

NPS New Supervisor Training Curriculum

Year 1

Course Title	Course Description	Cost to learner	Instructor led	On-line	Requirement	SkillSoft license required?	Course Code
Transitioning to a Supervisory Role	Transitioning from staff member to supervisor creates new challenges and requires new skills. This course helps make that transition	\$ 670.00	Yes	No	40 hours	NO	NBC/DOIU-LDP-6008
Fundamentals 2	An introduction for new employees and supervisors to NPS operations. Defines park operations and covers a multitude of subjects including leadership.	\$0.00	Yes	No	64 hours in classroom	NO	NPS-UNC0002
New Supervisor Training basic 1 st 40	This 5-day course provides the knowledge and skills necessary to establish a firm foundation in making human resource management decisions.	\$0.00	Yes	No	40 hours in classroom	NO	BLM-N-006
Employee Relations for NPS Supervisors	This seminar is a combination of lecture, discussion and workshops that will provide managers with the knowledge necessary to manage employees.	\$ 0.00	Yes	No	16 hours in classroom	NO	NPS-ADM2401

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Interpersonal communication: Communicating with Confidence	The course shows you how the essential elements of trust, credibility and specific confident communication behaviors bring about confident communication and enhance your influence.	\$ 0.00	No	Yes	1.0 hour	YES	Comm_21_a01_bs_enus
NPS Fundamentals I	Learn the history of the NPS NOTE-Prerequisite for Fundamentals II	\$ 0.00	No	Yes	6.0 hours	NO	NPS-UNC4011
Green Business: Implementing Sustainability Strategies	This course addresses some of the challenges a company faces when deciding how to market its sustainability initiatives.	\$0.00	No	Yes	2 hours	YES	OLT_SkillSoft_10610
Performance Management System	This course is designed to provide supervisors and managers with an overview of the new Performance Management System that is being instituted in fiscal year 2005 and to give them the resources necessary for developing fair and effective employee performance plans for all their employees. Mandatory for new supervisors	\$ 0.00	No	Yes	1 hour	NO	1461
Ethics for New Supervisors	This on-line program has been developed to help ensure new supervisors know how to find answers to a variety of ethical dilemmas.	\$ 0.00	No	Yes	1 hour	NO	FWS-LED6W05-OLT
The mechanics of Communicating Effectively	This course explains how to develop a voice that people want to listen to, and gives some valuable remedies to use to make your speaking voice the best it can be. Similarly, good listening involves more than just hearing what is being said.	\$ 0.00	No	Yes	3.0 hours	YES	OLT_SkillSoft_8987

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Improving Your Image	Look like who you want to be. Project ability and confidence. Look like a leader.	\$ 0.00	No	Yes	3 hours	YES	OLT_SkillSoft_4345
Effective Team Building Strategies	Teaches team building tools and strategies to leaders. Create team cohesion and a can do performance attitude in your staff.	\$ 0.00	No	Yes	4 hours	YES	OLT_SkillSoft_4454

Year 2

Course Title	Course Description	Cost to Learner	Classroom	On-line	Requirement	SkillSoft License Required?	Course Code
Applied Supervision	This course, including its on line prerequisites, covers certain critical personnel, human relations, leadership and critical thinking skills needed to successfully supervise employees.	\$ 950.00	Yes	No	48 hours.	NO	FWS-LED6102
40 Hour Supervision: level II	This course provides the knowledge and skills for supervisors and managers to effectively manage the workforce, and meets the Department of the Interior's mandated supervisory training requirements.	\$ 0.00	Yes	No	40 Hours	NO	NBC/DOIU-MSD-7030
Advanced Supervision; Building on Experience	This course provides the experienced supervisor with updated information on regulations, the latest theories in managing people, and an opportunity to share experiences and learn from others.	\$ 950.00	Yes	No	36 Hours	NO	FWS-LED6166

Course Title	Course Description	Cost to learner	Instructor led	On-line	Requirement	SkillSoft license required?	Course Code
Handling Problem Employees: The Tools, Legalities and Strategies for Federal Supervisors.	This popular two-day program will give Federal supervisors step-by-step prescriptive guidance for handling the nine types of problem employees. Internal tuition \$ 395.00	\$ 0.00	Yes	No	16 Hours	NO	NBC/DOIU-MSD-7020
Leadership Development for Technical Professionals	This course will develop your abilities to plan and facilitate productive meetings, resolve conflicts, and create team-based approaches to managing.	\$ 0.00	Yes	No	3 hours	YES	OLT_SkillSoft_4115
Leadership Essentials: Leading Through Change	This course provides you with strategies for leading change within an organization, including effective approaches to introducing and communicating change.	\$ 0.00	Yes	No	3 hours.	YES	lead_05_a07_bs_enus
Leadership Communication Skills	In this course, you will learn what the requirements of leadership are, how to communicate your suitability for the role, and how to communicate with those you lead.	\$ 0.00	No	Yes	3.5 hours	YES	OLT_SkillSoft_8990
The Model Leader	Leaders know to dance the old dance, yet lead effectively.	\$ 0.00	No	Yes	2 hours	YES	OLT_SkillSoft_9114
Becoming a Manager: Leading and Communicating	Employees want decisive leadership. Learn to be clear about management decisions and organizational goals.	\$ 0.00	No	Yes	4 hours	YES	OLT_SkillSoft_9262

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Challenges of the 21st Century	Leadership is dynamic. In this course, you'll learn how evolving work environments affect leadership.	\$ 0.00	No	Yes	2.0 Hours	YES	OLT_SkillSoft_4182
Cross Generational Workers in the 21st century	Prepare the multi-generational workforce for the 21 st century/	\$ 0.00	No	Yes	3 hours	YES	OLT_SkillSoft_4211
Coaching Performance	Helping employees succeed through gentle guidance and coaching.	\$ 0.00	No	Yes	2 hours.	Yes	OLT_SkillSoft_9112

Optional but highly recommended-Year 3

Course Title	Course Description	Cost to learner	Instructor led	On-line	Requirement	SkillSoft license required?	Course Code
Foundations in Leadership Certificate 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.	\$0.00	Yes	No	80 hours	NO	NBC/DOIU-CERT-FIL-0001
Six Core Competencies of Leadership	This course focuses on the fundamental skills, mindsets and behavioral attributes of effective leaders enhancing your personal capacity to lead change, lead people, drive results, and successfully build coalitions and communicate.	\$ 0.00	Yes	No	No data	NO	NBC/DOIU-LDP-6053

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Employee Relations/Labor Relations	This two day work shop focuses on equipping the participants with the knowledge they need to handle performance and conduct issues in the labor environment in a positive manner.	\$ 0.00	Yes	No	16 hours	NO	NPS-ADM2401
Practical Skills for Developing and Implementing Strategy	This workshop will help you understand what it takes to get work done now while keeping an eye on future developments most likely to affect your workgroups. Internal Tuition \$ 550.00	\$ 0.00	Yes	No	16 Hours	NO	NBC/DOIU-LDP-6045
Analyzing Your Staff Requirements	This course will teach supervisors how to analyze their current staffing needs and 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.	\$ 0.00	No	Yes	2 hours	NO	USFWS-LED6W20
Asset Management: Foundations of Asset Management	This course will introduce you to two foundational elements: the Facility Management Program, an overall program that the NPS has adopted to manage physical assets effectively, and the Asset Management Program, an approach to asset management that is based on industry standards. These are the foundation of the Facility Management Software System. (FMSS)	\$ 0.00	No	Yes	1 hour	NO	NPS-MNT1100

Course Title	Course Description	Cost to learner	Instructor led	On-line	Requirement	SkillSoft license required?	Course Code
Getting to the Core of Conflict: Conflict Management Skills	This course was designed for DOI and focuses on the key areas addressed in the OPM 360 leadership competency assessments	\$ 0.00	No	Yes	4 hours	NO	OS-CADR-02
Dynamics of Leadership	In this course you'll learn how to become a leader; how to train yourself and others to lead; how to build effective relationships; and how to build strong, long-lasting coaching relationships.	\$ 0.00	No	Yes	3 hours	YES	OLT_SkillSoft_4185
Developing Human Resources	This course will help you understand effective methods for both leadership development and organizational development.	\$ 0.00	No	Yes	1.5 hours	YES	OLT_SkillSoft_9271
Presenting Successfully	Presenting is a skill that needs to be learned and practiced, starting with how you prepare, and you will be shown a simple but powerful method for selecting the right content, and then structuring it.	\$ 0.00	No	Yes	3 hours.	YES	OLT_SkillSoft_8998
Leading by Enabling	In this course you'll learn how to enable employees by providing more choices and fostering competence.	\$ 0.00	No	Yes	4 hours	YES	OLT_SkillSoft_9110
Succession Planning Overview	This course will familiarize you with the key concepts that compose succession planning.	\$ 0.00	No	Yes	2 hours	YES	OLT_SkillSoft_4215