

Curriculum of Formal Training for District Conservationists (457 series)*

All New District Conservationists
(within 1st year)

All District Conservationists
(within 1-4 years)

Operations Management

- Managing for Excellence (NEDC 000010)**
- How to Run a Field Office (MI course)**

- Computer Security Awareness (NEDC 000016)
- Coping with Stress (gov online PD0114)
- Excellence in Service: Fundamentals for Managers (gov online 44004)
- Time Management: Planning Your Day (gov online 43022)
- Organizational Skills: Time Management (gov online 43004)

Human Resource Development

- Civil Rights Compliance in Program Delivery (NEDC 000002)
- NRCS Communications (MI0070)
- Sexual Harassment: What Managers Should Know (Service) (gov online 47004)

- Advancing Your Service Expertise (gov online CUST0104)
- Conquering Conflict Through Communication (gov online TEAM0214)
- Decision Making and Problem Solving: Decision Making Fundamentals (gov online 46001)
- E-mail Etiquette: Writing Effective E-mail Messages (gov online 45233)
- Effective Interpersonal Skills (NEDC 000007)
- Effective Training Location Leaders
- Emotional Intelligence at Work (COMM0142)
- Interpersonal Communication: Effective Communication (gov online 45002)
- Management Skills for the Diverse Work Force (gov online HR0335)
- Negotiating: The Negotiation Process (gov online 41082)
- Roadmap to Problem Solving (NEDC 000004)
- Supervising for Excellence (NEDC 000011)**
- Supervisor's Civil Rights Training (web based)??**

Conceptual Management Skills

- RC&D Module (MI0073)**

- Change Management: Adapting to Change (gov online 41012)
- Frontline Leadership: Preparing to Lead (gov online 46101)

*Required courses in bold