

EMPLOYEE TRAINING AND DEVELOPMENT OPPORTUNITIES

Opportunities for training are available through DOE Headquarters (HQ), Office of Personnel Management (OPM), other Federal agencies, contractors, and commercial and professional organizations. To assist you in forecasting and planning training for employees in your organization, the following training is listed for your information. Please contact the Training Center at (865) 576-1082 for specifics.

DOE CENTRALLY-MANAGED TRAINING PROGRAM

DOE Headquarters schedules DOE-sponsored courses in various locations. Course descriptions and a schedule of dates and locations are available in the ORO Training Center. These courses can be taught locally if there are enough ORO employees to fill a class.

You may also view the course descriptions and schedules by accessing the DOE catalog at the following link:

<https://mis.doe.gov/ess/>

This will take you to the Employee Self Service web site. Choose to Login from the menu choices. Along the left margin of the next page, choose Training Catalog, under the "Training Information" section.

LEADERSHIP OAK RIDGE

Nominations for this program are coordinated through Assistant Managers upon request. It targets individuals who have been active in community affairs, show interest in seeking public office or volunteer leadership roles, or demonstrate potential for leadership roles within their organizations. The program runs from mid-February through the end of April and comprises 8 half-day seminars with two overnight trips, including a trip to Nashville to meet with state political leaders. The cost is \$500 for each participant.

OPM MANAGEMENT DEVELOPMENT CENTER PROGRAM

Nominations of employees for these courses are submitted annually by Division Directors upon request. Tuition costs (which includes costs for lodging and three meals a day) are paid by the Training and Development Group. Travel and miscellaneous costs are funded by the employee's organization.

For a complete list of OPM Management Development Seminars, access the following link:

<http://www.leadership.opm.gov/schedule.cfm>

USDA GRADUATE SCHOOL

The USDA Graduate School offers courses in the following broad categories:

- Executive, Management and Supervisory
- Personnel Management and Labor Relations
- Information Resources Management
- Communications
- Office Skills

For a complete listing of USDA Grad School courses, you may access:

<http://www.grad.usda.gov/Catalog/index.cfm>

OTHER

DOT Fundamentals for Safety Basis Professionals and Advanced Radioactive Materials Packaging and Transportation are workshops offered in-house by Nuclear Safety Division staff.

Getting Back to Basics - This is a Headquarters-sponsored course on general supervisory principles. It is highly recommended for newly-appointed supervisors, as well as being a refresher for current supervisors.

Various courses are available through contractors and private vendors. Multiple web site links are provided in the "Catalog" section of the Training and Development Group web site at <http://www.ornl.gov/tdd/tddhome.htm>.

COLLEGE COURSES

College courses are funded by ORO if they are related to the DOE mission. Requests for training are received and prioritized in terms of need as funds are available. When requests exceed available funds, supervisors are asked to assist in determining priorities.