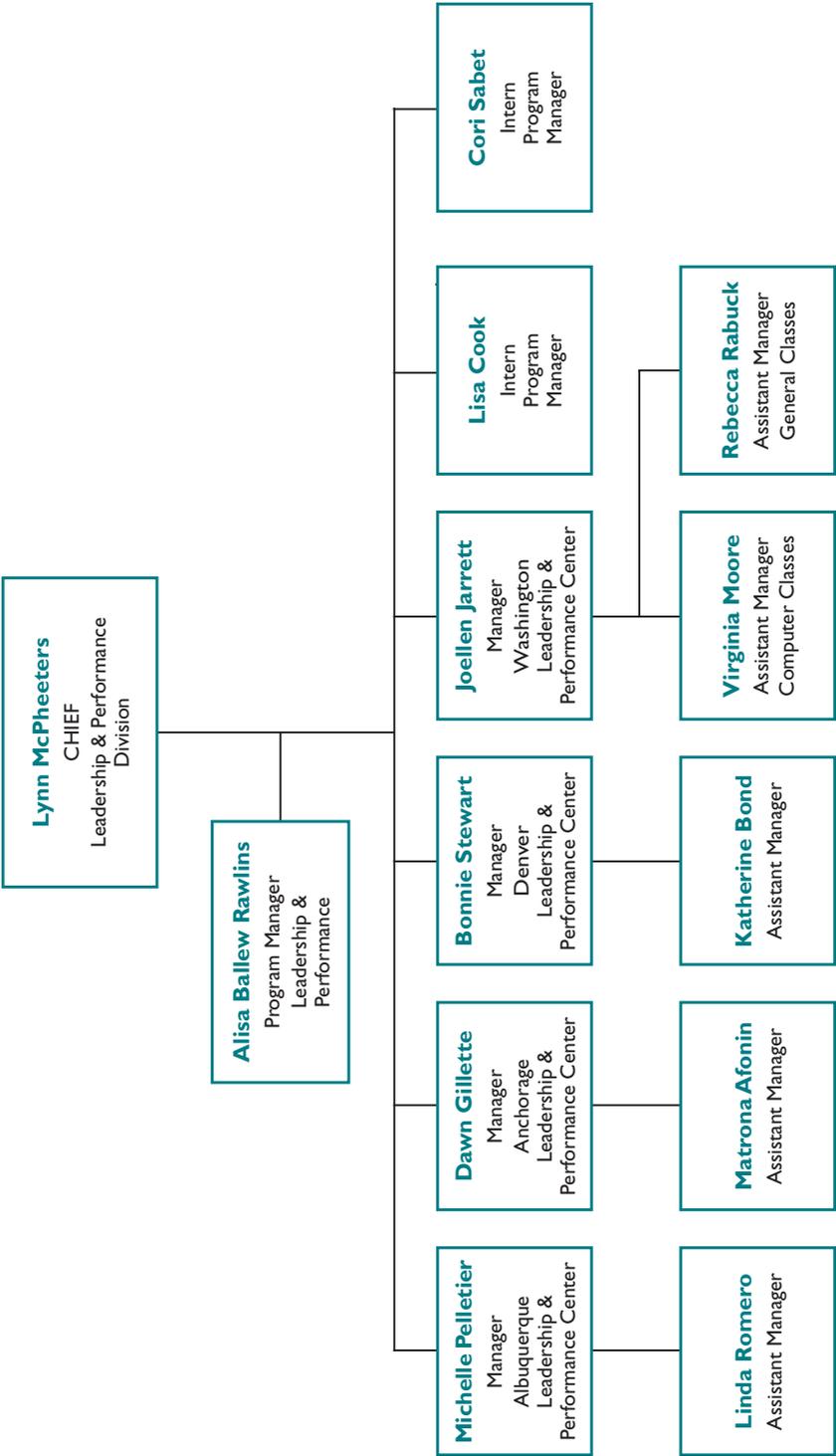
This year we are offering a new certificate program on financial management and we are continuing to offer both the Associate's and Master's level certificates in Program Management for PMP Certification. You will also find many new courses throughout our catalog that target skills development, awareness training, and quality of worklife. 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. We 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.

This catalog is your guide for continuous learning for FY06. Please take advantage of our training programs, courses, seminars, forums, and online courses. We look forward to seeing you at DOI University!

Lynn McPheeters, Chief  
Leadership and Performance Division

**U.S. DEPARTMENT OF THE INTERIOR**  
**National Business Center**  
**Directorate, Strategic Management of Human Capital**  
**Department of the Interior University**  
**Leadership and Performance Division**  
**FY 2006**



## **DOI University Leadership and Performance Division**

Lynn McPheeters, Chief  
Leadership and Performance Division  
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(202) 208-5616      (202) 208-5184 FAX

### ***Albuquerque Leadership and Performance Center***

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2400 Louisiana Boulevard, NE  
Building 1, Suite 240  
Albuquerque, New Mexico 87110  
(505) 346-2799      (505) 346-2770 FAX  
Michelle\_C\_Pelletier@nbc.gov

### ***Anchorage Leadership and Performance Center***

E. Dawn Gillette, Manager  
1689 C Street, Suite 141  
Anchorage, Alaska 99501  
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E\_Dawn\_Gillette@nbc.gov

### ***Denver Leadership and Performance Center***

Bonnie Stewart, Manager  
7401 West Manfield Avenue, D-2990  
Suite 120  
Denver, Colorado 80235  
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## **Leadership and Performance**

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Mailstop 7129  
Washington, DC 20240  
(202) 219-0097      (202) 208-3489 FAX  
Alisa\_B\_Rawlins@nbc.gov

## **Intern Programs**

Office of the Secretary Management Intern Program (OSMIP)  
Lisa Cook  
1849 C Street, NW  
Mailstop 7129  
Washington, DC 20240  
(202) 208-4376      (202) 208-5184 (FAX)  
lisa\_j\_cook@nbc.gov

Financial Management Career Intern Program (FMCIP)  
Lisa Cook  
1849 C Street, NW  
Mailstop 7129  
Washington, DC 20240  
(202) 208-4376      (202) 208-5184 (FAX)  
lisa\_j\_cook@nbc.gov

Government-wide Acquisition Management Intern Program  
**Cori Sabet, Program Manager**  
1849 C Street, NW  
Mailstop 7129  
Washington, DC 20240  
(202) 219-2213      (202) 208-5184 (FAX)  
Corinne\_C\_Sabet@nbc.gov

## DOI University Learning Management System (DOI LMS)

The Department of the Interior University currently offers customers a fast and efficient way to register for classes. The DOI University Learning Management System (DOI LMS) is available twenty-four hours a day/seven days a week and allows you to register for classes at any of our four centers in Anchorage, Alaska; Denver, Colorado; Albuquerque, New Mexico; and Washington, DC. You can also register for forums and online training. Payments can be made through our online credit card system, and you can receive registration confirmations and print transcripts and certificates of completion for all classroom and online learning.

In FY 06 DOI University will join other Interior learning organizations in adopting I LEARN, a new, agency-wide learning management system.

What will the new LMS provide?

- ◆ Access to information on all training opportunities within the Department of the Interior to all Interior employees, regardless of the student's bureau or 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.
- ◆ A five minute training video for end users that will teach them the basics of using the new LMS.
- ◆ Systems to track, measure and report on human capital training and development expenditures and accomplishments.
- ◆ Competency management systems 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.
- ◆ 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.

How will the new 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.
- ◆ Those employees currently using an LMS to search for and register for training will need to learn how to use the new system to do similar activities. Employees that do not currently sign up for training through an existing LMS will need to learn how to use the new system.

- ◆ The new LMS 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.
- ◆ Although the LMS automates the process for requesting, approving and tracking training, it will not replace the need for both formal and informal meetings and discussions between employees and supervisors needed to effectively manage training activities.

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.doiu.nbc.gov](http://www.doiu.nbc.gov) for course descriptions, training schedules, transcripts, registration instructions and to sign up for a Learning Management System Account.

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**

Linda Romero  
(505) 346-2768  
Linda\_G\_Romero@nbc.gov

### **Anchorage**

Matrona Afonin  
(907) 271-3720  
Matrona\_Afonin@nbc.gov

### **Denver**

Katherine Bond  
(303) 969-5426  
Katherine\_Bond@nbc.gov

### **Washington**

Virginia Moore  
(202) 208-7090  
Virginia\_A\_Moore@nbc.gov

Rebecca Rabuck  
(202) 208-3446  
Rebecca\_L\_Rabuck@nbc.gov

If you have any questions about accessing online training or your account with DOI University please call the DOIU Help Desk at (202) 208-6278.

## Training Cancellation Policy

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

### ***DOIU Cancelled Courses***

If circumstances necessitate the cancellation of courses by DOI University, our staff will notify students by phone, email or fax. A full tuition refund will be given for all DOIU canceled courses.

### ***Cancellations/Refunds/No Shows***

We design our courses to optimize your learning experience and, therefore, each course accommodates a limited number of participants. If you must cancel, please provide written notification either through email 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 and 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 written form sent either through email 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 the skill, 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 individual as well as organizational 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.

## 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 either through formal training, on-the-job- training, other experiential activities, or through self-directed activities, for example, and put that information to use. Creating the IDP becomes a roadmap 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 job. Together with their supervisor, they create a development plan that aligns with the DOI mission and goals and promotes personal growth and effectiveness.

Sample IDP:

### Individual Development Plan FY 06

Skill/Competency	Activity	Source	Cost	Date
1. Knowledge of budget concepts and processes	Appropriations Law Seminar	DOI University	\$720	January 30 - February 2, 2006
2. Knowledge of Federal Accounting	Demonstrate and apply Federal accounting policies and procedures	On-the-job-training	No Cost	On-going

**CERTIFICATE PROGRAMS****Executive Assistant Certificate Program****Course Description:**

The Executive Assistant Certificate Program (EACP) was developed to provide participants with the opportunity to acquire the knowledge, skills, and abilities needed to assist managers within the Federal Government. The purpose of the program is to develop a cadre of Administrative Assistants to meet the future administrative support needs of the Federal Government.

The EACP program is designed to produce highly skilled, motivated, and professional administrative support staff. 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 is designed to target junior or newly assigned, high-potential administrative/ support staff. Supervisory recommendation is requested for consideration into this program. For more information on application procedures, please visit the DOIU website: [www.doi.gov/training](http://www.doi.gov/training).

**Dates/Locations:**

- ◆ October 17-21, 2005 & November 14-18, 2005     Denver, CO

\* Additional dates and locations will be announced at a later date

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Tuition:** DOI Employees                             \$1,950  
                   Other Federal Employees         \$2,100

### ***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. Emphasis is placed on the specific knowledge and skills needed to convey credibility, authority, and integrity in the business environment. Participants will be able to:

- ◆ Explain the Department of Interior's mission and goals
- ◆ Recognize the value of aligning personal goals and values with those of the Department of Interior
- ◆ Manage business relationships more effectively
- ◆ Increase their levels of proficiency in critical areas associated with their role as Executive Assistant for the Department of 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 your role and duties as "Office Manager" for the Department of Interior

### ***Interpersonal Skills/Personal Profile Systems (PPS)***

The Personal Profile System personality instrument helps to 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 profile
- ◆ Discuss their behavioral profile 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 is characterized by big-picture, conceptual understanding combined with nuts-and-bolts knowledge of grammar and punctuation. This course is aimed at helping to maintain a big-picture view of writing while also understanding and using the “nuts and bolts.” Additionally, this session helps to clarify the benefits and dangers, as well as the associated Federal and Agency guidelines, of using e-mail. Participants will be able to:

- ◆ Recognize basic grammar and punctuation rules
- ◆ Practice writing, editing, and proofreading their own and others’ work
- ◆ Minimize “bureaucratize” 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 supervisor’s 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 your 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 life
- ◆ Develop goals to help apply self and stress management skills

### **Public Speaking Skills**

This course is designed to help minimize the fear of speaking in public and to 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 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 create an individualized action plan to help them achieve this goal.

**CERTIFICATE PROGRAMS****ADVANCED Executive Assistant Certificate Program (AEACP)****Course Description:**

This is an advanced, competency-based program designed to build upon the skills taught in the basic Executive Assistant Certificate Program (EACP) and targets mid-level administrative support staff. Candidates selected for the Advanced Executive Assistant Certificate 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

**ADVANCED EACP 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 employees of the Department of the Interior at the GS-9 through GS-12 or equivalent grade levels. High performing GS-7/8's may also be considered with their supervisor's recommendation. For nomination procedures, please visit the DOIU website: [www.doi.gov/training](http://www.doi.gov/training).

**Dates/Locations:**

- ◆ May 15-19, 2006 & June 12-16, 2006      Sacramento, CA

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed**

Budget; Individual Effectiveness; Problem Solving; Communication; Analytical Skills, Leadership

<b>Tuition:</b>	DOI Employees	\$1,950
	Other Federal Employees	\$2,100

### **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**

We put things in writing for two possible reasons – to convey information or to request an action be taken. If we don't convey this information properly, it gets reduced to background clutter and disposed without accomplishing its mission. We are held accountable to the mission failure and our credibility as a writer becomes suspect. 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 your readers
- ◆ Use fundamental research methods to support your subject
- ◆ Develop clear and 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 the concerns each phase is extremely important for those responsible for using budgetary resources or 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 create an individualized action plan to help them achieve this goal.

**CERTIFICATE PROGRAMS****Federal Financial Management Certificate Program****Course Description:**

The Federal Financial Management Certificate Program (FFMCP) is a two-year program that is being offered in support of the Department of Interior's (DOI) Strategic Plan to develop, train and/or certify financial professionals to meet the demands of an evolving financial government environment and improve performance and sound financial management practices. All courses in the program support Joint Financial Management Improvement Core Competencies (JFMIP) and Continuing Professional Education (CPE) credits are available for the financial courses. Each student who fully attends and successfully completes the courses will receive a certificate of completion. Students have two years to complete the program and must attend the entire class, participate, and pass a final examination to receive a certificate. The first year of the program consists of three core courses and one of two Financial Management course electives. The second year of the program will consist of one Financial Management course elective and three Professional Growth courses. Core courses must be taken in the progression listed below. Courses may also be purchased individually or by program total.

**Modules Fiscal Year 2006:**

- ◆ Appropriations Law Seminar (core)
- ◆ Budget Analysts Guide to Formulation, Justification and Execution (core)
- ◆ Fundamental Accounting Procedures in Federal Agencies (core)
- ◆ Budget and Accounting – Making the Connection (elective)

**Modules Fiscal Year 2007:**

- ◆ Federal Financial Management Overview
- ◆ The Integrity Act: Management Accountability and Control
- ◆ Managerial Cost Accounting  
*Select one of the above to complete the financial elective requirement*
- ◆ Critical Thinking and Problem Solving
- ◆ Leading and Managing Change
- ◆ Essentials of Analysis
- ◆ Leadership Skills and Techniques  
*Select three of the above to complete the professional growth elective requirement*

Complete details such as course descriptions, competencies and learning objectives can be viewed for each course at [www.doi.gov/training](http://www.doi.gov/training) or see the Financial and Acquisition Section of this catalog.

**Target Audience:**

Federal financial staff who is involved in any aspect of financial and accounting policies, principles and practices and wishes to pursue a professional certificate.

**Dates/Locations:**

◆ Appropriations Law Seminar	January 30 - February 2, 2006 March 14-17, 2006 April 11-14, 2006	Washington, DC Albuquerque, NM Denver, CO
◆ Budget Analysts Guide to Formulation, Justification and Execution	February 21-23, 2006 May 2-4, 2006 May 16-18, 2006	Washington, DC Denver, CO Albuquerque, NM
◆ Fundamental Accounting Procedures in Federal Agencies	April 11-12, 2006 July 11-12, 2006 July 18-19, 2006	Washington, DC Albuquerque, NM Denver, CO
◆ Budget and Accounting – Making the Connection	August 1-2, 2006 August 8-9, 2006 August 22-23, 2006	Washington, DC Denver, CO Albuquerque, NM

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

<b>Tuition:</b> All Federal Employees	\$2,210	Program Cost for FY06
	\$2,300*	Program Cost for FY07

*\* Estimated, based on individual selection of electives and course length*

CERTIFICATE PROGRAMS**Human Resources Specialist Certificate Program****Course Description:**

Technology and the need for advanced knowledge and skills are changing the way the Department of Interior (DOI) conducts business. Many of the people currently employed in the Human Resources field will require additional knowledge, skills, and abilities to perform the jobs of the future, meet customer expectations, and advance their career. This program provides those employees with an opportunity to gain a competitive edge through a tailored curriculum of human resources function-related courses. The program has been approved for 16.1 CEU's through George Mason University, Fairfax, Virginia.

**Modules:**

- ◆ This certificate program consists of eight courses for a total of 184 hours
- ◆ Employee Relations for Practitioners
- ◆ Labor Relations for Practitioners
- ◆ Position Classification for Practitioners
- ◆ Pay Setting
- ◆ Basic Employee Benefits
- ◆ Staffing for Practitioners
- ◆ Position Management
- ◆ Consulting Skills for Human Resources Professionals

For detailed course descriptions go to [www.doi.gov/training](http://www.doi.gov/training) or see Human Resources Management section in catalog.

**Target Audience:** All employees involved in human resources functions

**Dates/Locations:**

◆ Employee Relations for Practitioners	January 18-19, 2006	Washington, DC
◆ Labor Relations for Practitioners	January 30 - February 2, 2006	Washington, DC
◆ Position Classification for Practitioners	February 6-10, 2006	Washington, DC
◆ Basic Employee Benefits	March 7-8, 2006	Washington, DC
◆ Staffing for Practitioners	April 4-7, 2006	Washington, DC
◆ Pay Setting	May 10-11, 2006	Washington, DC
◆ Position Management	June 6-7, 2006	Washington, DC
◆ Consulting Skills for HR Professionals	June 27-28, 2006	Washington, DC

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

<b>Tuition:</b> DOI Employees	\$2,295
Non DOI-Employees	\$2,295

**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 Interior’s (DOI) FY06 goals to develop, train and/or certify 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).

**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](http://www.doi.gov/training) or in the Project Management section of the catalog.

**Target Audience:**

Employees requiring certification to manage major and non-major projects

**Dates/Locations:**

◆ Managing Projects	October 18-20, 2005	Washington, DC
	January 24-26, 2006	Washington, DC
	January 31 - February 2, 2006	Denver, CO
	March 28-30, 2006	Denver, CO
◆ Risk Management	November 15-17, 2005	Washington, DC
	February 21-23, 2006	Washington, DC
	April 4-6, 2006	Denver, CO
	June 13-15, 2006	Denver, CO
◆ Scheduling & Cost Control	February 7-11, 2006	Washington, DC
	March 21-25, 2006	Washington, DC
	May 15-19, 2006	Denver, CO
	July 10-14, 2006	Denver, CO

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

<b>Tuition:</b> DOI Employees	\$2,010
Other Federal Employees	\$2,010

**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 Interior's (DOI) FY06 goals to develop, train and/or certify 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).

**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](http://www.doi.gov/training) or in the Project Management section of the catalog.

**Target Audience:**

Employees requiring certification to manage major and non-major projects

**Dates/Locations:**

- |                     |                               |                |
|---------------------|-------------------------------|----------------|
| ♦ Managing Projects | October 18-20, 2005           | Washington, DC |
|                     | January 24-26, 2006           | Washington, DC |
|                     | January 31 - February 2, 2006 | Denver, CO     |
|                     | March 28-30, 2006             | Denver, CO     |
| ♦ Risk Management   | November 15-17, 2005          | Washington, DC |
|                     | February 21-23, 2006          | Washington, DC |
|                     | April 4-6, 2006               | Denver, CO     |
|                     | June 13-15, 2006              | Denver, CO     |

◆ Scheduling & Cost Control	December 12-16, 2005	Washington, DC
	March 20-24, 2006	Washington, DC
	May 15-19, 2006	Denver, CO
	July 10-14, 2006	Denver, CO
◆ Quality for Project Mgrs	April 18-20, 2006	Washington, DC
◆ Project Leadership, Mgmt, & Communications	May 23-25, 2006	Washington, DC
◆ Contracting for Project Mgrs	June 13-15, 2006	Washington, DC
◆ Project Management Applications	July 24-28, 2006	Washington, DC

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

<b>Tuition:</b>	DOI Employees	\$4,690
	Other Federal Employees	\$4,690

**BUSINESS SKILLS & PROFESSIONAL DEVELOPMENT****Building A Better Business Case for the OMB Exhibit 300****Course Description:**

*“The Federal Government must effectively manage its portfolio of capital assets to ensure scarce public resources are wisely invested.... The OMB Exhibit 300 is used to demonstrate to agency management and to the OMB that it has employed the disciplines of good project management, represented a strong business case for the investment, and met other Administration priorities to define the proposed cost, schedule, and performance goals for the investment if funding approval is obtained.” (OMB Circular No. A-11 (2002), Section(s) 300.3 & 300.9)*

In this course participants will analyze and use key business case components, as well as “tricks-of-the-trade,” to improve overall development of a business case and construct a winning OMB Exhibit 300. This course provides a systematic walk-through of the OMB Exhibit 300 requirements and illustrates not only what goes into the OMB Exhibit 300, but also how it gets evaluated. With the help of subject-matter-experts, students view the OMB Exhibit 300 from the role of project team member and receive hands-on experience in the task of evaluating OMB 300s.

**Learning Objectives:**

- ◆ Identify ways to increase business case quality/OMB Exhibit 300 submissions
- ◆ Use relevant guidance and instructions to develop responses to OMB Exhibit 300 elements for both IT and constructed asset examples
- ◆ Recognize the relationship between the federal budget cycle and the OMB Exhibit 300 submission
- ◆ Ensure consistency within your OMB Exhibit 300 by writing to the technical level of your readers and reducing jargon
- ◆ Use best practices to develop business cases for the submission of the OMB Exhibit 300
- ◆ Demonstrate an understanding of OMB’s scoring system by scoring a sample OMB Exhibit 300

**Target Audience:**

Project Managers, Project Team Members, Capital Planners, Budget and Finance Managers, and anyone interested in or involved with writing business cases

**Dates/Locations:**

- ◆ November 8-9, 2005                      Washington, DC

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Written Communication, Technology Management, Decisiveness, Accountability

**Tuition:** DOI Employees                      \$365  
                   Other Federal Employees        \$365

**BUSINESS SKILLS & PROFESSIONAL DEVELOPMENT****The Business of Writing:  
A Step-by-Step Approach to Writing at Work****Course Description:**

The best writers in all arenas follow some sort of writing process. This course will help participants develop their own step-by-step approach to on-the-job writing. Participants will practice writing email, memos, letters, brief reports, and other business documents, and receive individual suggestions for their writing. Points of grammar and usage will be covered as needed. Pre-course writing samples will help instructors adapt materials to class needs.

**Learning Objectives:**

- ◆ Use an effective process in planning and writing
- ◆ State purpose, identify reader, and list major points
- ◆ Select an appropriate format (e.g., memo, letter, email) and use layout for organization and visual effect
- ◆ Develop an effective structure
- ◆ Write clear, well-organized paragraphs
- ◆ Demonstrate standard grammar and punctuation usage

**Target Audience:**

This course is appropriate for employees who want to strengthen their writing skills.

**Dates/Locations:**

- |                       |                 |
|-----------------------|-----------------|
| ◆ January 11-12, 2006 | Anchorage, AK   |
| ◆ April 4-5, 2006     | Albuquerque, NM |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Written Communication

<b>Tuition:</b> DOI Employees	None
Other Federal Employees	\$200



**BUSINESS SKILLS & PROFESSIONAL DEVELOPMENT****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 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 capability to organize, write, and edit technical documents and reports.

**Dates/Locations:**

- |                     |                |
|---------------------|----------------|
| ♦ August 9-10, 2006 | Denver, CO     |
| ♦ March 15-16, 2006 | Washington, DC |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Written Communication

**Tuition:** All Employees                      \$300

**BUSINESS SKILLS & PROFESSIONAL DEVELOPMENT****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 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:**

This class is designed for all Department of the Interior employees who need to learn the fundamentals of grammar.

**Dates/Locations:**

- |                                  |                 |
|----------------------------------|-----------------|
| ◆ November 30 - December 1, 2005 | Anchorage, AK   |
| ◆ February 7-8, 2006             | Washington, DC  |
| ◆ February 7-8, 2006             | Albuquerque, NM |
| ◆ March 28-29, 2006              | Denver, CO      |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Written Communication; Attention to Detail; Organization

<b>Tuition:</b> DOI Employees	None
Other Federal Employees	\$200



**COMPUTER****Introduction to HTML 4.0 I****Course Description:**

In the ever-changing world of web development, participants will learn how to use good HTML (Hypertext Markup Language) coding practices to create Web pages that work. In this course students learn concepts and do 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

**Dates/Locations:**

- ◆ March 16-17, 2006                      Washington, DC

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Tuition:** DOI Employees                      None  
Other Federal Employees                  \$200



**COMPUTER****Database Tool:  
Introduction to Microsoft Access 2002****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:** Departmentwide

**Prerequisites:** Knowledge of the Windows environment

**Dates/Locations:**

- |                       |                |
|-----------------------|----------------|
| ◆ October 25-26, 2005 | Washington, DC |
| ◆ November 9-10, 2005 | Washington, DC |
| ◆ January 18-19, 2006 | Washington, DC |
| ◆ June 27-28, 2006    | Washington, DC |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

<b>Tuition:</b> DOI Employees	None
Other Federal Employees	\$200

**COMPUTER****Database Tool: Intermediate Microsoft Access 2002****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:** Departmentwide

**Prerequisites:** Knowledge of the Windows environment  
Introduction to Microsoft Access 2002

**Dates/Locations:**

- ◆ November 15-16, 2005                      Washington, DC
- ◆ February 14-15, 2006                      Washington, DC
- ◆ April 26-27, 2006                          Washington, DC
- ◆ July 12-13, 2006                              Washington, DC

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Tuition:** DOI Employees                      None  
              Other Federal Employees        \$200

**COMPUTER****Database Tool: Advanced Microsoft Access 2002****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 using 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:** Departmentwide

**Prerequisites:** Knowledge of the Windows environment  
Introduction to Microsoft Access 2002 for Windows  
Intermediate Microsoft Access 2002 for Windows

**Dates/Locations:**

- |                        |                |
|------------------------|----------------|
| ♦ December 13-14, 2005 | Washington, DC |
| ♦ May 10-11, 2006      | Washington, DC |
| ♦ July 26-27, 2006     | Washington, DC |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

<b>Tuition:</b> DOI Employees	None
Other Federal Employees	\$200

**COMPUTER**

**Introduction to Microsoft Excel 2002**

**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 2002 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:** Departmentwide

**Prerequisites:** Knowledge of the Windows environment

**Dates/Locations:**

- ◆ October 27, 2005 Washington, DC
- ◆ December 9, 2005 Washington, DC
- ◆ February 7, 2006 Washington, DC
- ◆ March 14-16, 2006 Anchorage, AK\*\*\*
- ◆ April 6, 2006 Washington, DC
- ◆ June 8, 2006 Washington, DC
- ◆ July 18-20, 2006 Anchorage, AK\*\*\*
- ◆ August 22, 2006 Washington, DC

\*\*\* If attending course in Anchorage, please bring your own laptop loaded with Microsoft Excel 2002.

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Tuition:** DOI Employees None  
 Other Federal Employees \$100

**COMPUTER****Intermediate Microsoft Excel 2002****Course Description:**

This course covers the features 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:**

- ◆ Sort list and find and replace data
- ◆ Create and format charts
- ◆ Edit multiple worksheets simultaneously
- ◆ Use AutoShapes and diagrams

**Target Audience:** Departmentwide

**Prerequisites:** Knowledge of the Windows environments

**Dates/Locations:**

- |                     |                                |
|---------------------|--------------------------------|
| ◆ November 3, 2005  | Washington, DC                 |
| ◆ January 11, 2006  | Washington, DC                 |
| ◆ March 2, 2006     | Washington, DC                 |
| ◆ March 26-30, 2006 | Anchorage, AK (3 half-days)*** |
| ◆ April 13, 2006    | Washington, DC                 |
| ◆ June 15, 2006     | Washington, DC                 |
| ◆ August 1-3, 2006  | Anchorage, AK (3 half-days)*** |
| ◆ August 31, 2006   | Washington, DC                 |

\*\*\* If attending course in Anchorage, please bring your own laptop loaded with Microsoft Excel 2002.

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

<b>Tuition:</b> DOI Employees	None
Other Federal Employees	\$100

**COMPUTER**

**Advanced Microsoft Excel 2002**

**Course Description:**

This course is designed to help students learn the more advanced features available in Excel 2002 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 2002 pivot tables
- ◆ Analyze data using features available through the Excel 2002 for Windows Analysis ToolPak

**Target Audience:** Departmentwide

**Prerequisites:** Knowledge of the Windows environment  
 Introduction to Microsoft Excel 2002  
 Intermediate Microsoft Excel 2002

**Dates/Locations:**

- |                      |                |
|----------------------|----------------|
| ◆ January 12, 2006   | Washington, DC |
| ◆ March 3, 2006      | Washington, DC |
| ◆ July 19, 2006      | Washington, DC |
| ◆ September 13, 2006 | Washington, DC |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

<b>Tuition:</b> DOI Employees	None
Other Federal Employees	\$100

**COMPUTER****Introduction to Microsoft PowerPoint 2002****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:** Departmentwide

**Prerequisites:** Knowledge of the Windows environment

**Dates/Locations:**

- |                      |                                |
|----------------------|--------------------------------|
| ◆ November 1, 2005   | Washington, DC                 |
| ◆ December 6-8, 2005 | Anchorage, AK (3 half-days)*** |
| ◆ February 3, 2006   | Washington, DC                 |
| ◆ March 14, 2006     | Washington, DC                 |
| ◆ April 25, 2006     | Washington, DC                 |
| ◆ May 2, 2006        | Washington, DC                 |
| ◆ August 24, 2006    | Washington, DC                 |

\*\*\* If attending course in Anchorage, please bring your own laptop loaded with Microsoft Excel 2002.

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

<b>Tuition:</b> DOI Employees	None
Other Federal Employees	\$100

**COMPUTER**

**Advanced Microsoft PowerPoint 2002**

**Course Description:**

This Advanced level course covers various editing tools that create effective presentations.

Participants will perform tasks such as creating basic charts, creating and using tables, and customizing presentations to present to an audience.

**Learning Objectives:**

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

**Target Audience:** Departmentwide

**Prerequisites:** Knowledge of the Windows environment  
Introduction to Microsoft PowerPoint 2002

**Dates/Locations:**

- |                     |                |
|---------------------|----------------|
| ♦ November 17, 2005 | Washington, DC |
| ♦ December 1, 2005  | Washington, DC |
| ♦ February 8, 2006  | Washington, DC |
| ♦ March 15, 2006    | Washington, DC |
| ♦ May 3, 2006       | Washington, DC |
| ♦ July 18, 2006     | Washington, DC |
| ♦ August 30, 2006   | Washington, DC |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

<b>Tuition:</b> DOI Employees	None
Other Federal Employees	\$100

**COMPUTER****Introduction to Microsoft Project 2002****Course Description:**

This course is designed to provide the skills necessary to utilize the fundamental features within Microsoft Project 2002. You will learn how to schedule and organize tasks, adjust resources, assign costs, and work with the critical path.

**Learning Objectives:**

- ◆ Manage and start 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 2002 as a tool to streamline the projects they manage.

**Prerequisites:** Knowledge of the Windows environment

**Dates/Locations:**

- |                                 |                |
|---------------------------------|----------------|
| ◆ December 7-8, 2005            | Washington, DC |
| ◆ January 31 - February 1, 2006 | Washington, DC |
| ◆ May 17-18, 2006               | Washington, DC |
| ◆ August 16-17, 2006            | Washington, DC |

\*\*\* If attending course in Anchorage, please bring your own laptop loaded with Microsoft Project 2000 or later.

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

<b>Tuition:</b> DOI Employees	None
Other Federal Employees	\$200

**COMPUTER****Advanced Microsoft Project 2002****Course Description:**

This course is designed to provide students with the skills necessary to utilize most of the advanced features within Microsoft Project 2002. It will build upon knowledge gained in the introduction 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 distribute data
- ♦ Evaluate and finalize a project
- ♦ Use HTML an web features

**Target Audience:**

This course is designed for students who have a clear understanding of the introduction course and have a need to learn and use some of the advanced features of the application.

**Prerequisites:** Knowledge of the Windows environment  
Introduction Microsoft Project 2002

**Dates/Locations:**

- ♦ February 16-17, 2006                      Washington, DC
- ♦ March 8-9, 2006                              Washington, DC
- ♦ June 20-21, 2006                              Washington, DC

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Tuition:** DOI Employees                      None  
              Other Federal Employees        \$200

**COMPUTER****Introduction to Microsoft Word 2002****Course Description:**

This course is an overview of the capabilities of Word 2002 as a word processing program for the individual with little or no previous experience. Class will include exercises designed to familiarize you with the many different features of Word 2002. You will learn how to use the basic commands and facilitate 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:** Departmentwide

**Prerequisites:** Knowledge of the Windows environment

**Dates/Locations:**

- |                     |                |
|---------------------|----------------|
| ◆ November 2, 2005  | Washington, DC |
| ◆ November 29, 2005 | Washington, DC |
| ◆ February 9, 2006  | Washington, DC |
| ◆ February 28, 2006 | Washington, DC |
| ◆ April 4, 2006     | Washington, DC |
| ◆ June 7, 2006      | Washington, DC |
| ◆ August 23, 2006   | Washington, DC |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

<b>Tuition:</b> DOI Employees	None
Other Federal Employees	\$100

**COMPUTER****Intermediate Microsoft Word 2002****Course Description:**

Intermediate Microsoft Word 2002 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. This course covers several topics that will help you perform tasks more efficiently.

**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:** Departmentwide

**Prerequisites:** Knowledge of the Windows environment  
Introduction to Microsoft Word 2002

**Dates/Locations:**

- |                     |                |
|---------------------|----------------|
| ◆ November 30, 2005 | Washington, DC |
| ◆ March 1, 2006     | Washington, DC |
| ◆ April 5, 2006     | Washington, DC |
| ◆ June 14, 2006     | Washington, DC |
| ◆ August 29, 2006   | Washington, DC |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

<b>Tuition:</b> DOI Employees	None
Other Federal Employees	\$100

**COMPUTER****Advanced Microsoft Word 2002****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 index, set-up footnotes, revision marks, and insert annotation. You will be introduced to the use of programming using Word's macro capability, 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:** Departmentwide

**Prerequisites:** Knowledge of the Windows environment  
Introduction to Microsoft Word 2002  
Intermediate Microsoft Word 2002

**Dates/Locations:**

- |                      |                |
|----------------------|----------------|
| ◆ January 25, 2006   | Washington, DC |
| ◆ February 2, 2006   | Washington, DC |
| ◆ May 4, 2006        | Washington, DC |
| ◆ July 20, 2006      | Washington, DC |
| ◆ September 14, 2006 | Washington, DC |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

<b>Tuition:</b> DOI Employees	None
Other Federal Employees	\$100

**COMPUTER****Microsoft Word Refresher 2002****Course Description:**

In this course, students will review basic theory and practical skills necessary to effectively use Microsoft Word. Common problems, and their solutions, as well as helpful shortcuts will be discussed as well. This course is geared toward those 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:** Departmentwide

**Prerequisites:** Introduction to Microsoft Windows

**Dates/Locations:**

- ♦ April 4-6, 2006 Anchorage, AK (3 half-days)\*\*
- ♦ August 8-10, 2006 Anchorage, AK (3 half-days)\*\*

\*\* If attending course in Anchorage, please bring your own laptop loaded with Microsoft Word 2000 or later.

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Tuition:** DOI Employees                      None  
                   Other Federal Employees        \$100

**COMPUTER****Project Management Concepts****Course Description:**

This course is designed for students who are new to project management. You will learn how Project Management tools and techniques are used to establish, schedule, manage, and close a project. It addresses risk management and contingency planning as well as project reporting. This course does not make use of any particular project management software application, but focuses on the conceptual underpinnings that students must know in order to use any project management software application effectively.

**Learning Objectives:**

- ♦ Explain the Project Life Cycle
- ♦ Discuss the role of Project Manager
- ♦ Identify what makes a project successful

**Target Audience:**

This course is designed for people who want to use Microsoft Project 2002 as a tool to streamline the projects they manage.

**Prerequisites:** Knowledge of the Windows environment

**Dates/Locations:**

- |                    |                |
|--------------------|----------------|
| ♦ December 6, 2005 | Washington, DC |
| ♦ March 7, 2006    | Washington, DC |
| ♦ May 16, 2006     | Washington, DC |
| ♦ August 15, 2006  | Washington, DC |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

<b>Tuition:</b> DOI Employees	None
Other Federal Employees	\$100

**FINANCIAL AND ACQUISITION MANAGEMENT****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, properly recording obligations such as contracts, salaries and grants and what to do when more than one fund is available. (First of three core courses for the Federal Financial Management Certificate Program).

**Learning Objectives:**

- ◆ Determine the availability of appropriations as to purpose, time and amount
- ◆ Promote 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

**Dates/Locations:**

- ◆ January 30 - February 2, 2006      Washington, DC
- ◆ March 14-17, 2006                      Albuquerque, NM
- ◆ April 11-14, 2006                        Denver, CO

**Time:** For specific times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Budget concepts and processes; Budget presentation and justification; Planning, budgeting and accountability; Federal accounting; Basic government account/operations

**CPE Credits:** 32

**Tuition:** All Federal Employees                      \$720



**FINANCIAL AND ACQUISITION MANAGEMENT**

## **Budget Analyst's Guide to Formulation, Justification, and Execution**

### **Course Description:**

This course introduces participants to the basic concepts of the federal budget process and the procedures for formulation, justifying and executing agency budgets. (Second of three core courses for the Federal Financial Management Certificate Program)

### **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 analysts, accountants, auditors and program manager

### **Dates/Locations:**

- |                         |                 |
|-------------------------|-----------------|
| ◆ February 22 -24, 2006 | Washington, DC  |
| ◆ May 2-4, 2006         | Denver, CO      |
| ◆ May 16-18, 2006       | Albuquerque, NM |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

### **Competencies Addressed:**

Budget concepts and processes; Budget presentation and justification; Planning, budgeting and accountability; Federal accounting; Basic government account/operations

**CPE Credits:** 24

**Tuition:** All Federal Employees \$590

**FINANCIAL AND ACQUISITION MANAGEMENT****Budget and Accounting: Making the Connection****Course Description:**

This course covers the basic elements of budget preparation, accounting and the use of budgetary authority, and the fiscal performance of the activity as reflected in financial statements. Topics include: linking the budgeting and accounting processes, the elements of a budget and the resources available to your agency, roles of the Federal Accounting Standards Advisory Board (FASAB) and the Office of Management and Budget (OMB) in agency financial reports, US SGL account structure and using accounting data to guide the budget formulation processes. (This course is elective #1 of the Federal Financial Certificate Program)

**Learning Objectives:**

- ◆ Apply budgeting and accounting terminology appropriately
- ◆ Track budgetary and proprietary accounting transactions
- ◆ Describe the use of the US SGL 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:**

Budget analysts, accountants, auditors, and financial program managers

**Dates/Locations:**

- |                      |                 |
|----------------------|-----------------|
| ◆ August 1-2, 2006   | Washington, DC  |
| ◆ August 8-9, 2006   | Denver, CO      |
| ◆ August 22-23, 2006 | Albuquerque, NM |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Budget concepts and processes; Budget presentation and justification; Planning, budgeting and accountability; Federal accounting; Basic government account/operations

**CPE Credits:** 16

**Tuition:** All Federal Employees \$450

**FINANCIAL AND ACQUISITION MANAGEMENT****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 the 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 in agency management
- ♦ 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.

**Dates/Locations:**

- ♦ February 14-16, 2006                      Anchorage, AK
- ♦ May 2-4, 2006                                Washington, DC

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Accountability; Financial Management

**Tuition:** All Federal Employees                      \$555

**FINANCIAL AND ACQUISITION MANAGEMENT****Contract Administration I****Course Description:**

This course covers the critical duties performed by contracting personnel during the contract administration phase of the acquisition process, including contracts for commercial items and those using simplified acquisition procedures. Course content is derived from the Units of Instruction in the Federal Acquisition Institute's *Contract Specialist Training Blueprints*.

Major Topics in this course include: Contract Administration Planning; Post award Orientation; Subcontract Administration; Performance Monitoring/Quality Assurance; Delays in Performance; Contract Modifications, Adjustments, Options, and Orders; Formal Remedies; Disputes, Claims, and Terminations; Financial Matters; Administering Miscellaneous Terms and Conditions; and Contract Closeout.

**Learning Objectives:**

- ◆ Plan for contract administration
- ◆ Conduct a post award orientation
- ◆ Monitor contractor performance and resolve problems
- ◆ Select and pursue a formal contract remedy
- ◆ Modify contracts and exercise options
- ◆ Terminate contracts for convenience, cause, or default
- ◆ Close out contracts and recognize fraud

**Target Audience:**

All contract specialists and contracting personnel responsible for the administrative portion of the contracting process.

**Dates/Locations:**

- ◆ January 23-27, 2006                      Washington, DC

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Accountability; Financial Management

<b>Tuition:</b>	DOI Employees	\$ 670
	Other Federal Employees	\$ 670

**FINANCIAL AND ACQUISITION MANAGEMENT**

**Contracting Officer’s Representative Course (CORs, COTRs)  
Basic Certification**

**Course Description:**

This comprehensive course is designed to provide non-contracting personnel with knowledge of the federal acquisition process as well as the knowledge and skills to execute their responsibilities as a representative of the contracting officer. 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 and solicitation of offers
- ◆ Develop technical evaluation and source selection
- ◆ Monitor contractor performance and deal with unsatisfactory performance

**Target Audience:**

Non-contracting personnel with responsibilities as a representative of the contracting officer, including Contracting Officer’s Representatives (CORs), Contracting Officer’s Technical Representatives (COTR’s), Technical Officers (TOs) and Project Officers (POs).

**Dates/Locations:**

- ◆ October 31 - November 4, 2005                      Denver, CO
- ◆ January 23-27, 2006                                      Albuquerque, NM
- ◆ March 6-10, 2006    Anchorage, AK
- ◆ March 13-17, 2006    Denver, CO
- ◆ May 15-19, 2006    Washington, DC
- ◆ August 21-25, 2006    Albuquerque, NM

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

The competencies identified in the latest version of the Federal Acquisition Institute’s “Contracting Officer’s Representative Training Blueprints” are addressed in this course.

**CPE Credits:** 40

**Tuition:** DOI Employees                                      None  
                   Other Federal employees                                      \$500

**FINANCIAL AND ACQUISITION MANAGEMENT****COR/COTR 8 Hour Refresher****Course Description:**

This course provides the experienced COR/COTR with an update and review of the acquisition process. This session examines changes in contract clauses, regulations and legal decisions affecting those performing contract duties. Meets DOI certification requirements.

**Learning Objectives:**

- ◆ Overview of the federal acquisition process
- ◆ Review contract definitions and types
- ◆ Develop plan and schedule work
- ◆ Understand inspection, acceptance and closeout procedures

**Target Audience:**

Refresher training for individuals with contracting responsibilities in all career fields.

**Prerequisites:** Individuals must have completed a minimum of 24 hours of COR/COTR training.

**Dates/Locations:**

- |                     |                 |
|---------------------|-----------------|
| ◆ November 15, 2005 | Albuquerque, NM |
| ◆ November 29, 2005 | Anchorage, AK   |
| ◆ December 15, 2005 | Washington, DC  |
| ◆ January 27, 2006  | Denver, CO      |
| ◆ March 9, 2006     | Washington, DC  |
| ◆ March 21, 2006    | Anchorage, AK   |
| ◆ May 9, 2006       | Albuquerque, NM |
| ◆ June 20, 2006     | Denver, CO      |

**Time:** For specific time and room location go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Refer to Federal Acquisition Institute (FAI) Contract Specialist Workbook

**CPE Credits:** 8

**Tuition:** DOI Employees                      None  
                   Other Federal employees        \$125

**FINANCIAL AND ACQUISITION MANAGEMENT****Federal Appropriations Law Seminar****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. Course discussion 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 latitudes on 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

**Dates/Locations:**

- ♦ November 8-9, 2005                      Anchorage, AK
- ♦ March 8-9, 2006                         Denver, CO

**Time:** For specific times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Budget concepts and processes; Budget presentation and justification; Planning, budgeting and accountability; Federal accounting; Basic government account/operations

**CPE Credits:** 16

**Tuition:** All Federal Employees                      \$410

**FINANCIAL AND ACQUISITION MANAGEMENT****Fundamental Accounting Procedures in Federal Agencies****Course Description:**

This course focuses on Federal accounting concepts and principles. Topics include: rule setting bodies and other entities responsible for providing guidance, funding procedures and accounting methods. In addition, you will discuss the US Standard General Ledger, roles and uses of budgetary and proprietary accounting, end of period adjustments, account closing entries and the six principal agency financial statements. (Third of three core courses for Federal Financial Management Certificate Program)

**Learning Objectives:**

- ◆ Define assets liabilities, net position, revenue, expenses, gains and losses
- ◆ Apply the five steps of the accounting cycle
- ◆ Differentiate between budgetary and proprietary accounts
- ◆ Associate accounting transactions with the SGL
- ◆ Record current year accounting transactions
- ◆ Make appropriate adjusting and closing entries
- ◆ Identify the federal financial statements components and purposes

**Target Audience:**

Budget analysts, accountants, auditors, and financial program managers

**Dates/Locations:**

- |                     |                 |
|---------------------|-----------------|
| ◆ April 11-12, 2006 | Washington, DC  |
| ◆ July 11-12, 2006  | Albuquerque, NM |
| ◆ July 18-19, 2006  | Denver, CO      |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Budget concepts and processes; Budget presentation and justification; Planning, budgeting and accountability; Federal accounting; Basic government account/operations

**CPE Credits:** 16

**Tuition:** All Federal Employees \$450

**FINANCIAL AND ACQUISITION MANAGEMENT**



**Performance-Based Service Contracting**

**Course Description:**

The course is derived from the *7 Steps to Performance-Based Services Acquisition and the Units of Instruction in the Federal Acquisition Institute’s Contract Specialist Training Blueprints*. Major topics covered in this course include: Introduction to Performance-Based Service Contracting; Planning for Performance Based Service Contracts; Defining the Need; Preparing the Performance Work Statement; Another Approach – Statement of Objectives; Quality Assurance Surveillance Plan; Finalizing the Source Selection Strategy; Contract Formation; and Contract Administration.

**Learning Objectives:**

- ◆ Discuss the unique aspects of service contracting
- ◆ Analyze requirements with respect to the ability to contract based on performance
- ◆ Select the method of contracting and source selection process in a performance-based environment
- ◆ Prepare a QASP
- ◆ Administer a performance-based service contract

**Target Audience:**

Contracting personnel who work with program officials to plan, award, and administer performance-based service contracts will benefit from this course.

**Dates/Locations:**

- ◆ October 31 - November 4, 2005                      Washington, DC

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Accountability; Financial Management

**Tuition:**    DOI Employees                                      \$ 715  
                   Other Federal Employees                      \$ 715

**FINANCIAL AND ACQUISITION MANAGEMENT****Basic Simplified Acquisition Procedures****Course Description:**

This course provides the participant with current information on Simplified Acquisition Procedures and required sources. This information includes thresholds that currently apply to purchasing under the revised Part 8 and 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 the open market within the simplified acquisition threshold.

**Dates/Locations:**

- |                                 |                |
|---------------------------------|----------------|
| ♦ October 3-7, 2005             | Washington, DC |
| ♦ January 30 - February 3, 2006 | Anchorage, AK  |

**Time:** For specific times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Accountability; Financial Management

**Tuition:** All Federal Employees \$470

**FINANCIAL AND ACQUISITION MANAGEMENT****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

**Learning Objectives:**

- ♦ Receive legislative and regulatory updates
- ♦ Recognize pre-award issues, solicitation provisions and contract clauses
- ♦ Learn labor law requirements and negotiation techniques
- ♦ Monitor the RFQ process, contract payments and contract disputes

**Target Audience:**

Experienced Purchasing and Contracting personnel who have completed the Basic Simplified Acquisition Procedures course.

**Dates/Locations:**

- ♦ February 27 - March 3, 2006      Washington, DC

**Time:** For specific times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Simplified Acquisition Methods (FAI)

**CPE Credits:** 40

**Tuition:** All Federal Employees      \$470

**FINANCIAL AND ACQUISITION MANAGEMENT****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 who are involved in travel management, supervisors, authorizing/certifying officials and frequent travelers.

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Dates/Locations:**

- |                               |                 |
|-------------------------------|-----------------|
| ◆ October 12-13, 2005         | Washington, DC  |
| ◆ February 28 - March 3, 2006 | Anchorage, AK   |
| ◆ June 20-21, 2006            | Albuquerque, NM |

<b>Tuition:</b> DOI Employees	None
Other Federal Employees	\$200

**FPPS/PAYROLL CLASSES**

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](http://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

**6 hours**

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

**Learning Objectives:**

- ◆ 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

**4 hours**

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

**Learning Objectives:**

- ◆ 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****2 hours**

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

**Learning Objectives:**

- ◆ 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****2 hours**

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

**Learning Objectives:**

- ◆ 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.

**Federal Personnel/Payroll System (FPPS) Training****Web FPPS Requesting Office (RO) (using a web browser)****4 hours**

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

**Learning Objectives:**

- ◆ 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)****4 hours**

Class exercises cover how to initiate, change, and track an SF-52 generated by the RO using 3270 screen emulation.

**Learning Objectives:**

- ◆ 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)****2 days**

Class exercises cover how to process the most common types of SF-52s and how 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 Objectives:**

- ◆ 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)****2 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 Objectives:**

- ◆ 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)****1 day**

Students process actions in the Federal Personnel/Payroll (FPPS) Time and Attendance (T&A) Input System using a web browser. 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 Objectives:**

- ◆ 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)****1 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 Objectives:**

- ◆ 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)****2 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 Objectives:**

- ◆ Gain specific knowledge and experience establishing and maintaining offices, users-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)****2 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 Objectives:**

- ◆ Gain specific knowledge and experience establishing and maintaining offices, users-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****2 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, reset passwords, 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 security for timekeepers to define their roles and responsibilities will also be covered if applicable to the agency.

**Learning Objectives:**

- ◆ Gain specific knowledge and experience establishing and maintaining offices, users-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 prior to taking the Web FPPS Security training.

**Basic Datamart****2 days**

This 2-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, create reports, and analyze data. A number of exercises are provided throughout the class to reinforce the topics learned. *Prerequisites – knowledge of FPPS data, Windows experience, and some query experience*

**Learning Objectives:**

- ◆ Gain specific knowledge and experience extracting data from FPPS Datamart by creating and modifying various queries using ad-hoc data models and 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****2 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 re-enforce 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. Tables, pivots, and various charts will also be covered and used to build a comprehensive report, which incorporates the elements of all of the adaptive levels within Brio Insight. Information will also be presented on the analysis of the data.

**Target Audience:**

DOI employees, NBC customers and clients required to query, to create reports, and to analyze FPPS data.

**FPPS Timekeeper Training****1 day**

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 have the opportunity to access reference materials using a web browser.

**Learning Objectives:**

- ◆ Understand and apply FPPS pay codes
- ◆ Navigation of the FPPS T&A system
- ◆ Utilize reference materials to assist with T&A processing

**Target Audience:**

Employees newly designated as timekeepers with either no prior knowledge of timekeeping or timekeepers unfamiliar with input requirements of the FPPS T&A System.

**Dates/Locations:** For specific locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Tuition:** All Employees \$150

**FPPS Payroll Update Training****NEW CLASS!****1 day**

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 change

**Dates/Locations:** For specific locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Tuition:** All Employees \$150

**FPPS Leave Share Training****NEW CLASS!****1/2 day**

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:** For specific locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Tuition:** All Employees \$75





**HUMAN RESOURCES MANAGEMENT**

**Employee Relations for Practitioners\***

*\*This is a required course for the Human Resources Specialist Certificate Program*

**Course Description:**

This course provides the HR specialist the information and skills to assist managers and supervisors in dealing with real-life employee relations issues and situations. It also provides advice and assistance on moving cases forward so that they can be won if appealed to MSPB or an arbitrator.

**Learning Objectives:**

- ◆ Define performance based actions and disciplinary actions
- ◆ Identify actions for unacceptable performance
- ◆ Explain principles of discipline applied by third parties
- ◆ Define the difference between disciplinary and performance counseling

**Target Audience:**

HR specialists or assistants assigned to the employee relations function

**Dates/Locations:**

- ◆ January 18-19, 2006                      Washington, DC

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

HR Principles and Practices; Customer Oriented; Applied Business Procedures; HR Technology; Manages Resources; Consults; Analyzes; Influences Others

<b>Tuition:</b>	DOI Employees	\$365
	Other Federal Employees	\$365

For those enrolled in the HR Specialist Certificate Program, the price of this course is included in the Program

**HUMAN RESOURCES MANAGEMENT****Labor Relations for Practitioners\***

\*This is a required course for the Human Resources Specialist Certificate Program

**Course Description:**

This course provides the information and skills that labor relations specialists and others with labor responsibilities need to carry out their responsibilities under Title VII of CSRA, and third-party regulations. Course discussions include: key ingredients in the federal labor relations law, terminology, functions of labor relations staff, and day-to-day operations of an effective federal labor relations program

**Learning Objectives:**

- ◆ Recognize the structure and operation of the law
- ◆ Know right and obligation to bargain
- ◆ Define unfair labor practice mechanism and procedures
- ◆ Deal effectively with agency managers and union representatives

**Target Audience:**

HR specialists or assistants assigned to the labor relations function

**Dates/Locations:**

- ◆ December 6-8, 2005                      Washington, DC

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

HR Principles and Practices; Customer Oriented; Applied Business Procedures; HR Technology; Manages Resources; Consults; Analyzes; Influences Others

<b>Tuition:</b>	DOI Employees	\$365
	Other Federal Employees	\$365

For those enrolled in the HR Specialist Certificate Program, the price of this course is included in the Program



**HUMAN RESOURCES MANAGEMENT****Position Classification for Practitioners\***

\*This is a required course for the Human Resources Specialist Certificate Program

**Course Description:**

As positions are established, reviewed, and revised the individuals involved in this process require a working knowledge of the system and their responsibilities. This course provides participants with an understanding of their responsibilities in the area of position classification. It gives specialists the background and guidance to effectively employ good classification and position management skills to improve their organization.

**Learning Objectives:**

- ◆ Explain job evaluation, the Federal Wage System, General Schedule System, and the classification appeal process
- ◆ Write position descriptions and position evaluation statements
- ◆ Perform data collection for position classification
- ◆ Classify mixed positions, positions with no directly applicable standard, and supervisory and leader positions

**Target Audience:**

HR specialists or others who have been delegated position classification authority

**Dates/Locations:**

- ◆ February 6-10, 2006                      Washington, DC

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

HR Principles and Practices; Customer Oriented; Applied Business Procedures; HR Technology; Manages Resources; Consults; Analyzes; Influences Others

**Tuition:** DOI Employees                      \$610  
                   Other Federal Employees              \$610

For those enrolled in the HR Specialist Certificate Program, the price of this course is included in the Program





**HUMAN RESOURCES MANAGEMENT**

**Retirement Planning**

**Course Description:**

This course presents information about Federal benefits and explores options to maximize those benefits. All aspects of FERS, CSRS, Transfers, and CSRS-Offset employees and programs are examined. Participants learn about financial planning and how to become wise financial consumers. The seminar is designed for those within 10-15 years of retirement.

**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 TSP
- ◆ Understand estate planning and legal issues, wills, trusts and power of attorneys

**Target Audience:**

All Federal employees needing a plan for a smooth transition into retirement. This course will provide the most benefit for those within 10-15 years of retirement.

**Prerequisites:** None

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Dates/Locations:**

- ◆ October 12-13, 2005 Washington, DC
- ◆ December 6-7, 2005 Albuquerque, NM
- ◆ December 14-15, 2005 Denver, CO
- ◆ January 31 - February 1, 2006 Washington, DC
- ◆ April 11-12, 2006 Albuquerque, NM
- ◆ April 19-20, 2006 Denver, CO
- ◆ May 31 - June 1, 2006 Washington, DC
- ◆ July 25-26, 2006 Albuquerque, NM
- ◆ August 1-2, 2006 Denver, CO

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:** N//A

**CPE Credits:** N/A

**Tuition:** DOI Employees None  
 Other Federal Employees \$200

**LEADERSHIP**

## The 4Cs: Tools and Tips for Making Partnerships Work

### Course Description:

This fast-paced, application oriented workshop is targeted at meeting the needs of participants who have the responsibility to move the Department'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 4-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

### Dates/Locations:

- |                               |                 |
|-------------------------------|-----------------|
| ◆ February 27 - March 1, 2006 | Albuquerque, NM |
| ◆ March 28-30, 2006           | Anchorage, AK   |
| ◆ May 8-10, 2006              | Washington, DC  |
| ◆ June 6-8, 2006              | Denver, CO      |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:** Partnering

**CPE Credits:** N/A

**Tuition:** DOI Employees: None

**LEADERSHIP**

## The 4Cs at Work: Advanced Tools for Partnering

### Course Description:

This workshop is targeted at those who are responsible for working with external constituency to find meaningful solutions to complex natural resource issues. This course is designed to take the concepts of skills learned in the first module and put them to practice. Students will work through realistic Department issues using the case study approach. Participants will obtain honest feedback and coaching on their style and effectiveness at bringing disparate groups and interests together

### Learning Objectives:

- ◆ Gain insight and practice on how to negotiate different interests
- ◆ Work through a variety of realistic case studies
- ◆ Learn how to approach intercultural and social styles differences
- ◆ Obtain feedback and critique on your approach to partnering
- ◆ Learn how to facilitate groups towards identification of mutually satisfying solutions

### Target Audience:

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

### Prerequisites:

Completion of “The 4Cs: Tools and Tips for Making Partnerships Work” or “Creating Effective Partnership”

### Dates/Locations:

- |                    |                 |
|--------------------|-----------------|
| ◆ May 11-12, 2006  | Washington, DC  |
| ◆ June 27-28, 2006 | Albuquerque, NM |
| ◆ August 1-2, 2006 | Denver, CO      |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:** Partnering

**CPE Credits:** N/A

**Tuition:** DOI Employees: None





## **LEADERSHIP**

# **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. Hands-on opportunities to develop your own EI, and effective strategies for integrating EI into all work endeavors and interactions will be provided.

### **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

### **Dates/Locations:**

- |                     |                 |
|---------------------|-----------------|
| ◆ November 29, 2005 | Washington, DC  |
| ◆ February 9, 2006  | Denver, CO      |
| ◆ March 21, 2006    | Albuquerque, NM |
| ◆ July 25, 2006     | Anchorage, AK   |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

### **Competencies Addressed:**

Continual Learning; Cultural Awareness; Customer Service; Interpersonal Skills

**CPE Credits:** N/A

**Tuition:** All Federal Employees                      \$170

**LEADERSHIP****Implementing Organizational Change****Course Description:**

The rate of change is not going to slow down anytime soon. In fact, it will probably speed up even more in the next few decades. The pressures on organizations to change will only continue to increase. Yet the methods used in the attempt to transform organizations including total quality management, reengineering, right sizing, restructuring and culture change routinely fall short. This course will focus on an eight step process every organization must go through to achieve its organizational goal of creating, maintaining, and monitoring organizational change.

**Learning Objectives:**

- ◆ Identify the eight common errors and consequences to organizational change efforts
- ◆ Assess internal and external forces which drive the need for major change in organizations
- ◆ Apply the eight step process for creating major change
- ◆ Create methods to transform the power of resistance into a positive force
- ◆ Create strategies for building support for change

**Target Audience:**

Managers, Supervisors, and Team Leaders

**Dates/Locations:**

- |                      |                 |
|----------------------|-----------------|
| ◆ March 1-2, 2006    | Washington, DC  |
| ◆ August 28-29, 2006 | Albuquerque, NM |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Influencing and Negotiation; Interpersonal Skills; Oral Communication; Flexibility

**CPE Credits:** N/A

**Tuition:** All Employees \$330





## LEADERSHIP

# Mastering Intercultural Communications

### **Course Description:**

One of the primary challenges of the 21st Century is to manage the increasing contact among the cultures sharing the workplace. Greater mobility, complexity, and diversity are now the hallmarks of the workplace and our communities. As such, intercultural skills are increasingly necessary and often make the difference between success and failure. If your position requires you to work across cultures, this workshop will enable you to work more effectively with and through others.

### **Learning Objectives:**

- ◆ Gain an understanding and awareness of the role culture plays in successful communication, interaction, and relationships
- ◆ Learn the concepts of intercultural communication and their application in a wide variety of situations
- ◆ Examine the basic assumptions and issues of intercultural communication and human relations
- ◆ Consider intercultural topics including perception, cultural patterns of thinking and behavior, styles of communication, assumptions and values
- ◆ Examine the impact of contrasting values that can lead to conflict and misunderstanding
- ◆ Gain insight about how to approach various situations with cultural sensitivity

### **Target Audience:**

Managers, Supervisors, Team Leaders

### **Dates/Locations:**

- |                      |                 |
|----------------------|-----------------|
| ◆ December 6-7, 2005 | Washington, DC  |
| ◆ March 22-23, 2006  | Albuquerque, NM |
| ◆ June 14-15, 2006   | Denver, CO      |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

### **Competencies Addressed:**

Influencing and Negotiation; Interpersonal Skills; Oral Communication; Flexibility

**CPE Credits:** N/A

**Tuition:** All Employees \$330



**LEADERSHIP****Transitioning to a Supervisory Role:  
Leadership Skills Development****Course Description:**

Transitioning from a staff member to a supervisory role creates new challenges and requires new skills. New supervisors gain insights into the supervisory role and an awareness of their leadership style through class discussion and assessment instruments. The course uses the assessment instruments to provide feedback to participants on their leadership traits, their preferred leadership style, and areas for development. The course 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:**

- |                        |                |
|------------------------|----------------|
| ◆ February 20-24, 2006 | Anchorage, AK  |
| ◆ March 27-31, 2006    | Washington, DC |
| ◆ June 19-23, 2006     | Denver, CO     |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Continual Learning; Cultural Awareness; Customer Service; Interpersonal Skills

**CPE Credits:** N/A

**Tuition:** All Federal Employees      \$490

**MANAGEMENT AND SUPERVISORY DEVELOPMENT**

**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 DOI supervisory training requirements.

**Learning Objectives:**

- ◆ Review merit system principles
- ◆ Distinguish the supervisor’s role in performance management, rewarding employees, and 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 24-28, 2005  | Anchorage, AK   |
| ◆ October 24-28, 2005  | Albuquerque, NM |
| ◆ December 5-9, 2005   | Denver, CO      |
| ◆ February 13-17, 2006 | Washington, DC  |
| ◆ March 6-10, 2006     | Albuquerque, NM |
| ◆ April 24-28, 2006    | Washington, DC  |
| ◆ June 5-9, 2006       | Denver, CO      |
| ◆ July 17-21, 2006     | Albuquerque, NM |
| ◆ August 14-18, 2006   | Washington, DC  |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Human Resources Management

**CPE Credits:** N/A

<b>Tuition:</b> DOI Employees	None
Other Federal Employees	\$500

**MANAGEMENT AND SUPERVISORY DEVELOPMENT****Conflict Happens, Deal With It!****Course Description:**

As individuals, people bring different values, beliefs, and skills to the workplace. When these differences are brought together in groups there is potential for growth and progress as well as for dissatisfaction and conflict. This course introduces participants to important concepts on how to be more effective in handling conflict constructively in the workplace. Learn proven techniques that will help your workgroup to address their conflicts and concerns in constructive ways that can allow them to transform the most difficult circumstances into satisfying, win-win experiences. Develop tools for quickly analyzing and responding to difficult situations to create practical, positive outcomes. Learn when and how to involve a neutral third party, such as a facilitator, and how to participate effectively in a facilitative group process.

*\*\* This course provides a platform for educating leadership, supervisors and employees about the Department's new Interior Resolution Network (IRN) and the various options available to all DOI employees and workgroups under the IRN.*

**Learning Objectives:**

- ♦ Understand sources and effects of conflict
- ♦ Describe individual styles in approaching conflict
- ♦ Move beyond emotions to identify and resolve conflict with constructive resolution skills
- ♦ Create conditions that encourage joint problem-solving and cooperation in groups
- ♦ Anticipate and manage tense situations before they get out of hand
- ♦ Analyze conflict situations and select appropriate strategies for addressing the differences

**Target Audience:**

All DOI leadership, managers, supervisors and employees can benefit from this introductory course.

**Prerequisites:** None

**Duration:** 8 hours

**Dates/Locations:**

- ♦ TBD Washington, DC

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Interpersonal Communications; Influencing/Negotiating; Problem Solving; Flexibility; Resilience; Conflict Management

**Tuition:** DOI Employees                      None  
                   Other Federal Employees        \$150

**MANAGEMENT AND SUPERVISORY DEVELOPMENT****“I-R-N” Out the Conflict****Course Description:**

This course will provide an introduction to the Department’s new Interior Resolution Network (IRN). Managers, supervisors and employees will receive an overview of the concepts of effective conflict management and detailed descriptions of the variety of tools available to help them proactively prevent, manage and resolve conflict in their workplace. Participants will explore the various options available to all DOI employees within the IRN. Participants learn how to anticipate and resolve conflict directly with others, when and how to seek assistance in addressing conflicts, and how to participate effectively in an ADR (Alternative Dispute Resolution) process such as a mediation.

**Learning Objectives:**

Upon completion of this training, participants will be able to:

- ◆ Understand how and why conflicts evolve
- ◆ Understand how to proactively manage and resolve conflict and increase productivity and morale in the workplace

**Target Audience:**

All DOI leadership, managers, supervisors and employees can benefit from this introductory course.

**Prerequisites:** None

**Duration:** 4 hours

**Dates/Locations:**

- ◆ TBD Washington, DC

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Interpersonal Communications; Influencing/Negotiating; Problem Solving; Flexibility; Resilience; Conflict Management

**Tuition:** DOI Employees                      None  
                   Other Federal Employees        \$55

**MANAGEMENT AND SUPERVISORY DEVELOPMENT****Transitioning to a Supervisory Role:  
Leadership Skills Development****Course Description:**

Transitioning from a staff member to a supervisory role creates new challenges and requires new skills. New supervisors gain insights into the supervisory role and an awareness of their leadership style through class discussion and assessment instruments. The course uses the assessment instruments to provide feedback to participants on their leadership traits, their preferred leadership style, and areas for development. The course 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:**

- |                        |                |
|------------------------|----------------|
| ◆ February 20-24, 2006 | Anchorage, AK  |
| ◆ March 27-31, 2006    | Washington, DC |
| ◆ June 19-23, 2006     | Denver, CO     |

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Continual Learning; Cultural Awareness; Customer Service; Interpersonal Skills

**CPE Credits:** N/A

**Tuition:** All Federal Employees      \$490

**MANAGEMENT AND SUPERVISORY DEVELOPMENT**



**Writing Performance Standards**

**Course Description:**

Today’s business environment puts strong emphasis on quality in products and services as well as the expectation that fewer resources will be available to accomplish the organization’s goals. Because of these facts it is extremely important to develop and execute performance standards that are clearly defined. This course has been designed to show participants how to establish specific, measurable, attainable, results-oriented performance standards.

**Learning Objectives:**

- ◆ Write measurable, understandable performance standards while complying with legal requirements
- ◆ Identify individual and team contributions
- ◆ Involve employees in creating/negotiating their performance standards

**Target Audience:**

Supervisors, managers and team leaders

**Prerequisites:** None

**Dates/Locations:**

- ◆ November 30 - December 1, 2005                      Washington, DC
- ◆ January 10-11, 2006                                      Albuquerque, NM
- ◆ March 7-8, 2006    Denver, CO

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Human Resources Management; Interpersonal Skills; Written Communication

**CPE Credits:** N/A

**Tuition:** DOI Employees                                      None  
                   Other Federal Employees                      \$200



**PROJECT MANAGEMENT DEVELOPMENT****Managing Projects****Course Description:**

This course is a required foundation for both the Associate's and Master's Certificates and will provide the student with a solid understanding of project management methods. The course will give students 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 utilize 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 employees requiring certification to manage major or non-major projects

**Dates/Locations:**

- |                                 |                |
|---------------------------------|----------------|
| ♦ October 18-20, 2005           | Washington, DC |
| ♦ January 24-26, 2006           | Washington, DC |
| ♦ January 31 - February 2, 2006 | Denver, CO     |
| ♦ March 28-30, 2006             | Denver, CO     |

**Time:** For specific times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Influencing/Negotiating; Leadership; Oral Communication/Speaking; Project Management

**CPE Credits:** 22.5

**Tuition:** All Federal Employees \$670





**PROJECT MANAGEMENT DEVELOPMENT****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.

*\*\* 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.*

**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.

**Dates/Locations:**

- ◆ November 16-17, 2005                      Washington, DC
- ◆ February 7-9, 2006                         Anchorage, AK

**Time:** For specific times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Written Communication

**Tuition:** All Federal Employees                      \$295



**PROJECT MANAGEMENT DEVELOPMENT****Risk Management****Course Description:**

This course will provide students the opportunity to work through the proactive approach to threat and opportunity – based on a clear understanding of the powerful nature 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. Also included will be a multi-part case study that takes 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 employees requiring certification to manage major or non-major projects. Preference will be given to those individuals enrolled in the Project Management Certificate Program.

**Prerequisite:** Managing Projects

**Dates/Locations:**

- |                        |                |
|------------------------|----------------|
| ◆ November 15-17, 2005 | Washington, DC |
| ◆ February 21-23, 2006 | Washington, DC |
| ◆ April 4-6, 2006      | Denver, CO     |
| ◆ June 13-15, 2006     | Denver, CO     |

**Time:** For specific times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Influencing/Negotiating; Leadership; Oral Communication/Speaking; Project Management

**CPE Credits:** 22.5

**Tuition:** All Federal Employees \$670

**PROJECT MANAGEMENT DEVELOPMENT****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 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 employees requiring certification to manage major or non-major projects. Preference will be given to those individuals enrolled in the Project Management Certificate Program.

**Prerequisite:** Managing Projects

**Dates/Locations:**

- |                        |                |
|------------------------|----------------|
| ◆ December 12-16, 2005 | Washington, DC |
| ◆ March 20-24, 2006    | Washington, DC |
| ◆ May 15-19, 2006      | Denver, CO     |
| ◆ July 10-14, 2006     | Denver, CO     |

**Time:** For specific times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Influencing/Negotiating; Leadership; Oral Communication/Speaking; Project Management

**CPE Credits:** 28.0

**Tuition:** All Federal Employees \$670

**SPECIAL 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 — 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 which 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.

**Dates/Locations:**

- ♦ October 19-20, 2005                      Anchorage, AK

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Cultural Awareness; Resource Management

**Tuition:** DOI Employees                      None  
                   Other Federal Employees        \$300



**SPECIAL 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 defensive behavior if a bear encounter occurs
- ◆ Apply knowledge, cleaning, and transportation of firearms
- ◆ Participate in firing range practice and BLM certification

**Target Audience:**

Firearm safety and bear hazard training is mandatory for anyone who must work and carry guns in remote field areas.

**Dates/Locations:**

- |                |               |
|----------------|---------------|
| ◆ May 24, 2006 | Anchorage, AK |
| ◆ June 7, 2006 | Anchorage, AK |

**Time:** For specific times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Problem Solving; Planning

<b>Tuition:</b>	DOI Employees	None
	Other Federal Employees	\$50

**SPECIAL COURSES****The Freedom of Information Act (FOIA)****Course Description:**

This course provides a basic overview of the Freedom of Information Act. Departmental policies and procedures will be discussed, and participants will have an opportunity to exchange ideas and strategies useful in dealing with issues that commonly arise in administering FOIA. This is an informal presentation that will answer any questions participants may have about the requirements of FOIA.

**Learning Objectives:**

- ♦ Understand FOIA regulations regarding electronic documents
- ♦ Know the common exceptions to FOIA requests
- ♦ Understand U.S. Justice Department policy
- ♦ Follow step-by-step procedures when a FOIA request is made
- ♦ Know when fees may be charged or waived

**Target Audience:**

Any Federal employee who may need to respond to a request for information under the rules and regulations of FOIA.

**Dates/Locations:**

- ♦ November 15, 2005                      Anchorage, AK
- ♦ October 25, 2005                      Washington, DC
- ♦ June 8, 2006                              Denver, CO

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Accountability; Business Practices; Decision Making

**Tuition:**    DOI Employees                      None  
                  Other Federal Employees            \$150

**SPECIAL COURSES****The Privacy Act and the Administrative Record****Course Description:**

This course provides a basic overview of the Privacy Act and steps to follow to maintain administrative records. This is an informal presentation that will answer any questions participants may have about the requirements of the Privacy Act: personal information we can and cannot maintain; and what constitutes a system of records under the Privacy Act. Numerous examples and guidelines will be reviewed to assure employees understand the importance of an administrative record for the Privacy Act, office projects and other activities where a record must support agency actions.

**Learning Objectives:**

- ◆ Identify personal vs. Agency records
- ◆ Understand the relationships between the Freedom of Information Act (FOIA) to the Privacy Act
- ◆ Understand the Privacy Act Systems of Records
- ◆ Understand the ramifications of not keeping adequate administrative records

**Target Audience:** Department wide

**Dates/Locations:**

- ◆ November 16, 2005                      Anchorage, AK

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

**Competencies Addressed:**

Accountability; Business Practices; Decision Making

<b>Tuition:</b> DOI Employees	None
Other Federal Employees	\$150

**SPECIAL COURSES**

## Privacy Act Training for Technology Professionals

### Course Description:

Government IT professionals in the information and system management process make decisions on information that may directly or indirectly impact the privacy protection of information maintained on the public and employees. Privacy is a value in E-Government and participants will learn what they can do in implementing the core requirements of the Privacy Act and in protecting the personal privacy of individuals

### Learning Objectives:

- ◆ Recognize why you are responsible for Privacy
- ◆ Understand how Privacy fits in life cycle management
- ◆ Explain Privacy requirements in data administration and security

### Target Audience:

Federal employees involved with developing information systems and new applications; data managers, webmasters, and those that have a part in securing information systems.

### Dates/Locations:

- ◆ October 26, 2005                      Washington, DC
- ◆ June 7, 2006                              Denver, CO

**Time:** For specific class times and room locations go to [www.doi.gov/training](http://www.doi.gov/training)

### Competencies Addressed:

Accountability; Business Practices; Decision Making

<b>Tuition:</b>	DOI Employees	None
	Other Federal Employees	\$150

## Leadership & Intern Programs

DOI University's Leadership Programs provide a planned, systematic, competency-based approach to developing future leaders, at all levels, for the Department of the Interior. The Senior Executive Service Candidate Development Program, Mid-Level Leadership Development Program, Government-wide Acquisition Management Intern Program, Office of the Secretary Management Intern Program, and the R. Schuyler Leshner 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.

### **Senior Executive Service Candidate Development Program (SESCDP)**

The SESCO is an eighteen-month executive development program, which prepares individuals for the Senior Executive Service (SES). During the course of the SESCO, participants address the challenges of leadership within the evolving mix of political thought and practical business applications. Each participant receives a variety of developmental opportunities such as core training, 80 hours of executive training and rotational assignments to ensure that, upon completion of the program, they possess the essential Executive Core Qualifications, which the Office of Personnel Management has determined are critical for successful performance at the SES level. The program is targeted for those individuals at the GS 14 and GS 15 level, or equivalent. Upon successful completion of all program requirements, participants are awarded a certificate for non-competitive appointment to an SES position. The current SESCO begins in September 2004.

### **Mid-Level Leadership Development**

Mid-Level Leadership development provides leadership and managerial training that addresses the changing roles and competencies of Federal managers in the 21st century. Training is designed to strengthen leadership competencies and to teach students how to apply the skills they learn in real work situations. A goal of mid-level leadership development training is to build a cadre of highly competent mid-level Federal managers to address future leadership needs of the Department of the future.

This program is currently under development.

### **Government-wide Acquisition Management Intern Program**

The Government-wide Acquisition Management Intern Program is a two-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. Interns receive technical and business skills training including contract administration, price and cost 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 are permanently placed in one of the sponsoring agencies. Recruitment for the class beginning in summer of 2006 will commence in late 2005, and the vacancy announcement for the program will post in early 2006.

### ***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. The interns complete six four-month rotational assignments in Interior's Policy, Management and Budget offices, which include finance, budget, personnel, environmental policy, policy analysis and acquisition. Interns receive on-the-job training during their rotational assignments and they also receive 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.

Participants are recruited at the GS 5/7 levels. 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 other year. Therefore, recruitment for the next class of interns will begin in 2007.

### ***R. Schuyler Leshar Financial Management Career Intern Program***

The R. Schuyler Leshar Financial Management Career Intern Program is a two-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. They are hired by the finance offices in the participating bureaus, and are carried on their rolls for the duration of the program. Additionally, 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 for the class beginning in summer of 2006 will commence in late 2005, and the vacancy announcement for the program will post in early 2006.

## Government Wide Forums

### Washington, DC; Denver, CO; Seattle, WA; and Albuquerque-Santa Fe, NM

The DOI University, in partnership with over thirty Federal agencies, presents a Forum series focusing on major 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 during light refreshments, 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

<p><b><i>Our Last Best Shot: Guiding Our Children Through Early Adolescence</i></b> by Laura Sessions Stepp</p>	<p>September 13, 2005 8:30 am – 11:00 am National Press Club 529 14th Street, NW Washington, DC</p>
<p><b><i>Dr. Gavin's Health Guide for African Americans: How to Keep Yourself and Your Children Well</i></b> by James R. Gavin III, M.D., Ph.D.</p>	<p>October 11, 2005 8:30 am – 11:00 am National Press Club 529 14th Street, NW Washington, DC</p>
<p><b><i>We Are All Self Employed: How to Take Control of Your Career</i></b> by Cliff Hakim</p>	<p>November 3, 2005 8:30 am – 11:00 am National Press Club 529 14th Street, NW Washington, DC</p>

### 2006 DC Forums TBD

For further information on the DC Government Wide Forums, please contact Shari Hanscomb at (202) 208-5796 or Brenda Woods at (202) 208-3617. Visit our website at [www.doi.gov/training](http://www.doi.gov/training)

## Denver, CO Forums

**Getting Things Done**  
by David Allen

October 19, 2005  
9:30 am – 12:30 pm  
Tattered Cover Book Store  
Historic LoDo  
1628 16th Street  
Denver, CO

### **2006 Denver Forums TBD**

For further information on the Denver Government Wide Forums, please contact Shari Hanscomb at (202) 208-5796 or visit our website at [www.doi.gov/training](http://www.doi.gov/training)

## Seattle, WA Forums

**Money After 40:  
Building Wealth for a Better Life**  
by Tom and David Gardner

October 18, 2005  
1:00 pm – 4:00 pm  
The Town Hall  
1119 8th Avenue  
Seattle, WA

### **2006 Seattle Forums TBD**

For further information on the Seattle Government Wide Forums, please contact the Seattle Federal Executive Board at (206) 220-6171.

## Albuquerque-Santa Fe, NM Forums

**Why Normal Isn't Healthy**  
by Bowen F. White, M.D.

August 25, 2005  
11:00 am – 2:00 pm  
National Hispanic Cultural Center  
1701 4th Street SW  
El Salon Ortega  
Albuquerque, NM

### **2006 Albuquerque-Santa Fe Forums TBD**

For further information on the Albuquerque-Santa Fe Government Wide Forums, please contact the Albuquerque-Santa Fe Federal Executive Board at (505) 248-6413.

## 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.

***The Wisdom of Crowds***  
by James Surowiecki

September 21, 2005  
10:00 am – 2:00 p.m.  
Rachel Carson Room  
Main Interior Building  
1849 C Street, NW  
Washington, DC

***Spirit of a Native Place:  
Building the National Museum  
of the American Indian***  
by Duane Blue Spruce

November 9, 2005  
8:30 am – 10:30 am  
Auditorium  
National Museum of  
the American Indian  
Fourth St. and  
Independence Avenue, SW  
Washington, DC

### ***2006 Executive Forums TBD***

For further information on any of the Executive Forums, please contact Brenda Woods at (202) 208-3617 or Shari Hanscomb at (202) 208-5796. Visit our website at [www.doi.gov/training](http://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.

### ***The Power of Context: National Park Service Museums at One Hundred Years*** February 3, 2005 – February 10, 2006

This exhibit features national park museum treasures that tell remarkable stories about the history and prehistory of what is now the United States of America. The artifacts underscore the importance of these museums; the first park museum was established in 1904 at Yosemite National Park.

#### ***Selections from Carl Sandburg's American Songbag***

September 28, 2005 from 10-11:00 am  
Yates Auditorium, Main Interior Building

Musical performances by former congressman James W. Symington, and Levine School of Music faculty member Wayne N. Kemp pay tribute to Sandburg's dedication to preserving America's cultural heritage.

#### ***Thomas Edison and the Marketing of the Phonograph***

October event - Date TBA

Lecture by Leonard DeGraff, Archivist, Edison National Historic Site

### ***Eleanor Roosevelt and Val-Kill Industries***

March 25 – October 31, 2005

Furniture, textiles, and pewter objects made by employees at the handicraft concern Mrs. Roosevelt and two political associates founded in 1926 to address regional economic challenges in New York.

#### ***Eleanor Roosevelt and Val-Kill Industries Workshop***

Saturday, October 15, 2005

Presenters:

William Allman, White House Curator

Frank Futral, Curator of Decorative Arts, Roosevelt-Vanderbilt National Historic Sites

Emily Wright, Val-Kill Scholar

***Lewis and Clark Revisited: A Trail in Modern Day America,  
Photography by Greg MacGregor***

September 30, 2005 – February 28, 2006

***America's Beautiful National Parks  
Contemporary and Historical Photography***

November 9, 2005 – February 10, 2006

The beauty of the National Parks has long beckoned to photographers to capture their vision of our land. From the late 19th century to the present, photography has brought the spectacular scenery of the parks to public attention and invited us all to see and experience the beauty of our National Parks.

***The Jewelry of Ben Nighthorse Campbell***

March 6 – May 26, 2006

The Interior Museum is part of the Department of the Interior University's  
Division of Cultural Resources and Events.

For further information, please call (202) 208-4659.

## U.S. Department of the Interior Library



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 website at <http://library.doi.gov>, or contact the Library's reference desk by phone at (202) 208-5815 or by e-mail at [library@nbc.gov](mailto: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, are presented by National Park Service Rangers and held in the training room of the DOI Library.

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](mailto: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, held 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 six 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.gov](mailto:library@nbc.gov).

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.

#### Introduction to HeinOnline

Wednesday, September 14, 2005, 10:00 am – 12:00 pm

Learn how to use the William S. Hein Company's HeinOnline database (available via the DOI Library website) 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 dating from the inception of publications contained in the library, dating as far back as the mid-19th century, fully searchable and available in PDF format. This program will be conducted by W. Shannon Hein III, grandson of the founder of the company.

### ***Introduction to LexisNexis***

Wednesday, September 28, 2005, 2:00 pm – 4:00 pm

For the beginner (or as a refresher), learn how to access the Lexis-Nexis online legal database via the World Wide Web. Researchers will be taught basic search techniques used to obtain supporting caselaw, statutes, and administrative materials, as well as how to validate research using the Shepard's citator service. This program will be conducted by Lexis-Nexis trainers.

### ***Federal Legislative History Research on Westlaw***

Wednesday, October 12, 2005, 10:00 am – 12:00 pm

Learn to use the Westlaw online legal database to track a legislative history, including determining the legislative intent, interpretation, and construction of a proposed bill or law. Attendees will learn how to use Westlaw to locate bills, session laws, statutes, current and pending regulations, and other documentation needed to piece together a full legislative history. This program will be conducted by Westlaw trainers.

### ***Searching Through the Invisible Web***

Wednesday, October 26, 2005, 2:00 pm – 4:00 pm

While the recent explosion of information on the World Wide Web has been a tremendous benefit to researchers, many don't know about other data that they might be missing. This class will cover information that can be found on the mysterious "hidden web," how to access it and why it is important. Learn why some information is inaccessible to web search engines and what might be overlooked in researching the Internet. Search techniques and recommended sources will also be covered. This program will be conducted by a DOI Librarian.

### ***Intermediate LexisNexis***

Wednesday, November 9, 2005, 10:00 am – 12:00 pm

This class builds on the techniques presented in the introductory class. Researchers will learn short cuts and more advanced search techniques. Those taking this class should have taken the "Introduction to LexisNexis" course or should have some LexisNexis experience. This program will be conducted by LexisNexis trainers.

***Compiling a Federal Legislative History – A Step-by-Step Example***

Wednesday, November 30, 2005, 2:00 pm – 4:00 pm

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 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 a DOI Librarian.

***Searching for Law Review Articles on Westlaw***

Wednesday, December 14, 2005, 10:00 am – 12:00 pm

Learn how to access and utilize Westlaw's wide-ranging database of hundreds of law journals to find specific, full-text articles using citations, subjects, and keywords. Expert electronic database searching techniques taught in this session will allow any researcher to find that previously impossible to find article. This program will be conducted by Westlaw trainers.

## Online Learning

### Online Learning Licenses

Online Courses provide the opportunity to learn twenty-four hours a day, 365 days a year, anywhere in the world via Internet access. DOI University offers over four thousand courses through SkillSoft, Thomson NETg 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.

### Customized Online Courses

DOI University's Online Learning Team develops customized web-based courses and training solutions to 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: discrimination and whistleblowing in the workplace, records management, special retirement processing, safety and occupational health, information technology security, privacy, museum property management and conflict management awareness. For more information on DOIU's customized online training, go to [www.doi.gov/training](http://www.doi.gov/training) and click on Classroom and Online Course Offerings in the left sidebar, and then on DOI Online Courses. Or you can click on Special Training Programs and review the Customized Online Training section.

For more information on how our team can work with you to meet your training needs through customized online courses, contact the DOIU Online Learning Team at (202) 208-3441 or (202) 208-7618.

### Web Site Learning Aids

The Department of the Interior Orientation helps employees discover what the Department does and the missions of our eight bureaus. Learn about benefits, key employee policies, employment opportunities, and much more. To access the orientation go to: [www.doi.gov/orientation](http://www.doi.gov/orientation).

DOIU - LMS

http://www.doiu.nbc.gov/doiulms/
Google

Address Book Adobe Apple .Mac Amazon eBay Yahoo! News

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Wednesday, August 17, 2005



Welcome to the DOI University learning management log in page. After logging in, you will be able to view your training record, edit your contact information, register for a class, or cancel your registration for an upcoming class. Your training record will be a work in progress. Initially, it will show only those classes that you attend beginning in January, 2002. We are working on updating our system to also show successfully completed online training as well.

<div style="background-color: #800000; color: white; padding: 5px; text-align: center; font-weight: bold;">                 DOIU Log-In             </div> <p style="font-size: x-small; color: #800000;">Log in here to register for classes and view training history.</p> <p>User ID : <input style="width: 100%;" type="text"/></p> <p>Password : <input style="width: 100%;" type="password"/></p> <p style="font-size: x-small; color: #800000;">You must have a learning management account to log in. For Netg Users, you can use your Netg User ID and Password.</p> <p style="text-align: center;"><input type="button" value="Log In"/></p>	<div style="background-color: #800000; color: white; padding: 5px; text-align: center; font-weight: bold;">                 Need Your Password?             </div> <p style="font-size: x-small; color: #800000;">You must have a Learning Management Account to request your password.</p> <p>First Name : <input style="width: 100%;" type="text"/></p> <p>Last Name : <input style="width: 100%;" type="text"/></p> <p>Email : <input style="width: 100%;" type="text"/></p> <p style="font-size: x-small; color: #800000;">If the above information matches your training record, an email will immediately be sent to you with your id and password.</p> <p style="text-align: center;"><input type="button" value="Request Password"/></p>	<div style="background-color: #800000; color: white; padding: 5px; text-align: center; font-weight: bold;">                 New to DOI University?             </div> <p style="font-size: x-small; color: #800000;">Sign up for a Learning Management Account.</p> <p style="font-size: x-small; color: #800000;">To register for any DOIU classes you must have a learning management account. Please do not create a new account if you have forgotten your password.</p> <p style="text-align: center;"><input type="button" value="Sign Up!"/></p>
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Return to [DOI University Home Page](#)

DOIU LEADERSHIP & PERFORMANCE DIVISION

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## NOTES

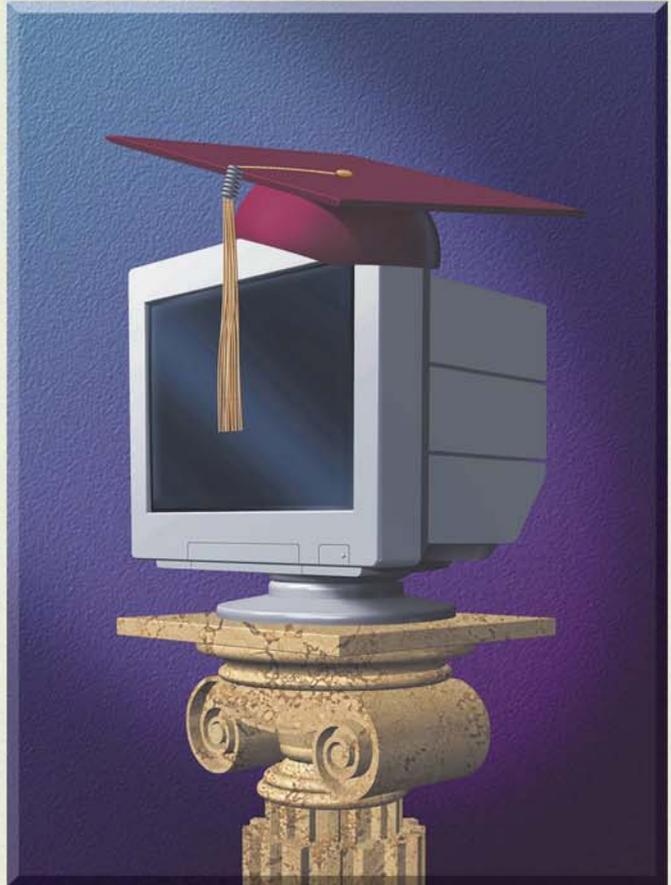




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