

For Promotion to lieutenant (junior grade):

USDA GS Course: Introduction to Supervision (SUPV3101N, 3.0 CEU; 30 hours)

E-Learning equivalents: **Leading through Change**

Total E-learning hours: 16.5 hours

Course: SkillSoft (LEAD0227)

Duration: 3.0 hours

Instructor: DOC System Administrator (techs@geolearning.com)

Course Description: Take a minute to think of people whom you consider to be exemplary leaders--people who led their organizations to greatness. What are the events or actions that led you to believe these leaders were exemplary? Was it the development of a new product, the revival of a failing business, or perhaps the start-up of an entrepreneurial venture? People who become leaders are individuals who triumph during times of turbulence, conflict, and change. They look for ways to change the status quo, to challenge the accepted, and to create something new. You can learn to do the same. A knowledge of how to challenge processes, a realization of the attitudes and behaviors that accompany change, and a willingness to do the necessary work is all it takes. You can learn about each of these areas in this course, which will teach you how to lead through change.

Dynamics of Leadership

Course: SkillSoft (LEAD0126)

Duration: 3.0 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Can anyone, regardless of company status, be a leader? Yes! Leaders can be found at all levels in the work force. When you're learning how to lead, is it possible also to be responsible for discovering new future leaders? You bet it is. Even though you aren't in management, do you have the power to influence someone to change his behavior? Again, the answer is yes. In this course, you'll learn how to become a leader; how to train yourself and others to lead; how to build effective relationships; and how to build strong, long-lasting coaching relationships.

Communication Skills for Leadership

Course: SkillSoft (COMM0005)

Duration: 5.5 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: In this course, you will learn what the requirements of leadership are, how to communicate your suitability for the role, and how to communicate with those you lead. Leadership is not the same as management. Unlike management, leadership does not require formal recognition of authority. However, it does place other requirements on the person assuming the leadership role. Before people will follow, they need to be reassured that their leader is deserving of both their trust and their confidence. Good relationships are paramount, and communication is the prime tool for building those relationships. Once you have been accepted as the leader, good communication will ensure that objectives are agreed upon, understood, and achieved.

Leadership without Authority

Course: SkillSoft (COMM0513)

Duration: 3.0 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Lily Tomlin said, "I always wondered why somebody doesn't do something about that. Then I realized I was somebody." Tomlin could have been speaking on behalf of many employees in the corporate world who, despite having little authority, take it upon themselves to become leaders nonetheless. Becoming a leader, and getting results, without authority is especially important in today's corporate culture, where middle management and the concept of seniority are being replaced by a flat organization structure and intense competition. Such an environment makes the need for leadership skills especially crucial. In this course, you'll learn how to circumvent your lack of authority to get results through effective leadership.

Improving your Image

Course: SkillSoft (PD0136)

Duration: 3.0 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Lee Iacocca. Madeleine Albright. Colin Powell. Are these people who suffer from an image problem? Hardly. Do you think they were born projecting the strong, self-assured images they do? Probably not. Like other powerful leaders in business, government, and the military, they likely received training in how to project, how to impress, how to lead. A confident, positive self image is no less crucial to putting your career on the fast track. This course, "Improving Your Image," will teach you how to develop such an image. First, you will be given tips for determining the corporate image you currently have and the one you want to project. Next, you'll learn the subtleties of body language and how to use them. Some ways of making an impression are better than others; you'll learn the ways that are best. Finally, you'll learn the all-important tools that promote powerful communication, self-marketing, and leadership.

Team NOAA –Putting the Pieces Together

Course: NOAA

Duration: 30 min

Instructor: DONALD RINDERKNECHT (Donald.M.Rinderknecht@noaa.gov)

Course Description: In this module, you will see a basic introduction to NOAA which will cover NOAA's mission, its programs, and seven components of NOAA that carry out the mission and implement the programs. Along the way, several NOAA employees will provide a glimpse of what it's like to work for NOAA. Course completion is accomplished by passing the quiz included inside the course.

NOAA Business Model

Vendor Information: NOAA

Duration: 30 minutes

Instructor: ED MAHONEY (Ed.Mahoney@noaa.gov)

Course Description: NOAA Administrator, Admiral Lautenbacher, provides a detailed overview of the internal and external business functions used to accomplish the agency's vision and mission.

For Promotion to lieutenant:

USDA GS Course: Introduction to Federal Budgeting (BUDG7001N, 3.0 CEU; 30 hrs)

Total E-learning hours: 16.5 hours

E-Learning equivalent(s): Federal Budgeting Process

Course: SmartForce (fgov_01_a08_bs_enus)

Duration: 1.0 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Preparing and approving the US budget is one of the most important and difficult jobs of the president and Congress. In this course we examine how the annual federal budget is put together. The course begins by defining what the budget is. It seeks to understand how budgetary power is shared power employed under a system of checks and balances made possible by the separation of powers. The course sets down the actual budgetary process and charts how the budget is presented, negotiated, signed into law, and monitored. The course is aimed at those in the federal sector who wish to understand in a concise and straightforward manner how the federal budgeting system works today. SkillSoft's Legal Compliance course on the Federal Budgeting Process is developed and maintained with subject matter support provided by Christopher Yukins, Associate Professor of Government Contract Law, The George Washington University Law School, and Peter McKeen, a member of the adjunct faculty, University of Virginia Procurement and Contracts Management Program.

Basics of Budgeting

Course: SkillSoft (FIN0201)

Duration: 4.5 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: In this course well-known [public accountant](#), college professor, and veteran trainer, Fred Moore, guides the learner through the basics of the budgeting process. The course helps the learner understand the elements of a workable budget, and the common afflictions that often hamper the budgeting process. The course familiarizes the learner with the basic principles of [capital budgeting](#), and the components of [cash flow](#). It also shows how one needs to anticipate and react to changing financial forces, before they bungle a budget.

Building an Operating Budget

Vendor Information: SkillSoft (FIN0202)

Duration: 3.5

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Learners will be able to identify the components of an operating budget and how it works. They will recognize the value of mini-budgets in the construction of an operating budget. In effect, learners will recognize the value of bottom-up budgeting and will be able to apply the principles of break-even analysis to the construction of operating budgets.

Capital Budgeting

Vendor Information: SkillSoft (FIN0203)

Duration: 4.5

Instructor: Test TVU (techs.doc@qelearning.com)

Course Description: The course begins by explaining what a capital budget is and identifying different types of Fixed Assets. It lists several factors that influence fixed asset acquisitions. It goes on to identify different sources of funds and discusses the advantages and disadvantages of accessing each one. The course talks about the importance of carefully evaluating any acquisition of fixed assets before spending any money. The learner is introduced to two criteria, returns and time, and three benchmarks, returns, time, and risk to evaluate any buying decision. It illustrates by way of examples, how these different benchmarks can be used to evaluate acquisitions of fixed assets. The course introduces the concept of the "time value of money" and using examples shows the learner how to use different value tables, Present Value, Future Value and Annuity Tables to appraise different kinds of fixed asset acquisitions. It restates two formulae, the Net Present value (NPV) and the Internal Rate of Return (IRR) and uses both to evaluate fixed asset acquisitions. In the last section the course lists different kinds of current assets and explains the concept of liquidity as applied to business assets. After explaining how excessive levels of current assets may lead to [cash flow](#) gaps, the course introduces two [financial ratios](#) the Inventory Turnover Ratio, and the Day Sales Outstanding Ratio, that the learner can use to monitor and control two important current assets, Inventory and Receivables. With the help of examples the course shows learners how to use these ratios.

Managing Budgets Effectively

Course: SkillSoft (FIN0204)

Duration: 3 hours

Instructor: Test TVU (techs.doc@qelearning.com)

Course Description: This course illustrates procedures for developing and analyzing spreadsheets to predict monitor and control [cash flow](#), the essence of budgeting. In addition, it provides you with practical concepts and strategies to cure paralyzing budget paradigms and build in flexibility into the budget, to manage in dynamic economies. After completing this course, the learner will be able to develop the spreadsheets and analyze the budget using them. They will also be able to apply the strategies and concepts illustrated to manage the budget performance.

USDA GS Course: Assertive Supervision (SUPV3101N, 2.4 CEU; 24 hours)

Total E-learning hours: 9 hours

E-Learning equivalent(s): Professional Assertiveness

Course: SkillSoft (COMM0171)

Duration: 3.0 hours

Instructor: Test TVU (techs.doc@qelearning.com)

Course Description: Do you sometimes wonder if your professional style is too passive-hesitant and weak? Or do you find yourself acting too aggressively toward your co-workers or subordinates--too critical and overbearing? Do you wonder if there is another professional style that might be better for you? If you answered yes to any of these questions, it's a good time to learn to be an assertive business professional. This course will guide you as you move into a proactive, responsible, professional style. You'll learn methods to help you identify an appropriate assertive style and strategies to prepare you use that style. You'll also learn how to implement the assertive style in your work environment. With the assistance of this course, you'll no longer worry about being "too passive" or "too aggressive."

Assertiveness from the Inside Out

Course: SkillSoft (COMM0172)

Duration: 3.0 hours

Instructor: Test TVU (techs.doc@qelearning.com)

Course Description: Do you sometimes wonder if there's a way to alter your professional style--to change yourself from the inside out? Do you believe there may be strategies you could use to develop a more assertive professional style? Do you want to learn about strategies that can help you interact assertively with others in the workplace? Now is a good time to enhance your professional assertiveness skills if you answered "yes" to any of these questions. This course will guide you as you move into a more decisive, more effective professional style. You'll learn about methods that can help you build and strengthen your assertive style and strategies to prepare you to act more assertively. You'll also learn how to implement your new, assertive style as you negotiate with other professionals, develop teams and partnerships, and cope with opposition. With the assistance of this course, you'll blossom as you become the assertive professional you've wanted to be.

Etiquette for Supervisors

Course: SkillSoft (COMM0184)

Duration: 3.0 hours

Instructor: Test TVU (techs.doc@qelearning.com)

Course Description: Some supervisors seem to be able to energize their employees to give their best efforts. Other supervisors have to engage in a battle of wills to accomplish the simplest tasks. What's the difference? According to a 19th-century management thinker, a supervisor: "has the power to make employees happy or unhappy; and to make their jobs a pleasure or a burden. A supervisor's power lies in words and looks, things so intangible they are impossible to measure." In other words, supervisors increase their own effectiveness as well as the effectiveness of their subordinates simply by the way they conduct everyday tasks. In short, they do it by applying simple etiquette. In this course, the learner will explore the special etiquette of being a supervisor, the etiquette of one-on-one interactions with subordinates, the etiquette of listening as a supervisory tool, and the supervisor's role in sharing information between his subordinates and the rest of the company.

For Promotion to Lieutenant Commander:

USDA GS Course: Basic Project Management (PROJ7001N, 2.4 CEU; 24 hours)

Total E-learning hours: 24.5 hours

E-Learning equivalent(s): Project Initiation

Vendor Information: SkillSoft (PROJ0001)

Duration: 6.5 Hours

Instructor: Test TVU (techs.doc@qeolearning.com)

Course Description: In today's fast-paced business environment, successful [project management](#) is the equivalent of fiscal power. All major U.S. corporations, and many foreign companies as well, have recognized that the future of their corporate success lies in senior managers' abilities to effectively manage overlapping, complex projects. This course will introduce you to the generally accepted knowledge and practices surrounding the field of project management and equip you with skills used during project initiation.

Project Execution

course: SkillSoft (PROJ0003)

Duration: 6.0 hours

Instructor: Test TVU (techs.doc@qeolearning.com)

Course Description: So you've developed the perfect plan? The time has come to execute that plan. Project execution is the phase during which the actual work of the project is carried out. A large part of the project manager's job during project execution involves making sure the project team is functioning well, that the team has the supplies needed to do the job, and that project risks are kept to a minimum. This course will equip you with the various skills that you will need during project execution.

Project Planning

Course: SkillSoft (PROJ0002)

Duration: 5.0 hours

Instructor: Test TVU (techs.doc@qeolearning.com)

Course Description: One of the most crucial activities that takes place during [project management](#) is planning. Projects are destined to fail if adequate attention is not given to planning the scope, the timing of activities, and project costs. The more complex the project, the better the plan must be. This course will provide you with the fundamental skills you will require to plan a project's scope, schedule, and budget.

Project Closing

Course: SkillSoft (PROJ0005)

Duration: 6.5 hours

Instructor: Test TVU (techs.doc@qeolearning.com)

Course Description: Project closure is often overlooked as one of the key phases of [project management](#), resulting in a failure to recognize or capitalize on various important things that can happen during a project's final phase. In fact, the success of your next project may depend to some degree on how diligent you are in closing out your current project. In this course, you will learn how to carry out many key project closing activities.

Project Management Basics: Scheduling Simulation

Course: SkillSoft (PROJ000S)

Duration: 0.5 hours

Instructor: Test TVU (techs.doc@qeolearning.com)

Course Description: In today's fast-paced business environment, successful [project management](#) is the equivalent of fiscal power. All major corporations have recognized that the future of their corporate success lies in their employees' abilities to effectively manage overlapping, complex projects. Of all the tasks associated with project management, scheduling proves to be one of the most essential. The Project Management Basics: Scheduling Simulation serves to test the participant's ability to determine required work effort and assign available personnel as required by a project's needs, all within the relative safety of a learning environment. The Project Management Basics: Scheduling Simulation comprises three scenarios and is based on the SkillSoft series "Project Management Basics for Business Professionals." Throughout the simulation links are provided to the following SkillSoft course: PROJ0002.

USDA GS Course: Basic Labor Relations (LABR7051N, 4.0 CEU; 40 hours)

Total E-learning hours: 6 hours

E-Learning equivalent(s): Employee Relations

Course: SkillSoft (HR0244)

Duration: 1.5 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: The Human Resource Certification Institute's (HRCI) certification examinations cover a broad range of workforce planning and employment issues, including those affecting employee and [labor relations](#). The (HRCI) certification examinations are widely recognized as the industry standard for evaluating Human Resource professionals' competencies. The Professional in Human Resources (PHR) certification shows that the holder has demonstrated mastery of the HR body of knowledge. As a [human resources](#) professional, you are responsible for helping to ensure that your company's employee relations are positive and that they comply with required regulations and recommended policies and practices. Toward that end, this course will help you prepare for the HRCI certification examinations in the areas of employee relations, employee and individual rights and relations, and Equal Employment Opportunity (EEO) complaints. In the area of employment rights, you will learn about employee rights legislation, employer and labor regulations, and the process for filing EEO complaints. This course will also help you understand methods for creating positive employee relations and techniques for assessing and analyzing employee relations. All the topics in this course are based on the Workforce Planning and Employment functional area of the HR Body of Knowledge recommended by SHRM. This course addresses the Employee and Labor Relations functional area. This SkillSoft product has been reviewed by the Employment Practice Group of Sheehan Phinney Bass + Green. As of the date reviewed, the content of this course is in compliance with federal law and court decisions. Due to the rapidly changing nature of the law, information in this course may become outdated.

Employment and Labor Law

Vendor Information: SkillSoft (LAW0103)

Duration: 3.5

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Management sometimes finds itself in a sensitive position involving the treatment and rights of employees. But how does management legally handle a precarious situation with employees without the legal ramifications exploding in their face? This course is an overview for management about the essentials of employment and [labor law](#). It includes introductions to current federal laws regarding employee safety and health protection, equal opportunity, and [labor management](#) during unionization. Managers will use strategies to protect the organization from legal liability and protect the employee's [civil rights](#) in the workplace.

USDA GS Course: Preventing Sexual Harassment in the Workplace (EEOP7003N, 1.6 CEU, 16 hours)

Total E-learning hours: 2 hours

E-Learning equivalent(s): Sexual Harassment Prevention for Federal Employees

Course: SmartForce (fgov_01_a04_bs_enus)

Duration: 1.0 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Sexual harassment is a universal problem that can have disastrous effects on victims, perpetrators, and organizations, including the federal government. Training federal employees in the essentials of prohibited conduct is an important part of reducing liability and maintaining a professional work environment. This course helps participants to identify the types of [sexual harassment](#), the elements of prohibited conduct in the workplace, the rights of the federal employee, and the responsibilities of the federal employer. It also addresses the issues for nonsupervisory employees should sexual harassment occur. This course can help your organization demonstrate its commitment to a fair, responsible, and healthy organizational environment free from harassment and intimidation. This course meets the training compliance requirements as provided for in the EEOC guidelines on sexual harassment, and under Executive Order 13087, issued on May 28, 1998, prohibiting discrimination based upon sexual orientation. This course has been developed and maintained with subject matter support provided by the Labor, Employment, and Employee Benefits Law Group of the [law firm](#) of Sheehan Phinney Bass + Green PA.

WorkPlace Harassment

Vendor Information: SkillSoft (HR0151)

Duration: 2

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: This course addresses issues of workplace harassment, including EEO issues and [sexual harassment](#). It includes issues of inappropriate workplace behavior and how to confront it. This course also includes the responsibilities of all employees, as well as ways to prevent harassment in your organization. This SkillSoft product has been reviewed by the Employment Practice Group of Sheehan Phinney Bass + Green. As of the date reviewed, the content of this course is in compliance with federal law and court decisions. Due to the rapidly changing nature of the law, information in this course may become outdated.

USDA GS Course: EEO-It's Place in the Federal Government (EEOP7051N, 1.6 CEU; 16 hours)

Total E-learning hours: 5.5 hours

Equal Employment Opportunity

Course: SkillSoft (HR0115)

Duration: 2.5 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Think about the last time you were in an interview. Did you pay attention to the types of questions being asked? If not, you may have offered or requested information prohibited under anti-discrimination laws. It is essential to know the types of questions that can, and cannot, be asked in order to avoid charges of unfair discrimination. In this course, you will learn the Equal Employment Opportunity Laws that prohibit unfair discrimination in the workplace, and how these laws apply to you. This course will educate you on how to avoid discrimination in the recruiting and hiring process, and what occurs when a discrimination charge has been filed.

This SkillSoft product has been reviewed by the Employment Practice Group of Sheehan Phinney Bass + Green. As of the date reviewed, the content of this course is in compliance with federal law and court decisions.

The No Fear Act

Course: SmartForce (fgov_01_a01_bs_enus)

Duration: 1.0 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: The Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act), with an effective date of October 1, 2003, requires that federal agencies be more accountable for violations of antidiscrimination and whistleblower protection laws. This course will outline the rights federal employees have under antidiscrimination and whistleblower laws and provide details on how the No FEAR Act is being implemented. This course has been developed and maintained with subject matter support provided by the Labor, Employment, and Employee Benefits Law Group of the [law firm](#) of Sheehan Phinney Bass + Green PA.

USDA GS Course: Effective Work Delegation (SUPV7056N, 2.4CEU; 24 hours)

Total E-Learning hours: 10 hours

E-Learning equivalent(s): Basic Delegation

Course: SkillSoft (MGMT0261)

Duration: 2.0 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Do you feel that there are just not enough hours in the day? Are you always striving to keep ahead of the paperwork that litters your desk? Perhaps it is time to consider sharing some of those tasks with your skilled employees. As you progress through this "Delegation Basics" course in the "Effective Delegation" series, you will discover what delegating is all about, what you need to do to prepare for and implement this process, and how to ensure that you and your employees will effectively complete those delegated tasks. By participating in this course, you will discover how delegating tasks can enhance and accentuate your management skills.

Effective Delegation Simulation

Course: SkillSoft (MGMT0260)

Duration: 0.5 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: In this simulation, the learner will assume first-[time management](#) responsibilities, serving as the department lead of a marketing team for First Things First—a manufacturer of [child safety](#) products. Working closely with three key employees, the learner will progress through the various stages of delegation, moving from assignment of tasks to overcoming delegation resistance. The simulation is comprised of four scenarios; each will cover a facet of the delegation process. Based on the Effective Delegation series, this simulation has links to the following courses: MGMT0261, MGMT0262 and MGMT0263.

Managing the Delegated Environment

Course: SkillSoft (MGMT0263)

Duration: 5 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Do you want to increase your effectiveness as a delegator? Are you unsure of how much control and feedback you need to implement when delegating tasks? Then this course will help you achieve those goals. As you proceed through this "Managing the Delegated Environment" course in the "Effective Delegation" series, you will gain valuable insight into several areas including change management, decision making, and developing performance standards. You will also acquire skills in supervising, empowering, and providing effective feedback in a monitored situation. By participating in this course, you will become a proficient manager of a delegated environment.

The Personal Approach to Delegation

Course: SkillSoft (MGMT0262)

Duration: 2.5 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Have you delegated tasks only to later find out that the task wasn't completed properly or that it wouldn't be completed on time? Perhaps you need to reevaluate your delegation skills. This course will help you work more effectively with employees in a delegation situation. As you progress through "The Personal Approach in Delegation" course in the "Effective Delegation" series, you will discover several important factors about delegation—how you can benefit from a shared commitment to a delegated task, how to identify confident and motivated employees, and how the knowledge of common delegating problems can help you become an effective delegator. By participating in this course, you will be prepared to overcome many obstacles in the delegation process.

USDA GS Course: Solving Performance and Conduct Problems (LABR7052N, 2.4 CEU; 24 hours)

Total E-learning hours: 9.5 hours

E-Learning equivalent(s): Identifying Problem Performance

Course: SkillSoft (MGMT0162)

Duration: 4.0 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: If problem performance is to be managed effectively then, it needs to be clearly identified. This may not be as straightforward as it may at first sound. There are different views about the methods of identifying problem performance and a manager needs to be able to appreciate the differing points of view. Specifically the distinction between conduct and performance is crucial, because the responses to them need to be different. Another facet of the effective management of problem performance lies in identifying the causes of problem performance. There are performance problems that result from the way that the organization operates, which may well make the individual worker unable to perform better, for example in terms of the design of the task they are asked to perform. But there are also performance problems that stem from the workers attitude. In between these two there are performance problems which do not come from a disinterest in performing well, and are not system based issues, but are caused by the workers own ability to perform. Once there is clarity about the nature of the performance problem that the manager encounters then he or she must be able to measure the extent of that problem performance if they are to deal with it effectively. An imprecise definition and description of the problem, leads to a less than useful treatment in many ineffective [performance management](#) approaches. The observation of a worker naturally leads into the assessment of the standards of performance of that worker. This process is often put into a formal [performance appraisal](#) system and a manager needs to be aware of the qualities of an effective system.

Improving Problem Performance

Vendor Information: SkillSoft (MGMT0163)

Duration: 5.5 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: It is, of course, not enough to be just aware of problem performance in an organization; a manager needs to know how to improve performance. Most managers will begin with relatively informal approaches to improving performance. This will often take the form of a discussion between the manager and the problem performer in which the manager will want to advise the worker of the problem and then devise a plan for remedying the situation. Then the manager must introduce a system of monitoring performance to ensure that the planned for improvement has in fact taken place. But performance improvement also requires that the worker be given support to develop his or her skills, knowledge or whatever has caused the performance problem. It is essential that the manager is able then to apply three techniques to support the under achieving worker. These are to use a specific training program to resolve the problem, to appoint a coach to support the worker and to apply rigorous supervision techniques to help the worker to improve. Sometimes though a manager needs to be aware that the individual worker does not cause the performance problem but that it is caused by the system. This then means that the manager must know how to change the design of a task or alter the way a team operates to improve performance. An effective manager will recognize that different organizations require different measures to improve performance, and this course will show one way of identifying appropriate [management practices](#) to improve performance in different types of organizations.

USDA GS Course: Improving Employee Performance (SUPV7007N, 2.4 CEU; 24 hours)

Total E-Learning hours: 7.5 hours

E-Learning equivalent(s): Managing Employee Performance

Course: Playback Media (E8FA8B89-B8BD-4E26-BA10-768B7F7B6E58)

Duration: 2 hours

Instructor: DOC System Administrator (techs@geolearning.com)

Course Description: Welcome to Managing Performance. Managing people and their performance is a critical part of a manager's job. You need to provide direction, develop the skill levels of your employees, increase their productivity and enhance their job satisfaction. During this program, you'll learn how to effectively manage the performance of others using three key components: performance planning, monitoring progress and reviewing performance.

Motivate and Recognize Employees

Vendor Information: SkillSoft (MGMT0133)

Duration: 2.0 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Every manager faces situations where employee performance is the issue. The hard line is not always the best answer. There is a good case for understanding what makes employees want to work, and for creating an atmosphere where they want to perform well. This course shows you how a motivational approach can boost employee morale and performance.

Effective Mentoring

Course: SkillSoft (MGMT0251)

Duration: 3.0 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Perhaps your organization has asked you to help induct a new employee. Maybe a junior colleague has approached you for guidance. Or perhaps you want to "fast track" a rising star into a particular leadership position. Whatever the case, before you sign on as a mentor you'll want to learn all you can about the process, from how mentoring benefits you and your career to how you can best assist your protege

Effective Feedback for Employees and Colleagues: Simulation

Vendor Information: SkillSoft (COMM0520)

Duration: 0.5 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: Feedback is an essential element of successful businesses. Managers, employees, customers, and suppliers alike all benefit from the exchange of meaningful, germane feedback. But feedback is a double-edged sword. Given thoughtlessly, without proper preparation and consideration, it is likely to be ignored by the recipient or worse yet, give offense. On the other hand, when given properly, feedback is a powerful tool for improving performance and increasing productivity. In order to achieve such positive results and avoid negative reactions, individuals must be aware of how others receive and employ feedback and learn the process of providing effective critiques. The Effective Use of Feedback for Employees and Colleagues Simulation will provide participants with the opportunity to develop the skills necessary to effectively communicate feedback to their employees, colleagues, and bosses and overcome barriers common to the process of providing feedback. Over the course of four scenarios, learners will be exposed to several situations common to the act of giving feedback and each requiring thoughtful analysis and preparation. Additionally, learners will be required to consider the criticism and feedback of their fellow colleagues or superiors, whether solicited or not. The Effective Use of Feedback for Employees and Colleagues Simulation is based on the SkillSoft series "Effective Use of Feedback for Business." Throughout the simulation links are provided to the following SkillSoft courses: COMM0521, COMM0522, COMM0523, and COMM0525. This simulation comprises four scenarios and an introduction.

USDA GS Course: Time Management for Supervisors (SUPV7051N, 2.4 CEU, 24 hours)

Total E-learning hours: 6 hours

E-Learning equivalent(s): Time Management: Planning your day

Vendor Information: NETg (43022)

Duration: 2 hours

Instructor: DOC System Administrator (techs@geolearning.com)

Course Description: In "Time Management: Planning Your Day," you will learn how to manage your time on a day-to-day basis in a way that will increase your productivity. The program covers how to develop a daily plan, how to manage technology, and how to say "no" to doing too much. The program focuses on planning, scheduling, and concentration skills. You will also learn how to handle e-mail, the internet, and the telephone productively. You will also learn how to say "no" to unreasonable requests for your time.

Time Management: Overcoming Time Management Challenges

Vendor Information: NETg (43023)

Duration: 2 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: In "Time Management: Overcoming Time Management Challenges," you will learn how to control time in order to improve productivity. The program covers how to control productivity by dealing with people, how to control productivity by managing information, and offers you techniques to overcome [time management](#) challenges. The program focuses on handling interruptions, keeping meetings productive, and organizing paperwork. You will also learn how to identify and overcome personal time wasters, as well as how to develop organizational and personal skills that help increase productivity.

Time Management: Developing a Time Management Plan

Vendor Information: NETg (43021)

Duration: 2 hours

Instructor: Test TVU (techs.doc@geolearning.com)

Course Description: In "Time Management: Developing a Time Management Plan," you will learn how to better spend your time by determining how you currently spend your time and by evaluating ways for you to spend time more efficiently. The program covers how to evaluate the use of time, how to identify goals and set priorities, and how to develop an overall [time management](#) plan. The program focuses on the Pareto principle and how it affects where time goes. You will also learn how to price your time, how to conduct a time audit, and how to correctly identify and control poor time management [personality types](#).