

Course Name: How to Run a Field Office, Operators Management, Strategic Planning & Accountability - Part 7	
Course Coordinator: ASTC-Operations	Course Number: MI0092

Overview: This course provides participants with knowledge, skills, and tools that can be used to manage an NRCS field office. This is a classroom course with lecture and task assignments.

Purpose: The purpose of this course is to impart knowledge and tools that District Conservationist (DC) should use to manage an efficient and effective field office. The course is intended to train new DCs and to provide a refresher to more experienced DCs. It is also suitable for Soil Conservationists (SCs) with two or more years of experience.

Discussed are the management processes that seek to effectively and efficiently integrate the functions of planning, organizing, staffing, directing, and evaluating. Also covered are outreach and partnerships.

Prerequisites:

- Read the following parts of the General Manual, including state supplements:
 - GM Title 330, Operations Management, all Parts
 - GM Title 340, Strategic Planning and Accountability, all parts;
 - MI Supplement 13 to GM 340
 - GM Title 410, Rural Development, Part 410 (Policy for Assistance to Federally Recognized Tribes)
 - MI Supplement 1 to GM 410
 - USDA Departmental Regulation Number 1350-001, Tribal Consultation
- Discuss field office operations and management expectations with the supervising Area Conservationist.

Duration: 2 days

Target Audience: District Conservationists, Soil Conservationists with two or more years of experience.

Expected Outcomes: Participants will have an understanding of the skills, tools, and policies that are applied to the management and operation of a field office. For the topics covered, the participant is expected to apply the skills, tools, and policies upon return to the field office with a minimum proficiency level of “4 - Apply independently – can perform independently unless special problems are encountered; only a general check of work is required.”

Resources needed:

- Facilitator
- Instructors
- Classroom with classroom or conference style tables
- Module Workbook
- Computer with video projector
- Internet connection
- Screen

Documents from Field Office (Employee Development Plan, Business Plan, Performance Plan, Schedule, District Resource Assessment, Field Office Quality Assurance Plan).

Outline for: How to Run a Field Office, OM, SPA Module 7

Introduction

Part 1 – Develop and Implement a Local Business Plan

Part 2 – Integrated Accountability System – Field Office Application of PRS, TCAS and Workload Analysis

Part 3 – Direct Charge and Web TCAS

Part 4 – Quality Assurance

Part 5 – Tools for Conducting Outreach, Developing Partnerships and Government to Government Relations with Tribes