

The Office of

Organizational & Employee Development

Program and Services Information

Vision:

OED is a premier learning organization dedicated to the development of human potential and the advancement of natural sciences.

Mission:

OED serves the USGS by providing the tools to:

- Foster lifelong learning for every employee
- Create a leadership-centered culture
- Enhance scientific, administrative, and technical knowledge, skills, and performance
- Develop competent managers and supervisors

Science and Technical

Vision:

Continually evolving services, resources and programs that encourage growth and professional development for our employees in the fields of science, technical support, administration, information technology and safety.

A Focus On:

- Analyzing specific performance gaps to determine if training and development offers a workable solution. Sometimes the answer is not a training course!
- Working within a variety of committees and directly with cost center management to implement employee development strategies.
- Providing access to state of art delivery mechanisms for a wide range of learning and development.
- Recommending proactive processes to identify and address individual skill gaps.
- Sharing science and technical learning resources among all USGS disciplines and partnering with other agencies.
- Utilizing available systems to track science and technical employee development.

To Achieve:

- A highly skilled, motivated and fully invested work force.
- A connection with the developmental needs in each USGS office.
- Improvement in performance and productivity.
- Multiple opportunities for developing and enhancing a wide variety of critical skill sets.
- Communication of developmental opportunities throughout the USGS

Helping USGS employees stay at the cutting edge of their science and technical careers is first about determining individual and group needs for development. Once those needs are determined, those needs must be matched with actual events. For certain needs, taking an interactive online course through OED's Technology Enabled Learning program or a vendor will offer a good fit. For others, attending a symposium or actually presenting a technical paper at a workshop will bring them in touch with advances and new ideas in their area of expertise. OED assists the manager in not only determining individual and group needs but also connecting those needs with optimal learning events. If the necessary event is not offered by a DOI bureau, OED works with the manager to contract classroom training, working with the vendor/instructor to bring expertise and instruction onsite.

OED Contacts: Alan Ward (303) 445-4669, amward@usgs.gov

The USGS is a world leader in the natural sciences

Leadership Program

Vision:

To create a leadership-centered culture throughout the USGS that emphasizes the importance of people in the USGS to ensure high-quality science for the benefit of society

USGS Guiding Principles:

- Be respectful
- Value differences
- Collaborate
- Be accountable
- Encourage
- Communicate
- Focus

Discover and bring out the best in ourselves, others, and the organization

Creating the Culture

All leadership courses are filled through a nomination process

Leadership 101 (L101)	<i>5-day course</i> , wide range of theory and practice of leadership principles	USGS employees GS 12-15	Held twice per year Shepherdstown, WV
Leadership 201 (L201)	<i>5-day course</i> , continuation of Leadership 101	USGS employees GS 12-15	Held twice per year Shepherdstown, WV
Leadership Intensives (LI's)	<i>2-day course</i> , intense exposure to leadership theories, practices and concepts	All USGS employees	Held in various locations throughout the year
Train-the-Trainer (T3)	<i>3-day course</i> , application of leadership principles; fundamentals for teaching and coaching	USGS graduates of L201, TLP, ELP, FEI, SES/CDP	Held as needed
Leadership Intensive Instructor Workshop	<i>3-day workshop</i> , provides additional training and support to LI instructors and coaches through either a workshop or a cyber seminar	Instructors and coaches for LI's	Held as needed
Leadership Website	Communicates and provides leadership information and tools	All USGS employees	http://training.usgs.gov click on "Leadership Program"
Excellence in Leadership Award	Recognizes an individual or group that exemplifies and supports the USGS goal of developing a leadership-centered culture	All USGS employees	Presented annually
Leadership Coin	Acknowledges excellent acts of leadership - "pass it on"	All USGS employees	"Passed on" often
Leadership Stories	Offers stories of USGS acts of leadership	All USGS employees	Available on web site

OED Contacts: Nancy Driver (303) 445-4670, nedriver@usgs.gov
 Cynthia Harris (303) 445-4671, cdharris@usgs.gov

LEADERSHIP... getting to the ♥ of the matter

Supervisory Challenge

Vision:

To develop more effective supervisors and managers within a leadership culture.

What's offered:

- A five-day course that meets the requirement of 40 hours of supervisory training within the first year of supervision
- Sessions built on the foundation of principle-centered leadership, vision and team building in supervision/management
- A fun and interactive class that uses a variety of learning tools including: group exercises, role-play, web-based research and individual participation to build effective supervisory skills
- A chance to meet and question the experts on things like: ethics, performance, diversity and much more

You will:

- Network with other USGS supervisors who deal with similar issues
- Meet your human resources specialists and partner with them to manage your positions, manage your staff, and plan for the future
- Develop leadership skills and learn how to manage within the USGS Guiding Principles
- Discover new ways to orient, motivate and develop your employees

Course Model

The Leadership Foundation

- ◆ Welcome and Introductions ◆ 2002 OAS Results ◆ Leadership and Management ◆ Principled Leadership ◆ Team Concepts ◆ Ethical Principles

Manage the Organization

- ◆ Introduction to Personnel Management ◆ Merit System Principles ◆ Manage Positions ◆ Establish Positions ◆ Meet Your Workforce Needs

Lead and Manage the People

- ◆ Create a Rewarding Environment ◆ Develop Employees ◆ Manage Performance ◆ Diversity Programs ◆ EEO Processes ◆ Diffuse Conflict ◆ HR Challenge issues

Plan for the Future

- ◆ Workforce of the Future ◆ Evaluate Your Success ◆ Build a Supervisory Model ◆ Executive Panel Discussion ◆ Challenge for the Sixth Day

Upcoming Classes

<i>Eastern Region & HQ 1</i> Shepherdstown, WV July 9-13, 2007	<i>Central Region</i> Denver, CO Oct. 15-19, 2007	<i>Western Region</i> Sacramento, CA Feb. 11-15, 2008	<i>Eastern Region & HQ 2</i> Shepherdstown, WV June 9-15, 2008
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Classes are filled through a nomination process. Participants from each region are nominated by their Regional Director. Headquarters participants are nominated by the Deputy Director.

OED Contacts: Betsy Daniel (303) 445-4672, medaniel@usgs.gov
Sandy Bruner (703) 648-5764, sbruner@usgs.gov

Take a Chance

Make a Change

Be a Champion

Accept the Challenge

Employee Development Liaisons

Purpose:

Provide internal consulting with customers on all activities surrounding successful and cost effective learning events and long term employee development and performance. Nationwide client base includes Regional Directors, Associate Directors and USGS Science Center Managers.

Did You Know?

- Every region is supported by an Employee Development Liaison
- Liaisons help diagnose the need for training and development activities
- Liaisons provide a variety of consulting services to leadership, management and training points of contact
- Liaisons can assist with training vendor agreements up to \$25K

Provide Guidance With

- Internal training processes
- Existing training support systems
- USGS manual and other training policy guidance
- Training analysis, design, development and evaluation
- Long-term developmental programs
- Application of existing OED Programs as potential learning and performance solutions

Support Workforce Through

- Performance consulting
- Procurement of on-site training
- Consolidating and coordinating USGS training needs
- Communicating & connecting customers in order to maximize resources

Helping Supervisors and Team Leaders answer these questions...

What training do I need for my team?

What training do I need for individual employees?

How do I maximize my limited training funds?

What kind of training and development opportunities are out there?

To find out more about what Liaisons can do for you, visit the OED website!

<http://training.usgs.gov>

Regional Liaisons:	Eastern:	Pam Marsters	(703) 648-6703, pmarster@usgs.gov
	Central:	Betsy Daniel	(303) 445-4672, medaniel@usgs.gov
	Western:	Alan Ward	(303) 445-4669, amward@usgs.gov
	HQ:	Sandy Bruner	(703) 648-5764, sbruner@usgs.gov

One call can do it all, contact your liaison today

Employee Orientation

Vision:

An important part of creating a Rewarding Environment for our employees is to start them off on the right track – to build a culture, attitudes, knowledge, and skill sets right from the beginning. It is necessary to ensure our new employees feel welcomed and are equipped with the appropriate information about the USGS.

Orientation offers:

• managers and supervisors the opportunity to lead and interact as they provide an orientation for their employees; and, as a follow-up, employees are able to see for themselves, the online information about the USGS: our history and mission, as well as their personal rights and benefits as a federal employee.

It's for everyone!

• Participation in the Orientation Program is required within the first 3 years of service for all new employees on a permanent or time-limited appointment • All other employees are encouraged to participate • There are 2 Modules included in the Orientation Program and both are version 508 compliant (according to the American Disabilities Act).

Module I

- A presentation by a senior manager that provides an overview of the US Geological Survey, including:
 - The USGS Mission
 - USGS Programs
 - USGS Employees
 - USGS Funding
 - USGS Products

Module II

- An interactive CD entitled, "Human Resources Management: Your Rights and Responsibilities". This CD will take the participant on a "nautical cruise" through their rights and responsibilities as a federal employee. As they sail through ports of call, the CD will provide participants with an awareness of topics such as:
 - Merit System Principles
 - Ethics
 - Conflict
 - Classification and Hiring
 - Performance Management
 - Equal Opportunity
 - Diversity
- Module II is available through your servicing personnel office, on the web, or from the Office of Employee Development

We want to attract and retain talented employees. Orientation for USGS Employees is a tool we can use to accomplish those goals. Take advantage of this great training opportunity. **How can you get it?** Check with your servicing personnel office or visit our website at <http://training.usgs.gov>

OED Contacts: Sandy Bruner (703) 648-5764, sbruner@usgs.gov
Pam Marsters (703) 648-6703, pmarster@usgs.gov

Weaving employees into the fabric of USGS

Technology Enabled Learning

Purpose:

The Technology Enabled Learning (TEL) Program was developed to assist USGS subject-matter experts (SMEs) in successfully converting classroom training into effective blended learning using a variety of electronic media.

TEL Defined:

- Technology enabled learning is built by taking each learning objective of a course on its own content and using a medium that will best communicate and transfer it to the learners. These media may include, but are not limited to, synchronous live events (using Breeze® Meeting®), discussion boards, video, narration, classroom (face to face), self-paced web-based training, and more.

Key Objectives of the TEL Program include:

- Deploy highly effective learning in all topical areas by using a blend of technologies.
- Get relevant training to more students.
- Lower travel and training costs.
- Ensure highly effective transfer of learning.
- Increase learning of critical skills across the bureau.
- Be the resource for USGS instructional designers to go to for information on:
 - o Instructional Systems Design (ADDIE).
 - o Effective design of technology enabled learning.
 - o Effective delivery of learning objects.
 - o Using collaborative technologies with technology enabled learning.
 - o Section 508 compliancy and standards in relation to technology enabled learning.
 - o Breeze Presenter® and Breeze Meeting®

Requirements to Publish a Course on OED's TEL Server:

- Completion of the OED-sponsored course "Designing, Developing, and Deploying Effective Technology Enabled Learning Using Adobe's Breeze." A Breeze license will then be issued to the Lead SME for the course so that he/she can start developing their course.
- Completion of an Instructional Design Document to be reviewed and approved by TEL Program Lead. This document includes names of course designers (SME's), course and lesson objectives, lesson and topic titles, outline of course components, timeline for course milestones. This document serves as the baseline for the course.
- Testing after each lesson by students who are representative of the target audience and the TEL Program Lead.
- Final testing of the completed course on the Breeze server by 3 or 4 students representative of the target audience, a SME that is not on the course design team, a 508 Accessibility expert, a technical editor, and anyone else that the course design team delegates.
- OED TEL Program team is available to help SMEs throughout course design, development, and deployment.

To see all available OED sponsored courses, please visit the course schedule at:

http://training.usgs.gov/ntc/courses/Course_Info/class_schedule.cfm

OED Contact: Tj Lane (303) 445-4677, tjlane@usgs.gov

** Trademark Disclaimer: Breeze, Breeze Presentation and Breeze Meeting are all trademarks of Adobe Systems Inc. (formerly Macromedia).

DOI LEARN

Purpose:

DOI LEARN is a learning management system designed to provide a variety of learning support services to all Department of Interior (DOI) employees. It is intended to become the place to go for all types of training delivered both on-line and via the classroom.

The Basics:

The initial release offers a DOI course catalog with scheduled classes, "transcripts" of any courses you have taken and historical input into the Training Management System (TMS) since 2000. You can request any of the scheduled classes in the course catalog, subject to supervisory approval.

To Be Used For:

Initially the USGS will use DOI LEARN only for mandatory, no cost training and any training offered by other DOI agencies. TMS will continue to be used for everything else. By the end of 2006 we intend to have internal USGS courses in the catalog.

Benefits to Supervisors

By setting up your user profile to approve training requests from your employees, you will receive automatic emails when your folks request training.

You may also designate an alternate approver (admin support person) in the system.

You can also assign employees into specific training classes and run reports of training activities by employee or individual cost center codes.

Benefits to Employees

Find out what kinds of classes are available with the course catalog.

Request and obtain supervisory approval to register for training you need. Complete mandatory, on-line classes.

View and print your transcripts to check the training you have completed since 2000.

To Learn More:

Go to the OED website <http://training.usgs.gov>

Log-in to DOI LEARN go to <https://doilearn.doi.gov/>



OED Contacts: Melanie Hood (303) 445-4681, mkhood@usgs.gov

Log-in and Learn!



Contact Us

In Denver

USGS, OED
Denver Federal Center
PO Box 25046, Mail Stop 414
Denver, CO 80225

phone: (303) 445-4660

fax: (303) 445-4665

In Reston

USGS, OED
National Center
12201 Sunrise Valley Drive
Mail Stop 605
Reston, VA 20192

phone: (703) 648-6825

fax: (703) 648-7320

We invite to you visit our website for additional information on each of our program areas.

<http://training.usgs.gov>