

Migratory Bird Program Training Matrix

http://training.fws.gov/CSP/Resources/mig_birds/mig_homepage.htm

This training matrix was developed by the Migratory Bird Training Advisory Group (MBTAG) and is hosted by the National Conservation Training Center (NCTC). The matrix can be an effective tool to locate desired training as staff and management identify options during performance review cycles.

It was developed using in-depth analyses from various program assessments, strategic planning documents, a 2009 training needs survey, and input from all job classes throughout the Migratory Bird program.

The matrix is designed with each performance element and associated tasks listed in the left hand column and job class along the top row. An “x” identifies the intersection of the job class and the particular skill as described by focus groups (i.e., individuals representing a particular job class). For example, the biologist job class indicated that *knowledge of cultures and traditions* was an important factor in being proficient at accomplishing the Performance Element #1: *Coordinate with Federal/State/NGO Conservation Organizations*.

To determine the developmental needs of their respective staff, managers and supervisors can get a general idea by reading the “x” intersections by job class. In most instances, the knowledge and skill can be attained through existing training. If training is available, it is displayed in the dropdown menu on the right-hand column of the matrix.

While much of the existing training is offered through NCTC, other opportunities are included such as SkillSoft (denoted by “SS”), the University of Wisconsin – Stevens Point environmental education, and other government web resources. In addition, informal learning opportunities and on-the-job training are indicated through the use of Sharepoint and exploring Communities-of-Practice for specified skills.

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Migratory Bird Program Training Matrix

Performance Element/Skills	Job Classes								Available Training
	Admin. staff	Biologists	Bio-statistician	Coordinator	Information Technical specialist	Managers	Outreach specialist	Permit specialist	
#1: Coordinate w/ Fed/state/NGO Cons. Orgs.									
Cultural/diversity awareness		x					x	x	
Conflict resolution		x							
Group facilitation		x					x		
Partnership building		x					x	x	
Ability to organize/present information		x							
Interpersonal skills							x		
Knowledge of how outside org's work							x	x	
Information sharing							x		
Knowledge of Service procurement rules							x		
Negotiation skills							x		
Knowledge of laws and regs - Feds and States								x	
Basic bird ecology								x	
#2: Engage public in program and policy improvements									
Evaluate effectiveness of outreach products							x		
Knowledge of current policies & programs							x		
Working w/ the media							x		

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#2: Engage public in program and policy improvements (cont.)									
Effective communication w/ publics							x		
#3: Prioritize Projects by Conservation Need									
Understand new policies/program issues			x			x			
Understand biological planning			x						
Professional collaboration/networking			x						
Structured Decision Making				x		x			
Political saavy						x			
Delegation				x					
#4: Coordination w/in Service for National consistency in policies and procedures									
Measure/evaluate performance								x	
Workload management								x	
Awareness of bird rehab techniques								x	
Basic bird ecology								x	
Use of SPITS database								x	

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#5: Collaborate w/ partners on mutual-interest									
Form effective and functional teams		x							
Effective team work		x							
Work w/ diverse groups		x							
Knowledge of contracting rules/regs		x							
Grant writing/review/administration		x							
Structured Decision Making		x							
#6: Increase public awareness of bird conservation									
Communicate program priorities							x		
Identify diverse audience values							x		
Use of social media							x		
Interpersonal skills							x		
Communication planning							x		
Team up with biologist colleagues							x		
Interact w/ other Service programs							x		
Marketing to the public							x		

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#7: Communicate in languages other than English									
Speak fluent Spanish for Latin America work				x					
#9: Communicate Effectively									
Active listening	x	x	x	x			x	x	
Interpersonal skills			x				x	x	
Dealing w/ difficult people	x						x		
Writing effective email	x								
Using Govt Style manual	x								
Using new office software	x								
Use of internet/intranet	x								
Problem-solving thru networking	x								
Priority-setting	x								
Awareness of culturally diverse audiences		x					x	x	
Group facilitation		x							
Critical writing/review		x					x		
Foreign language ability		x		x				x	
Use of social media		x	x				x		

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#9: Communicate Effectively (cont.)									
Technical writing		x	x						
Ability to simplify complex information			x	x			x		
Public speaking				x			x		
Giving effective presentations				x				x	
Basic bird ecology								x	
Using government acronyms								x	
Provide customer service								x	
SPITS database								x	
Effective teamwork								x	
#10: Collaborative Problem Solving									
Diplomacy	x					x			
Interpersonal skills	x					x		x	
Basic problem solving	x								
Knowledge of policies and procedures	x							x	
Emotional intelligence	x					x		x	
Working w/ multiple objectives						x			

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#10: Collaborative Problem Solving (cont.)									
Consensus building						x			
Negotiation skills						x			
Dealing w/ difficult people								x	
Provide customer service								x	
Active listening								x	
Assertiveness								x	
Knowledge of laws governing permits								x	
Create job aids								x	
#11: Use GIS technologies									
Make simple GIS maps							x		
Use GIS to enhance outreach materials							x		
#12: Answer Biol. questions in landscape context									
Apply SHC		x		x		x			
Apply landscape ecology principles		x		x					
Use GIS maps		x		x					

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#12: Answer Biol. questions in landscape context (cont.)									
Communicate technical information		x							
Basic bird ecology		x							
Work in various spatial scales		x		x					
Use remote sensing techniques		x							
Identify clear objectives		x							
Synthesize multiple layers of information		x		x					
Work in LCC framework						x			
#13: Climate Change									
Statistical methods		x							
Basic climate science			x	x		x			
Survey methods		x							
Use models		x	x	x					
Ecological principles		x							
Bird ecology		x							
Use new technologies and GIS		x	x						
Knowledge of climate policy/program issues				x		x			

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#13: Climate Change (cont.)									
Use online meeting technology					x				
Collaborate w/ partners						x			
#14: Population Ecology Principles Application									
Population Viability Analyses		x							
Design Monitoring Programs		x							
Assessing habitat values for mitigation		x							
Population Modeling		x							
Apply basic ecological principles			x			x			
Select correct statistical tool			x						
Use new technologies (GIS)			x						
Group facilitation		x							
Consensus-building		x							
Coordination and collaboration		x							
Oral and written communication (re: ecology)		x							

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#15: Adapt to latest IT systems									
Knowledge and use of current systems	x		x	x	x		x	x	
Workload/time management	x								
Teach latest IT to others	x				x				
Data organization & management	x		x	x	x				
Peer networking			x		x				
Interpersonal skills					x				
Constructing reports for clients					x				
Graphics training					x				
Use social media							x		
Use IT for effective marketing							x		
Use of IT for evaluation							x		
Use standard filing and phone logs								x	
SPITS II database								x	
#18: Use models in conservation design/planning									
Basic understanding of models				x					
Partner collaboration				x					

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#18: Use models in conservation design/planning (cont.)									
Professional networking w/ modelers				x					
#19: Apply Statistical Techniques									
Basic/Advanced statistics		x	x						
Study design and analysis		x	x						
Survey techniques		x							
Status and trends analysis		x							
Basic foundation in biological principles		x	x						
Make recommendations w/ imperfect data			x						
Communicate technical information			x						
Evaluate critical data/statistics			x						
#21: Provide Leadership									
Team leadership	x	x				x			
Provide guidance and direction	x			x	x				
Specialty skill expertise	x								
Visioning		x							

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#21: Provide Leadership (cont.)									
Motivate others		x		x					
Coach others		x							
Emotional intelligence		x		x	x	x			
Personnel management/supervision		x							
Basic knowledge of laws/authorities		x							
Monitor achievements/progress				x					
Conflict resolution				x	x	x			
Communicate to diverse audiences				x					
Use social media				x					
Recommend IT purchases/cycles					x				
Quality control					x				
Change management						x			
Political saavy						x			
Strategic thinking						x			