



Office of Employee Development (OED)
National Training Center (NTC)

The USGS Office of Employee Development, National Training Center (OED-NTC), is a training facility located at the Denver Federal Center in Denver, Colorado, offering the following capabilities and services:

Capabilities:

- 2 classrooms that accommodate 35 participants each
- 3 state-of-the-art computer classrooms that accommodate 24 participants each
- 2 conference/meeting rooms that accommodate 8 to 14 participants
- Video conferencing facility
- Cyber seminar training and performance support room
- Warming room for lunching, networking, checking e-mail, etc.

Services: (*many of these services can be provided at off-site locations)

Course Advertising/Announcing

- Advertise/announce course
- Announcement sent to customer-defined target audience and posted on e-mail bulletin board

Course Registration

- Post course in the USGS Training Management System
- Coordinate nominations for course

Course Support Services

- Order textbooks and other learning materials
- Provide classrooms with state-of-the-art audio-visual equipment
- Provide mechanism to determine reimbursable course costs and course tuition rate
- Provide mechanism to accept payment for tuition
- Provide requisition to acquisition and contracting branch for required purchase orders and pay vendor/consultant upon completion of training
- Generate course completion certificates
- Load, test and troubleshoot software before and during a course
- Provide end-of-course evaluation to students and compile evaluation feedback for course
- Coordinator/instructor(s)
- Provide instructional design and course design consultation for creating technology-enabled learning (for web, CD-ROM, or cyber seminar)

For additional information about services, give us a call at (303) 445-4660 (ext 229 or 230) or e-mail gjarmstr@usgs.gov or blochrie@usgs.gov and let us know what you need.