

## TIP 1

>> The Bureau of Land Management presents live, from the BLM National Training Center in Phoenix, Arizona, the top ten things you should know to advance your BLM career.

¶

>> And now, the host of your program, Don Charpio.

>> D. Charpio: Hello and welcome to our program.

Today we will be discussing the importance of advancing your career in BLM and the top ten things you can do to help you get there.

There are many tools and resources available to you, some of which you may be aware of, and we will be sharing those with you today, along with some that you may not be aware of.

Joining me today, to help provide these points to you is Leon Thomas.

Leon, welcome.

>> L. Thomas: God to be here, Don.

>> D. Charpio: What is your role with the NTC?

>> L. Thomas: I'm the branch manager for leadership academy and advancement services.

>> D. Charpio: So you know a lot about our subject matter?

>> L. Thomas: Yes, I do.

>> D. Charpio: Before we get started, I want to remind you that during our program, we would love to hear from you.

Take your questions and comments and respond to them.

You can contact us by phone using the toll-free number shown on the screen.

If you prefer, you can fax us at the number on the screen, or you may want to email us or text us and you can send that text message to BLM\_TC\_telecast@blm.gov.

We have some time set aside to take your phone calls but feel free to send us a fax or email or a text message any time during the program.

We will get to your questions later in the telecast.

Now, to kick things off we'll go to Leon, who will talk to us about the first tip in this top ten things to advance your career at BLM.

Leon?

-----  
TIP 1-----  
-----

>> L. Thomas: Thanks, Don.

Tip number one, go through the new employee orientation training.

We designed a new employee orientation online course called NEO.

It's eight hours of instruction broken down into 13 modules.

This online course that we designed -- in the online course that we designed, we had a few goals.

One to make it dynamic and interactive.

We wanted to be able to track the training.

We wanted it to be low maintenance, simply because we have an SME lead or if we have a change in rules or regulation, we want to be able to plug and play and not have a lot of down time on the course.

And we wanted to show the diversity of our mission.

13 modules of training, very dynamic, very diverse.

What I would like to do is I would like to give you an overview of some of the modules we have out there.

One of the modules is BLM today.

The BLM today shows the structure and the core values of our mission.

We cover things such as the multiple use mandate, urban interface, fire management, community and tribal interests.

We also have a module on ethics and EEO.

Both of these modules will help you to meet the one-hour requirement that's mandatory of all new employees.

We also have a benefits and a safety module and in the essence of showing the diversity of our mission, we put together stories where we see employees on the ground doing the job realtime.

Don, let's take a look at a few minutes to take a look at one of the ethics case studies and the intro on some of the various role plays out there and show the dynamics of this new employee orient training.

>> D. Charpio: We will take a little time and show this to you.

First, let's start with the intro.

This is a jazzy thing we put together that we think you will enjoy.

¶

>> I can't believe I get paid to do this!

>> I can't believe I get paid to do this!

>> I can't believe I get paid to do this!

>> I can't believe I get paid to do this!

>> I can't believe I get paid to do this!

>> L. Thomas: Well, you can see, Don, very energetic, very high energy, on the lively, the person, the director of the show today actually put that piece together, and she did a wonderful job with that.

What we wanted to do in the training, Don, we wanted to show and model behaviors that we didn't want to see, so people could learn from it, but we did want to model behavior that we did want to see.

Let's show the ethics module.

>> D. Charpio: The screen here, you see, we have the various components and you just click on the one you want.

This case we have ethics cued up.

We will show you case number four.

Let's listen to it.

>> Let's now move on to our final case study.

The case of the impassioned environmentalist.

>> So to summarize, our team will recommend a course of action that is not to change the current rotation.

Therefore, we are going to study the issue for another six months, which is what the Bureau of Land Management is doing on this issue nationally.

Okay, there are any questions?

>> Well, that's what we heard last year and the year before that.

Nothing ever changes!

Plus, what type of science are you all learning?

Because from where I sit, your data is always skewed!

In fact, I can't believe after all the conversations we've had during our society meetings, you can sit this and let your boss say that.

I mean, why don't you tell the rest of the group you said at last month's meeting?

Are you serious?

You have a BLMer as a member of your group?

Well, no wonder why your data is always skewed.

You have someone playing both sides of the table.

Hey, Francis, why don't you come over here and sit with us.

Maybe you are the only smart one of the group.

>> L. Thomas: Definitely not a situation you want to find yourself in.

That's a behavior you don't want to see and we also model behaviors like I mentioned earlier, that you want to see, in an EPAP acceptance, we show a model behavior by a supervisor and employee.

>> D. Charpio: EPAP process is very important to the bureau and doing it well is very important.

So let's take a look at how to do it.

This will actually be the part -- let me show you the screen here first.

This screen gives you all the different components that are there, and now we are just going to show you that within the process, you have done the preparation, and this little segment is about the acceptance of your EPAP.

Nice graphic there.

>> Okay.

So you saw that Mary tiered her EPAP and gave an advanced draft to Barbara for review.

This happens between October 1<sup>st</sup> and November 30<sup>th</sup> or in the case of new employees, within 60 days of employment.

Also note that Barb read the draft EPAP very carefully and made notes about any questions or concerns she had.

This will come in handy in the next part of the EPAP process, the EPAP acceptance meeting.

Let's take a look.

[ Knock on the door ]

>> Hi, Mary, I'm a few minutes early.

Is that okay?

>> Oh, sure.

Come on in.

I printed out an extra copy of the proposed EPAP if you need.

It do you want me to go through it element by element, or have you already read it?

>> I looked at it pretty thoroughly and I do have a few questions.

>> Oh, okay.

>> First, in critical element three...

>> L. Thomas: Model, great behavior there.

And to the point that we want to show the diversity of our mission, let's take a look at a couple of the BLM stories.

We had a great designer.

We still have him, actually.

He's not gone, Tom Bryant, who had an excellent idea to use the logo as a playground to house our stories.

And so he put together this graphic.

It's very interactive, very dynamic.

Did he a wonderful job.

Don, if we can show that and how it interacts with the stories.

>> D. Charpio: Yes, Leon, on any of the screens throughout the modules, you will find the logo on the right-hand corner.

If you click on the logo, it will pop up and then if you will scroll over the logo, you are going to see the very stories that we have put in there.

And we have one on rogue river.

We completed one on the sand dunes up in Utah and now we want to show you one from the Garnett ghost town up in Utah.

It will say click here and you may see some of your friends and colleagues and some of the different things we do in the bureau.

>> L. Thomas: Beautiful, Missoula, Montana.

>> My name is dick, and I'm with the Bureau of Land Management.

I would like to show you the sights this building is Kelly's saloon.

You know, it's one of our typical false front structures that was real common in the 1890s and one of the 13 saloons that existed in Garnett ghost town in the heyday.

The Garnett family owned it and lived upstairs.

The family did not walk through the saloon.

This' a separate stairway in back that the family would have used.

It's one of the few structures that are still standing here.

We only have 25 buildings left in this town that was over 1,000 people who lived here and probably 2 or 3,000 who used it for getting their groceries and mail and that kind of stuff.

>> D. Charpio: So Leon, again, lots of effort went into this, but it gives us a pretty good perspective of what lays out there.

Even if you are not a new employee, you should be able to look at these stories and get a good sense of what's out there and the opportunities within the bureau.

>> L. Thomas: That's right.

What I would like to hit on is that the new employee orientation online course is just a piece of the overall new employee orientation program.

All states should have a local prospectus, and then we would like employees complete NEO within the first three months.

So all employees will have NEO as part of their learning plan in DOI learn.

We will have audio forms throughout the course of the year where we will have subject matter experts in the areas of benefits, in the areas of TSP, retirement and things of that nature.

Employees can come on audio forms and have specific questions answered about various needs that they have out this.

And finally, we have the pathways program.

Once they complete pathways, we know that employees are fully oriented to the culture of the BLM.

>> D. Charpio: Thanks, Leon.

There really is a wealth of valuable information and training, as well as some very interesting stories about the BLM in the new employee orientation program, and I appreciate the effort that you made along with others to put this thing together.