

Natural Resources Conservation Service

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

**Interpersonal Skills
Recommended Curriculum**

Target Proficiency Level: 4.0

Course: Building Your Professional Network

Description: A key factor in advancing your career is using good communication skills to build strong professional relationships and maintain an effective business network of contacts. This course provides you with the essential communication skills required to establish a business network and includes strategies for building rapport with new contacts during networking opportunities. It also covers best practices for maintaining your network so that business contacts can help you achieve your career goals.

Modality: Web-Based

Length: 25 minutes

Vendor: SkillsSoft

Cost: N/A

Workshop: Civility and Respect in the Workplace

Description: This workshop will discuss how disrespectful and uncivil behaviors can drain productivity and negatively influence both an organization's bottom line and the overall economy. Interactive discussions will bring an awareness of positive results stemming from respectful behaviors in the workplace and beyond.

Modality: Classroom, Instructor-Led or Web-Based

Length: 2 hours

Vendor: Civil Rights

Cost: N/A

Developmental Opportunity: Mentoring for Interpersonal Skills

Objectives:

- Demonstrate ability to maintain a network of professional relationships with staff and coworkers
- Practice promoting an atmosphere of approachability, resulting in individuals seeking information or advice

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 developing strong interpersonal skills, including building strong professional relationships with staff and peers
- 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.

Modality: In-person; virtual

Length: 6-12 months; 2 hours per month

Vendor: N/A

Cost: N/A