

# **Natural Resources Conservation Service**

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

**Assigning, Evaluating, & Monitoring Work  
Recommended Curriculum**

**Target Proficiency Level: 4.0**

## Course: Effectively Directing and Delegating as a Manager

**Description:** Understanding the essential responsibilities you have when directing and delegating to others, and the practices you should employ in order to meet those responsibilities, will lead to you fulfilling your duties and realizing the potential of your entire team. This course provides information on the key proficiencies of setting direction and establishing clear objectives and goals for your direct reports are explored. The importance of organizing, as well as communicating for clarity and direction, are discussed. This course also covers the best practices for planning delegation and the techniques you need to carry through with delegation. Finally, the course details the importance of monitoring delegated tasks to ensure employees are on the right track.

**Modality:** Web-Based

**Length:** 30 minutes

**Vendor:** SkillSoft

**Cost:** N/A

## Course: Setting Performance Expectations

**Description:** Setting Performance Expectations explains how to translate generic, higher-level standards in the elements into meaningful expectations for different jobs and individual employees. The course features sample discussions between managers and employees on behavioral performance expectations, illustrating effective and ineffective behaviors.

**Modality:** Web-Based

**Length:** 1 hour

**Vendor:** HR University (ODNI)

**Cost:** N/A

## Course: Establishing Team Goals and Responsibilities, and Using Feedback Effectively

**Description:** Everyone on a team has particular strengths. To get a team to perform at its best, these strengths have to be recognized, reflected in the roles and responsibilities assigned to team members, and directed toward achieving suitable goals. In this course, you'll learn how to build a team, including how to set effective team goals, identify roles and assess team members' competencies, and assign roles based on these competencies. You'll also learn how to give and receive feedback effectively, so that it strengthens your role and the performance of your team.

**Modality:** Web-Based

**Length:** Unknown

**Vendor:** SkillSoft

**Cost:** N/A

## Course: Delegation Boot Camp

**Description:** Let's face it. To simply delegate the work is not as easy as it seems. This fast-paced, intensive 1-day seminar gives you real-world practice in delegation strategies that will reduce your stress level, empower your staff, and build morale. Put this delegation skills training to work for you to pinpoint the right task, the right time, and the right person to help you maximize productivity for you and your team.

**Modality:** Classroom,  
Instructor-Led

**Length:** 1 day

**Vendor:** American  
Management Association

**Cost:** \$1,037 per person

## Developmental Opportunity: Coaching for Assigning, Evaluating, & Monitoring Work

### Objectives:

- Coordinate tasks and monitor performance on tasks to exceed unit objectives
- Coordinate multi-function projects that require multiple groups of employees or stakeholders
- Establish and clearly communicate expectations that are linked to unit objective

### Coaching Considerations:

- Formal assignment of coach should be considered to ensure expertise
- Meet regularly to receive guidance around assigning, evaluating, & monitoring work
- Be flexible and accommodating when considering schedules, workload, etc.
- NEDC should encourage development of a coaching agreement, with up-front expectations regarding roles and responsibilities, objectives, and logistics
- NEDC should develop coaching tools (e.g., skills training activities) focused on exceeding unit objectives and coordinating cross-functional projects

**Modality:** In-person; virtual

**Length:** 3-6 months; 2-3 hours per month

**Vendor:** N/A

**Cost:** N/A