

BLM Office of Fire & Aviation
EEO Office
Boise, Idaho

March 1, 2006

Dear Facilitator:

Attached is the course material for *Do What's Right: Leadership & Professionalism*. This packet includes:

- ✓ The Facilitator's Guide
- ✓ Video, Do What's Right: Leadership & Professionalism
- ✓ Copy-ready documents:
 - The Participant Guide
 - Course Roster

Your job is to:

1. Read the Facilitator's Guide and preview the video before starting the training.
2. Follow the instructions in the Responsibilities Section in the Facilitator's Guide.
3. Guide the discussion and encourage participation during the training.
4. Make sure you complete and fax the Course Roster to my office and include a copy in each employee's training file.

EEO Topics that you can use at weekly briefings will be posted in PDF format along with the Do What's Right Facilitator and Participant Guides, on the OF&A web page:

<http://www.fire.blm.gov/index.htm> in time for use this season.

If you have questions, contact your State Fire Management Officer or call me at (208) 387-5454.

Debie Chivers
EEO Manager