

Natural Resources Conservation Service

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

**Human Resource Management
Recommended Curriculum**

Target Proficiency Level: 3.0

Course: Addressing and Resolving Poor Performance

Description: This course is designed to build the supervisor, manager, or ER practitioner's skills in handling performance or work-habit problems. Learners will explore the importance of communicating and documenting performance concerns; and the challenges of shifting from counseling for improvement to implementing formal consequences, and how to take appropriate action to effectively address ongoing performance and work-habit problems.

Modality: Web-Based

Length: 3 hours

Vendor: HR University (Office of Personnel Management)

Cost: N/A

Course: Brief Introduction to Alternative Dispute Resolution - NAL

Description: This session will provide a program overview of Alternative Dispute Resolution (ADR) and will touch on the key aspects of DR dynamics, commonly used ADR techniques, and participants' roles. It will also explain how ADR may assist you in the workplace. Attendees will have the opportunity to ask questions about ADR and how it relates to their individual workplaces.

Modality: Classroom, Instructor-Led

Length: 1 hour

Vendor: Other USDA Agencies

Cost: N/A

Course: Managing Your Company's Talent

Description: Talent management focuses on recruiting, hiring, developing, and retaining the right talent to drive an organization's performance. This course covers why effectively managing talent is so important and how to plan for talent management. In addition, this course identifies the key activities associated with talent management and describes the roles played by managers in implementing a talent management strategy.

Modality: Web-Based

Length: 25 minutes

Vendor: SkillSoft

Cost: N/A

Developmental Opportunity: Mentoring for HR Management

Objectives:

- Demonstrate ability to monitor Agency needs to identify, recruit, and select individuals
- Practice identifying and addressing poor performers, and creating opportunities for improvement
- Practice identifying and recognizing and rewarding good performers

Mentoring Considerations:

- Pairing should be self-selected to encourage motivated mentoring pairs
- Should meet regularly with a trusted individual at the Operational leadership level (or above) to gain insight into effectively monitoring current and emerging needs to determine talent requirements and managing the performance of employees, including recognition and rewards
- 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