



U.S Fish & Wildlife Service

# National Conservation Training Center

## *Course Description*

### Staffing Your Organization

DOI-SUPV-OLT-104

#### Target Audience

Supervisors

#### Summary and Objectives

A supervisor must be able to accurately assess their current and future staffing needs given the organization's mission, goals, funding, and other resources, and they must know how to develop a staffing plan to successfully accomplish that mission. This course will teach supervisors how to analyze their current staffing needs, project their future staffing needs to help them more effectively use their current staff and ensure that their recruitment and hiring efforts bring in new employees that will help the office more effectively meet their mission requirements, and develop position descriptions that accurately describe position requirements.

#### Curriculum Category

Supervision & Employee Development

#### Course Type

Online Self Study

#### Tuition

\$0

#### Instructional Hours

2

#### Credits/ CEUs

0.0

#### College Credits

0 semester hours

#### Course Contact

Paula Elder:

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#### Registration Link

[DOI Talent](#)