

United States Department of Agriculture



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Date: July 16, 2010

NEW MEXICO BULLETIN 360-10-4

SUBJECT: PER – Employee Development – FY11 Training Needs Assessment

To: New Mexico Leadership Team (NMLT)

DUE DATE: SEPTEMBER 30, 2010

In order to better manage training requests, current budget constraints, and ensure all employees are afforded the opportunity to obtain mandatory and optional training, NRCS-New Mexico requires an annual training needs assessment.

Training needs for fiscal year 2011 are to be captured on the attached spreadsheet by each area office and state office section. Human Resources will consolidate the information into a state-wide training needs assessment for review/approved at the first New Mexico Leadership Team Meeting in FY11.

Please identify employees in your respective area that need to attend mandatory and/or optional training. At a minimum, please include employee name, course title, training objective, and training priority, and estimated cost. Training necessary to maintain certifications, warrants, safety or supervisory skills, etc., should be given higher priority consideration. The following legend will assist supervisors in determining the priority.

Priority 1 - Mandatory training in order to meet regulatory or certification requirements.

Priority 2 - Training that supports the learning of new skills to be performed by the employee as a regular part of their work duties. (Many new employees will fall into this category).

Priority 3 - Training to improve the skill of the employee in performing normal work duties identified as a critical element in their performance work plan.

Please complete the line below and email the attached Training Needs Survey directly to Jerry Hancock, Human Resources Specialist, no later than September 30, 2010. Negative responses are required.

A handwritten signature in black ink, appearing to read "Dennis L. Alexander", is written over the text.

DENNIS L. ALEXANDER
State Conservationist

Attachment: Training Needs Survey

Submitted by: _____ Date: _____