

## Outreach Training and Support

**I. Purpose:** Provide training and support to ensure Iowa NRCS employees meet requirements of 230 GM 406, National Outreach Policy.

**II. Scope:** Outreach education for all NRCS employees in Iowa.

Process Step	Roles & Responsibility	Input for that Step	Control (Practice Standard, policy reference, etc.)	Resources	Output (Expected product)
Identify employees' training needs to fulfill responsibilities and incorporate into their training plans.	ASTC-FO DC SOC	AgLearn, EDP	230GM406 360GM410		Outreach training needs identified and documented in training plans
Develop list of employees that need outreach training.	SOC Special Assistant to STC	AgLearn	230GM406		List of employees
Coordinate outreach training sessions.	SOC ASTC-FO Special Assistant to STC	List of employees that need outreach training, Area calendars, Schedule of DC meetings	230GM406		Schedule of outreach training sessions
Conduct outreach training to meet identified needs of employees.	SOC ASTC-FO	Outreach materials, Training format	230GM406	Possibly ICN	Attendee list signed by employees

Field Tested: 3/20/2006

Approved: /s/Richard Van Klaveren  
Richard Van Klaveren, State Conservationist

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