

Natural Resources Conservation Service

**Leadership Development Framework (LDF)
Foundational Leadership Cluster**

**Developing Others
Recommended Curriculum**

Target Proficiency Level: 3.5

Course: USDA NRCS Giving and Receiving Feedback

Description: This course will provide the knowledge and skills needed to effectively give and receive feedback in a variety of workplace situations. Upon completion of the training, participants will be able to:

- Define key terms and recognize the principles of effective feedback
- Identify situations where feedback might be appropriate
- Apply frameworks for giving and receiving feedback
- Apply tips essential for effectively giving and receiving feedback

Modality: Web-Based

Length: 1.5 hours

Vendor: NRCS-NEDC

Cost: N/A

Course: Managing Essentials: Developing Your Direct Reports

Description: A main goal of managing is developing your direct reports. This involves not only coordinating their work in a way so your organization's business objectives are met, but also empowering them and providing opportunities for them to meet their own professional development objectives.

This course provides an overview of the importance and benefits of developing your direct reports as a manager, and tactical strategies for doing so. Specifically, this involves an examination of the steps required to assess the development needs of your employees by differentiating individual requirements. Also covered is the importance and methods for creating a development plan with your employees based on their individual requirements, and ways to support the development plan by creating opportunities for practice and growth in skills and abilities. Finally, this course introduces ways to continue supporting employees through follow up and monitoring, and ongoing and timely feedback. Materials designed to support blended learning activities aligned with this course are available from the Resources Page.

Modality: Web-Based

Length: 1 hours

Vendor: SkillSoft

Cost: N/A

Developmental Opportunity: Mentoring for Developing Others

Objectives:

- Demonstrate ability to proactively provide regular, timely and constructive developmental feedback to employees and foster developmental opportunities that improve work performance
- Apply knowledge of performance information and solicit employee input to identify development needs
- Practice identifying and creating opportunities (e.g., stretch assignments, on-the-job training, detail assignments) for employees to pursue self-development activities
- Identify strategies for building and using systems and processes to develop employees to meet current and emerging requirements

Mentoring Considerations:

- Pairing should be self-selected to encourage motivated mentoring pairs
- Should meet regularly with a trusted individual at the Tactical leadership level (or above) to gain insight into effectively developing others
- Be flexible and accommodating when considering schedules, workload, etc.
- Develop a mentor/mentee agreement, with up-front expectations regarding the roles and responsibilities of the mentor and mentee, what each person is hoping to gain from the mentor/mentee relationship, expectations and logistics, etc.
- Develop suggested checklist for activities and conversations regarding providing effective feedback and creating developmental opportunities for employees

Modality: In-person; virtual

Length: 6-12 months; 2 hours per month

Vendor: N/A

Cost: N/A