



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

April 24, 2007

INDIANA BULLETIN NO. 360-7-3

SUBJECT: PER - Training Needs Inventory

Purpose: In order to get a good idea of the training that employees need from our National Employees Training Center (NEDC), we are conducting a training needs inventory. This information will help us in prioritizing and planning our training budget for FY 2008. It will also provide needed information in order for us to determine which classes we want to hold in Indiana.

Expiration Date: September 30, 2007.

ACTION DUE BY:

Field Office to Area Office: May 25, 2007

Area Office to State Office: June 1, 2007

Each employee should login in AgLearn (or review the attached list of classes) and look at the list of NEDC offered classes. Once you login to AgLearn click on the tab at the top of the page that is labeled Catalog. Scroll down the page until you locate Natural Resources Conservation Service. Click on this and the list of NEDC classes will come up. Scroll down the list and view the available classes. You can get information about each class by clicking on the class name. When ready to return to the list, click on the back on the top left side of the page. **Do not click on your browser back button. AgLearn doesn't like the browser back button and will often lock up or throw you out and you will have to start over.**

The attached list also includes information on who (by position) might want to take the classes based on course content and position needs.

Submit your request through your supervisor to the area office by **May 25, 2007**. Supervisor of students that will be converted to permanent employees in May/December of 2007 and May of 2008 should submit requests on behalf of those employees

The area office will compile all the information onto the attached spreadsheet; prioritize classes and participants for each class. Submit the compiled information to Gary Maners, by June 1, 2007.

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State Office employees should submit their requests through their supervisor to their leadership team member by **May 25, 2007**. Leadership team member prioritize classes and names and submit to Gary Maners by **June 1, 2007**.

Once this information is compiled at the state level, we will decide which classes to request for Indiana, and be prepared to approve requests in AgLearn for individual learners. Once students are approved for classes, we will provide instructions about enrolling in AgLearn.

At this time there are no required actions for employees to take in AgLearn regarding FY 2008 class enrollment. Please do not request classes for the rest of FY 2007 which are provided in a classroom setting without approval from your area conservationist. Web based NEDC classes can be requested in AgLearn at any time.

If you have any questions, contact Gary Maners by phone at 317-290-3200, ext. 352 or by e-mail at gary.maners@in.usda.gov.

/s/

JANE E. HARDISTY
State Conservationist

Attachment