



Natural Resources Conservation Service
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*Helping People
Help the Land*

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Transmitted via Email

MINNESOTA BULLETIN NO. 340-8-1

August 18, 2008

SUBJECT: SPA - Solicit Applicants to Augment the National Master Facilitator Cadre

Purpose. To request applications from individuals in National Headquarters and National Centers interested in becoming members of the National Master Facilitator Cadre.

Expiration date. September 30, 2009.

ACTION REQUIRED BY: September 17, 2008

Background. Effective teamwork, using the fundamental concepts and skills of problem solving and measurement, is critical to the Agency's success in fulfilling its mission. To assist Agency leadership in using teams effectively, leadership established a National Master Facilitator Cadre.

Members of the cadre, on a collateral duty basis, receive advanced training and provide consultative and facilitative assistance to leadership in improving organizational performance and problem solving for national and regional projects. The National Master Facilitator Cadre:

- Provides a comprehensive approach to increasing our Agency's effectiveness within the organization and in the interaction of groups by improving the way they identify problems, develop alternatives, and reach decisions.
- Provides the Agency with resources to help achieve consensus among individuals with diverse objectives, lead change, and create decisions that get better results. Facilitators are needed to help teams achieve their objectives.
- Improves the Agency's effectiveness in working with other agencies and groups in a comprehensive approach to cooperative conservation.
- Develops leaders within the Agency. Facilitation and problem solving skills are critical success factors for managers and leaders. Members of the Master Facilitator Cadre develop skills that can be used successfully in their current and future positions within the Agency.

Currently, 18 individuals serve on the National Master Facilitator Cadre. Most of the members are in State locations. Many of the meetings where the Master Facilitator Cadre is utilized occur in Washington D.C. or National Center locations. Due to budget considerations, additional Cadre members are needed who are located within commuting distance of these locations.

Explanation. Individuals within commuting distance of National Headquarters and National Centers are sought that have experience in facilitation, are interested in improving their skills and participating in the National Cadre, and can make a commitment of 2 to 3 years to provide facilitation services on an as-needed basis. Supervisory approval and concurrence for this assignment is required. The time commitment will vary depending on the needs of the Agency, but should range from 4 to 6 weeks spread throughout the year.

Cadre development and assignments will be managed by the Director, Operations Management and Oversight Division. When NRCS teams are formed, team leaders will have the opportunity to use the services of one of the skilled facilitators.

Individuals selected for the cadre will work with a consultant to enhance and strengthen their skills through training, feedback, and peer coaching. The first 4 day training session will be held the week of November 3 and a second 1 day session during February or March.

Interested individuals should submit their application via e-mail through their immediate supervisor and ASTCs/PSOS for approval. **Supervisor approval and support is required.** ASTCs/PSOS then will send approved application (s) via e-mail to Charles Montgomery, at, charles.montgomery@mn.usda.gov by close of business **Wednesday, September 17, 2008.** Nominations will be evaluated and selections made from the applications received. Approximately 10 individuals will be selected.

Contact. For further information, contact the Charles Montgomery, by email or phone, (651) 602-7875.

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WILLIAM HUNT
State Conservationist

[Attachment](#)

Dist: MN-AE