

A Learning Syllabus to Build Competencies for MLRA Soil Survey Leaders

This is a syllabus for use by those in the leadership position, preparing for a leadership position, or providing quality assurance and support to the project soil survey effort. It assumes that the syllabus for all soil scientists was utilized first.

Reading:

National Soil Survey Handbook

Working Agreements (Part 606)
Program Management (Part 608)
Quality Control, Quality Assurance, and Soil Correlation (Part 609)
Updating Soil Surveys (Part 610)

Recommended Training:

Job Aids and OJT Modules

General training information & materials on the soils.usda.gov website	
Overview	<p>http://soils.usda.gov/education/training/</p> <p>As a supervisor, the MLRA SSO Leader must be able to address self and staff training needs. This site provides the information needed.</p> <p>SSO Leaders and others should subscribe to receive NCSS Training News emails [subscribe on the training website opening page].</p>

OJT information & materials on the soils.usda.gov website

Overview	<p>http://soils.usda.gov/education/training/OJT.html</p> <p>As a supervisor, the SSO Leader must be able to address self and staff training needs. This site provides the information needed specific to OJT including a guide for Supervisors.</p>
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Job Aids on the soils.usda.gov website

Overview	<p>http://soils.usda.gov/technical/aids/</p> <p>As a supervisor, the SSO Leader must know what resources are available in the form of job aids to assist self and staff in the job at hand. This site links you to the job aids available on the soils web site.</p>
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How to conduct OJT

Overview	<p>http://soils.usda.gov/education/training/OJT.html</p> <p>Enough said? There are steps to follow to insure training is accomplished and learning maintained. This material provides you with the guidance and is found on the training web pages.</p>
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Agency

Supervising for Excellence

Overview	<p>For information, see Aglearn.</p>
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Workload Analysis Tools

Overview	<p>Tools used in the Management of Soil Survey by MLRA and Technical Soil Services courses as examples of ways to complete a workload analysis. They are found on the page with this link.</p> <p>http://soils.usda.gov/education/training/job_aids.html#operations</p>
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Presenting Expert Testimony

Overview	<p>At some point in your career in this job, you may be asked to provide expert testimony. When that time comes, we have a video capturing a lesson given by Jane Cornwell, a lawyer with OGC, to one of our classes.</p> <p>Make a request to the NSSC to get a copy on DVD.</p>
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Soil Survey

Management of Soil Survey by MLRA

Overview	<p>For information, use this link.</p> <p>http://www.soils.usda.gov/education/training/descriptions.html#soils</p>
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Other

Dealing with Difficult People in the Workplace

Overview	<p>Go to Aglearn. Initiate a catalog search and use the key words “dealing with difficult people” which will provide you with 2 online courses.</p>
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Successful Coaching Relationships – you are a coach and techniques can be learned to help you hone this skill

Overview	<p>Aglearn provides many online short courses. Access the catalog and initiate a search using the key word “coaching”. The numerous current offerings will require you to pick and choose, possibly with recommendations you solicit from others.</p> <p>Aglearn’s Books 24/7 offers many titles in relation to coaching in the workplace. The numerous current titles will require you to pick and choose, possibly with recommendations you solicit from others. You may want to do an internet search for ‘leading authors for coaching in the workplace’, then determine if selected titles are available via Books 24/7.</p>
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Successful Leadership – you are a leader and techniques can be learned to help you hone this skill

Overview

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Management Skills – you are a manager and techniques can be learned to help you hone this skill

Overview

Aglearn provides many online short courses. Access the catalog and initiate a search using the key word “management”. The numerous current offerings will require you to pick and choose, possibly with recommendations you solicit from others.

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