



Natural Resources Conservation Service  
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**Transmitted via Email**

MINNESOTA BULLETIN NO. 360-7-18

June 20, 2007

SUBJECT: PER - EMPLOYEE DEVELOPMENT - TRAINING NEEDS INVENTORY

Purpose. To request assistance with preparations for developing training needs for Fiscal Year 2008.

Expiration Date. September 30, 2008

**ACTION REQUIRED BY AUGUST 15, 2007**

The MN Natural Resources Conservation Service (NRCS) Employee Development Committee is collecting training needs inventories at this time to coincide with the National Employee Development Center's (NEDC) timeline for FY 2008 training requests. The State Employee Development Training Committee is asking all employees to submit their training needs through their respective Area Training Representative for ASTC (FO) approval. State office employees will send their training needs to their respective principal state office staff representative for approval.

FY 2008 State Training Plan and budget will NOT include on-the-job training (OJT) or specific area training such as Protracts, Toolkit, Global Positioning Station, Digital Cameras, Power Point, Defensive Driving and/or other training conducted by supervisors and area personnel. The exception to this would be when the cost/expense is related to a meeting room or instructor such as First Aid and All Terrain Vehicle (ATV) training.

The criteria for identifying training needs for individuals are as follows:

- 1) Opportunity-To-Improve Plan (OTI Plan)
- 2) Required:
  - a. New supervisors
  - b. USDA required
  - c. MN NRCS required (Defensive Driving, First Aid, Ethics, ATV, etc.)
- 3) Required to do present job (maintain or improve related skills for current job)
- 4) New or emerging technical requirements to perform your current job
- 5) Professional training
- 6) Future career growth (to become an ASTC)
- 7) "I just want to go"

Methods to conduct training:

- On-the-job training
- Computer based/web based
- Formal: classroom and/or field (go somewhere)

**NOTE: No more than 3 training requests, per NRCS employee, will be approved for the State Training Plan and budget.**



## **THE TRAINING NEEDS INVENTORY (TNI) IS IMPORTANT**

Area and State Training Committees will decide which courses to conduct based on the inventory and budget constraints. It is your responsibility to request training needed through your supervisor to carry out your duties.

## **EMPLOYEE DEVELOPMENT PLANS (EDP)**

Every individual should have an Employee Development Plan (EDP) that reflects their training needs to enhance individual growth and development, ensuring their career goals are met, and to reach their full potential. The EDP needs to be created with the employee's immediate supervisor and should be part of the performance review and career development process.

## **SUPERVISOR RESPONSIBILITIES**

Supervisors are responsible for ensuring each employee under their supervision is afforded the opportunity to participate in necessary training and career development events. Employees and supervisors are jointly responsible for creating an EDP and TNI that best reflects their individual developmental needs. If training needs listed in the EDP cannot be met through OJT, the employee and/or the supervisor needs to make a formal request through the TNI process.

The Soil & Water Conservation District employees and other partners should work with their respective agency to have their training needs/requests approved and forwarded for consideration through their designated NRCS Area Training Committee for review by the State Employee Development Committee.

## **NRCS AREA TRAINING COMMITTEE**

NRCS Area Training Committees around the state are comprised of NRCS, SWCD, BWSR, Minnesota Association of Conservation District Employees (MACDE), Watershed District (WD) employees, and local Water Planners. The function of the Area Training Committee is to disseminate information, develop training inventories, and provide training.

## **NRCS STATE EMPLOYEE DEVELOPMENT COMMITTEE**

The NRCS State Employee Development Committee (EDC) will review state-wide TNI requests and will develop the State Training Plan based on the budget and state-wide inventories from the areas and state office principal staff and present to the State Conservationist for final approval.

## **ACTIONS TO BE COMPLETED BY AUGUST 15, 2007**

1. Employees are to review the list of available training courses on the MN, NEDC, USDA Graduate School, Management Concepts, and AgLearn course listings. (Attachment 1 and 2; MN and NEDC course listings.)
2. Employees are to develop and/or review individual EDP's to ensure training needs are documented.
3. Employees will use the TNI worksheet (Attachment 3), to list TNIs and review with supervisor for approval.
4. Employees will ensure courses listed on the TNI worksheet have the same title and course number, if available, as listed in training source documents.
5. ASTC(FO) and Area Training Committees will review, rank, prioritize, approve and consolidate area and partner training requests for final review by the State Level Committee.

6. SWCD employees will work with their District Conservationist to view the list of courses available and for the preparation of the Conservation Partners Training Request form (Attachment 4).
7. Principal state office staff will be responsible for reviewing, ranking-prioritizing, approving, and consolidating their employee training needs.
8. ASTCs and PSOSs will submit their approved consolidated list of courses via email or hard copy to Charles Montgomery, State Training Officer, no later than close of business August 15, 2007.

PARTNER NOTE: There is no longer a limit on the number of online courses per year. However, there is a cost of 29 cents per course fee.

To access AgLearn, learners (USDA employees, contractors and partners) will need a valid USDA Level 2 eAuthentication ID and password.

The NEDC inventory consists of courses that are sponsored either Nationally or Regionally. It is extremely important that an individual and his/her supervisor(s) are aware of the cost to attend NEDC's courses. Most of the courses are usually held out of state for 3-5 days. Please estimate \$1,500 per course for your training budget purposes.

/s/

WILLIAM HUNT  
State Conservationist

DIST: MN-AE  
All SWCD Employees  
All BWSR Employees

Attachments:  
#1 NEDC Courses  
#2 State Catalog Courses  
#3 Training Needs Inventory Worksheet (TNI)  
#4 Conservation Partners Training Request Form