

# A Learning Syllabus for MLRA Soil Survey Office Leaders

A syllabus for use by those in the leadership position, preparing for a leadership position, or providing quality assurance and support to the project soil survey effort.

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## **Reading:**

### **National Soil Survey Handbook**

Working Agreements (Part 606)  
Program Management (Part 608)  
Quality Control, Quality Assurance, and Soil Correlation (Part 609)  
Updating Soil Surveys (Part 610)

## **Recommended Training:**

### **Job Aids and OJT Modules**

<b>General training information &amp; materials on the <a href="http://soils.usda.gov">soils.usda.gov</a> website</b>		
	Overview:	<a href="http://soils.usda.gov/education/training/">http://soils.usda.gov/education/training/</a>  As a supervisor, the MLRA SSO Leader must be able to address self and staff training needs. This site provides the information needed.  MLRA SSO Leader and others should subscribe to NCSS Training News [subscribe on the training website opening page].
	Objectives:	
	Goal:	
	Instruction:	
	Prerequisites:	

***OJT information & materials on the soils.usda.gov website***

Overview:	<a href="http://soils.usda.gov/education/training/OJT.html">http://soils.usda.gov/education/training/OJT.html</a> As a supervisor, the MLRA SSO Leader must be able to address self and staff training needs. This site provides the information needed specific to OJT including a guide for Supervisors.
Objectives:	
Goal:	
Instruction:	
Prerequisites:	

***Job Aids on the soils.usda.gov website***

Overview:	<a href="http://soils.usda.gov/technical/aids/">http://soils.usda.gov/technical/aids/</a> As a supervisor, the MLRA SSO Leader must know what resources are available to assist self and staff in the job at hand. This site helps provide the information needed.
Objectives:	
Goal:	
Instruction:	
Prerequisites:	

### ***How to conduct OJT***

Overview:	Enough said? There are steps to follow to insure training is accomplished and learning maintained. This module provides you with the guidance. <a href="ftp://ftp-fc.sc.egov.usda.gov/NSSC/training/conducting_OJT.pdf">ftp://ftp-fc.sc.egov.usda.gov/NSSC/training/conducting_OJT.pdf</a>
Objectives:	
Goal:	
Instruction:	
Prerequisites:	

### ***Workload Analysis Tools***

Overview:	Tools used in the Management of Soil Survey by MLRA and Technical Soil Services courses as examples of ways to complete a workload analysis. They are found on the page with this link. <a href="http://soils.usda.gov/technical/aids/operations/">http://soils.usda.gov/technical/aids/operations/</a>
Objectives:	
Goal:	
Instruction:	
Prerequisites:	

### ***Presenting Expert Testimony***

Overview:	At some point in your career in this job, you may be asked to provide expert testimony. When that time comes, we have a video capturing a lesson given by Jane Cornwell, a lawyer with OGC, to one of our classes. <a href="http://soils.usda.gov/education/training/descriptions.html#other_JA">http://soils.usda.gov/education/training/descriptions.html#other_JA</a>
Objectives:	
Goal:	
Instruction:	
Prerequisites:	

## **Agency**

### ***Supervising for Excellence***

Overview:	For information, use this link. <a href="http://www.nedc.nrcs.usda.gov/catalog/supervisforexcel.html">http://www.nedc.nrcs.usda.gov/catalog/supervisforexcel.html</a>
Objectives:	
Goal:	
Instruction:	
Prerequisites:	

## Soil Survey & Databases

### ***Management of Soil Survey by MLRA***

	Overview:	For information, use this link. Delivered via instructor led distance learning. <a href="http://www.nedc.nrcs.usda.gov/catalog/soilsurveyMLRA.html">http://www.nedc.nrcs.usda.gov/catalog/soilsurveyMLRA.html</a>
	Objectives:	
	Goal:	
	Instruction:	
	Prerequisites:	

### ***Soil Technology – Applications of SDV with ArcGIS in Technical Soil Services***

	Overview:	Utilize until such time as a course is developed specifically for Project Soil Survey staff  Go to <a href="#">Aglearn</a> for description. Delivered via instructor led distance learning.
	Objectives:	
	Goal:	
	Instruction:	
	Prerequisites:	

### ***NASIS Basic Query & Report Writing***

	Overview:	For information, use this link. <a href="http://www.nedc.nrcs.usda.gov/catalog/NASISBasicQueryRepWriting.html">http://www.nedc.nrcs.usda.gov/catalog/NASISBasicQueryRepWriting.html</a>
	Objectives:	
	Goal:	
	Instruction:	
	Prerequisites:	

### ***SQL Query Writing***

	Overview:	Many <a href="#">ESRI</a> options available. Check their catalog.
	Objectives:	
	Goal:	
	Instruction:	
	Prerequisites:	

### ***ArcGIS Geostatistical Analyst***

	Overview:	For information, use this link. <a href="http://training.esri.com/acb2000/showdetl.cfm?DID=6&amp;Product_ID=808">http://training.esri.com/acb2000/showdetl.cfm?DID=6&amp;Product_ID=808</a>
	Objectives:	
	Goal:	
	Instruction:	
	Prerequisites:	

## Other

### ***Working with Difficult People in the Workplace***

	Overview:	A SkillSoft product available to all employees. See description within <a href="#">Aglearn</a> .
	Objectives:	
	Goal:	
	Instruction:	
	Prerequisites:	

### ***Effective Interpersonal Skills***

	Overview:	For information, use this link. <a href="http://www.nedc.nrcs.usda.gov/catalog/effecinterper.html">http://www.nedc.nrcs.usda.gov/catalog/effecinterper.html</a>
	Objectives:	
	Goal:	
	Instruction:	
	Prerequisites:	

### ***The Mark of a Leader***

	Overview:	A SkillSoft product available to all employees. See description within <a href="#">Aglearn</a> .
	Objectives:	
	Goal:	
	Instruction:	
	Prerequisites:	

### ***Successful Coaching Relationships***

	Overview:	A SkillSoft product available to all employees. See description within <a href="#">Aglearn</a> .
	Objectives:	
	Goal:	
	Instruction:	
	Prerequisites:	

### ***From Technical Professional to Leadership Simulation***

	Overview:	A SkillSoft product available to all employees. See description within <a href="#">Aglearn</a> .
	Objectives:	
	Goal:	
	Instruction:	
	Prerequisites:	

### ***Models for Managing Technical Professionals***

	Overview:	A SkillSoft product available to all employees. See description within <a href="#">Aglearn</a> .
	Objectives:	
	Goal:	
	Instruction:	
	Prerequisites:	

### ***Making Teams Work Simulation***

	Overview:	A SkillSoft product available to all employees. See description within <a href="#">Aglearn</a> .
	Objectives:	
	Goal:	
	Instruction:	
	Prerequisites:	