



U.S. Fish & Wildlife Service

# National Conservation Training Center

Conserving the Nature of America

## BLM-TC-1430-53/FWS/NPS-SUPSKILLS - BLM/FWS/NPS Supervisory Skills Workshop

Course Code	<b>BLM-TC-1430-53/FWS/NPS-SUPSKILLS</b>
Course Title	<b>BLM/FWS/NPS Supervisory Skills Workshop</b>
Description	<p><b>The Supervisory Skills Workshop is worth 36 hours of training if you have taken the 8 pre-requisite online courses. (24 hours for attending the in class workshop and 12 hours for completing the on line courses).</b></p> <p>This 3-day instructor led course provides new supervisors within the Department of the Interior multiple opportunities to apply knowledge gained from the pre-requisite distance learning courses. It uses a skills-based interactive approach based on principles of adult learning and includes practice, scenario analysis, small group discussions and other activities to fully engage participants. Topics include engaging employees in accomplishing work, motivation, conflict management, leveraging diversity, performance management, progressive discipline, coaching and counseling; and involve a cumulative assessment on the final day.</p> <p>You must complete 8 on-line training courses prior to attending the training. This is extremely important and the success of your class learning team will be affected if you have not completed them. If you have already completed them, do not attempt a retake; you can, however, review the material.</p> <p><b>Course Name Course Code</b>  The Role of the Supervisor.....DOI-SUPV-OLT-101  Merit System Principles.....DOI-SUPV-OLT-102  Supervisory Ethics .....DOI-SUPV-OLT-103  Managing Employee Performance .....DOI-SUPV-OLT-105  Conduct &amp; Performance Based Actions.....DOI-SUPV-OLT-106  Leveraging Diversity .....DOI-SUPV-OLT-107  Pay and Leave for Supervisors .....DOI-SUPV-OLT-109  Supervisory Safety Skills.....DOI-SUPV-OLT-110  Safety for Supervisors (FWS) .....OLT0007</p> <p>For FWS new supervisors, Supervisory Safety Skills DOI-SUPV-OLT-110 does NOT satisfy the current requirement for FWS new supervisors relating to safety. Instead, Safety For Supervisors (FWS) OLT0007 is required for all new supervisors in FWS.</p> <p>These modules can be found by clicking the provided link: <b>Supervisory Skills Workshop</b> or by course name or course number in the DOI Talent catalog search for field. The modules can be taken in any order.</p> <p><b>**Special Note for the 8 pre-work modules, if you are having difficulty viewing any of the modules, try and open in Internet Explorer.</b></p> <p><b>Objectives:</b>  Identify steps to promote employee engagement.  Identify barriers to inclusion in leveraging diversity and define strategies to overcome them.  Demonstrate the ability to discuss performance requirements as outlined in the EPAP with the employee.  Plan an approach to address any conduct and/or performance based action.  Demonstrate effective coaching skills with an employee with a performance deficiency.  Demonstrate effective coaching skills to correct employee misconduct.  Given a rubric and feedback sheet, use peer and self-review to evaluate the contributions of group members.  Develop ID support developmental needs.  Describe the 4Rs of Conflict Management. (Recognize, Respond, Resolve, Reflect)  Recognize behaviors that escalate/de-escalate conflict.  Demonstrate the ability to resolve conflict appropriately and at the earliest possible stage.  Demonstrate ability to coach in a conflict resolution situation.  Identify departmental resources available for conflict management assistance including HR CADR, an EEO staff.</p> <p><b>Target Audience:</b> New supervisors in their 12-month probationary period. (Note: If a Bureau elects to exempt other higher-graded employees from the 3-day 'Supervisory Skills Workshop', alternative supervisory training can be identified and substituted by that Bureau).</p> <p><b>PLEASE DISREGARD THE NUMBER OF AVAILABLE SEATS DISPLAYED</b></p> <p><b>NOTE:</b> Enrollment for BLM and NPS employees is by nomination. For information on being nominated please contact:  BLM: Jermaine Moore 602-906-5531  NPS: Katherine Callaway, 202.354.1403  FWS employees should register directly in DOI Learn. The employee will be automatically placed on the waitlist and enrolled first come, first served based on the number of seats allotted to FWS.</p> <p><b>Supervisory Skills Workshop – FY 2018 Offerings</b></p>

<b>Host</b>	<b>Dates</b>	<b>Location</b>
FWS	October 23-25, 2018	Bloomington, MN (FWS Regional Office)
NPS	October 16-18, 2018	Lakewood, CO (NPS Regional Office)
FWS	November 14-16, 2018	Shepherdstown, WV (NCTC)
NPS	December 4-6, 2018	Atlanta, GA (NPS Regional Office)
FWS	January 29-31, 2019	Shepherdstown, WV (NCTC)
BLM	February 26-28, 2019	Phoenix, AZ (NTC)
BLM	March 19-21, 2019	Lakewood, CO (NOC)
NPS	March 26-28, 2019	Anchorage, AK (NPS Regional Office)
FWS	April 9-11, 2019	Lakewood, Colorado (FWS Regional Office)
NPS	May 14-16, 2019	San Francisco, CA (NPS Regional Office)
BLM	May 21-23, 2019	Boise, ID (Idaho State Office)
FWS	June 11-13, 2019	Atlanta, Georgia (FWS Regional Office)
NPS	July 16-18, 2019	Lakewood, CO (NPS Regional Office)
BLM	July 30-August 1, 2019	Sacramento, CA
FWS	August 27-29, 2019	Shepherdstown, WV (NCTC)
BLM	September 17-19, 2019	Anchorage, AK

Keyword: 1430-53, supskills, Communications, Human Resources: Competency Management, Career Development, Self-Determination, Supervision, Training and Development, Leadership

<b>Delivery Method</b>	Instructor Led
<b>Non-FWS Fee</b>	\$597.00
<b>Instructional Hours</b>	24
<b>Credits/CEUs</b>	2.0
<b>Course Content Contact</b>	Toni Suminski, tsuminsk@blm.gov

Curriculum Category	<b>Leadership and Supervision</b>
Course Frequency	Multiple per year
Registration Category	Nomination
Registration Link	<b>Register in DOI Talent</b>
DOI Talent Course Type	ILT

**Schedule: BLM-TC-1430-53/FWS/NPS-SUPSKILLS - BLM/FWS/NPS Supervisory Skills Workshop**

Start	End	Location	Session Contact
10/23/2018	10/25/2018	Bloomington, MN	amanda_cucchi@fws.gov
11/14/2018	11/16/2018	National Conservation Training Center (NCTC)	Jack Owens (304) 876-7903 <b>jack_owens@fws.gov</b>
1/29/2019	1/31/2019	National Conservation Training Center (NCTC)	Stephanie Engle (304) 876-7344 <b>stephanie_engle@fws.gov</b>
2/26/2019	2/28/2019	Phoenix, AZ	Toni Suminski
3/19/2019	3/21/2019	BLM-Colorado State Office	Toni Suminski
4/9/2019	4/11/2019	BLM-Colorado State Office	Alison Duncan 304-876-7421 <b>alison_duncan@fws.gov</b>
5/21/2019	5/23/2019	Boise, ID	Toni Suminski
7/30/2019	8/1/2019	Sacramento, CA	Toni Suminski