

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
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Denver, Colorado 80225-0047**

In Reply Refer To:
1400-410 (HR-220) P

March 1, 2002

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To: BC, NI, and ST Directors, Managers and Supervisors
Washington Office Program Managers located in the Denver National Centers

From: Director, National Human Resources Management Center

Subject: Human Resource Management Training

A Human Resource Management training course will be offered for supervisors and managers, ***Monday, April 22, 2002 through Friday, April 26, 2002***, in the ***East/Center/West*** conference Room, beginning at 8:00 a.m. This course is designed to assist managers and supervisors in learning and/or obtaining a better understanding of their human resources responsibilities.

This Human Resource Management Training course will include 40-hours of training in:

- ❖ Classification
- ❖ Staffing
- ❖ Employee Relations and Labor Relations
- ❖ Ethics
- ❖ Training
- ❖ Appraisals and Awards
- ❖ Benefits and OWCP
- ❖ EEO and Diversity
- ❖ Safety

The above training will satisfy several supervisory training requirements, such as:

- ❖ 40-hours of Basic Supervisory Training – required for probationary supervisors
- ❖ Annual Review of Supervisory Training
- ❖ Annual EEO and Diversity Training
- ❖ Annual Safety Training

This course is limited to 20 supervisors. Please, submit your nominations to your Training Coordinator, who will forward them to Marilyn Ladd (HR-220) by **Monday, April 8, 2002**. You will receive a confirmation email from the Training Office, who will prepare the Training Form, SF-182. If you have need of an accommodation (i.e., a sign language interpreter, etc.), contact your Training Coordinator as quickly as possible, so that they may contact the Training Office to make arrangements for providing those accommodations. If nominations exceed course limitation, we will consider offering additional sessions as necessary.

Questions regarding this course should be directed to Teresa Milner, Training Officer, at (303) 236-3569, or Teresa_Milner@blm.gov.

Signed
Linda D. Sedbrook
Director Secretary

Authenticated
Luron Porter

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