Online Courses

*NOTE: All these online courses are available to anyone (BLM or non-BLM) anytime at no cost through DOI Learn (*[*https://doilearn.doi.gov/*](https://doilearn.doi.gov/)*) and/or the NTC’s Knowledge Resource Center (KRC) (*[*www.ntc.blm.gov/krc*](file:///\\ilmntcc3ds1\nt\loc\tc200\DTeam\PLANNING%20NEPA\Schedule%20of%20Deliveries\www.ntc.blm.gov\krc)*).*

**NEPA Concepts, Mods 1 (National Environmental Policy Act) & 2 (CEQ Regulations) (1620-17)**

This introductory online course provides an overview of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality’s (CEQ) regulations to implement NEPA. This course takes approximately 3 hours. Module 1: NEPA – the spirit and the letter of the law. Module 2: CEQ regulations – basic understanding of the requirements of NEPA documents.

*Target Audience:*  Anyone interested in learning about NEPA and the CEQ Regulations.

*What Else:* Available in DOI Learn only. Must complete pre-test before taking course. 70% score on posttest required for credit. Adobe Flash must be installed on your computer for the course to play.

# NEPA Analysis Process for BLM (1620-02)

This introductory online course describes the NEPA process as shown in Chapter 6 of the 2008 BLM NEPA Handbook. It is a pre-requisite for most other NEPA classes (except 1620-17), and for Beginning Lands. This course consists of 70 minutes of video presentations and 7 exercises to reinforce the concepts.

*Target Audience:*  Anyone interested in learning about the BLM’s method of the NEPA process.

*What Else:* Available in DOI Learn (80% score on posttest required for credit) and on the KRC (no registration required/no credit given). This course replaces NEPA Concepts, Module 3 (#1620-18).

# Purpose & Need (1620-28)

This intermediate online course discusses purpose and need as two distinct concepts; describes the relationship between purpose and need and the alternatives; and helps you to prepare a concise, well-defined purpose and need statement. This course takes approximately 90 minutes.

*Target Audience:*  Anyone who wants to improve his/her ability to write purpose and need statements that will withstand legal scrutiny and yield better decisions.

*What Else:* Available in DOI Learn only. Must register for, then complete, pre-test before registering for, and taking the course. 75% score on posttest required for credit. Adobe Flash must be installed on your computer for the course to play.

# NEPA: Analyzing Impacts (1620-10)

This intermediate online course shows you how to map out a cause/effect strategy by identifying measurable indicators and data needs, and agreeing on a methodology before beginning an impact analysis under NEPA. You’ll learn how to write an impact analysis, document your assumptions and rationale, and how to avoid fatal flaws. There’s also a lesson on how to determine whether impacts are significant. This course consists of 60 minutes of video, 5 exercises, and an ungraded self-assessment quiz in lesson 3.

*Target Audience:*  Anyone who wants to improve his/her ability to analyze and document impacts.

*What Else:* Available in DOI Learn (80% score on posttest required for credit) and on the KRC (no registration required/no credit given).

**NEPA: Cumulative Effects Analysis, Module 1 (1620-14A)**

This is the first module in an intermediate 3-part series on how to improve cumulative effects analysis in your NEPA documents. Module 1 introduces you to the 7-step process from the BLM’s NEPA Handbook (2008), and shows you how to incorporate cumulative effects analysis from scoping through the decision. This course consists of 25 minutes of video and 7 ungraded self-assessment questions.

*Target Audience:* Anyone who wants to improve how they analyze and document cumulative impacts.

*What Else:* Available in DOI Learn (75% score on posttest required for credit) and on the KRC (no registration required/no credit given).

**NEPA: Cumulative Effects Analysis, Module 2—Intermediate Applications (1620-14B)**

This is the second module in an intermediate 3-part series on how to improve cumulative effects analysis in your NEPA documents. Module 2 provides in-depth discussion of the cumulative effects process introduced in Module 1. Concepts are illustrated with four typical BLM actions—a timber sale, grazing permit renewal, right-of-way application, and plan of development to drill oil and gas wells. You can view just one or all four examples. This course consists of 45 minutes of video and 4 detailed examples.

*Target Audience:* Anyone who wants to improve how they analyze and document cumulative impacts.

*What Else:* Available in DOI Learn (75% score on posttest required for credit) and on the KRC (no registration required/no credit given). Module 3 (1620-14C) is a classroom workshop where the instructors work with a BLM ID team to conduct a cumulative effects analysis on one of their actual projects.

# NEPA: Categorical Exclusions (1620-12)

This introductory online course is based on Chapter 4 of the BLM NEPA Handbook. The instructors discuss what a categorical exclusion (CX) is, where to find CX lists, how to determine if extraordinary circumstances apply, and how to document a CX. The course has 30 minutes of video plus exercises (80 minutes total).

*Target Audience:* BLM employees and others who are interested in learning more about CXs.

*What Else:* Available in DOI Learn (80% score on posttest required for credit) and on the KRC (no registration required/no credit given).

# NEPA: Determination of NEPA Adequacy (1620-16)

This introductory online course is based on Chapter 5 of the BLM NEPA Handbook. The instructors walk you through a determination of NEPA adequacy (DNA) worksheet, show you how to determine if an action can be approved using the DNA process, and how to prepare appropriate documentation. The course has 20 minutes of video and two exercises (30 minutes total).

*Target Audience:* BLM employees and others who are interested in learning more about the DNA process.

*What Else:* Available in DOI Learn (80% score on posttest required for credit) and on the KRC (no registration required/no credit given). The BLM originated DNAs; and they are now in the Department of the Interior’s regulations for implementing NEPA.

# Technical Writing (1620-04)

This introductory online course provides basic guidelines to cover most writing situations, with an emphasis on writing planning and NEPA documents. It begins with a diagnostic pre-test, which will help you identify your strengths and the areas where you need to improve. The course includes three lessons: (1) Grammar, (2) Mechanics and Punctuation, and (3) Diction and Effective Sentences. Each lesson contains rules, examples, and practice exercises. The entire course takes approximately 6-8 hours to complete.

*Target Audience:* Anyone who prepares planning or NEPA documents or any other written documentation (such as correspondence, newsletters, or news releases).

*What Else:* Available in DOI Learn only. You must complete diagnostic pre-test before taking the course. 70% score on posttest required for credit.

# Planning Nuts & Bolts (1610-09)

This introductory online course replaces the 3½-day classroom course the National Training Center has offered to field offices since 2001. The instructors set the stage with the legal framework (90 minutes video + 3 exercises). Then they walk you through the steps of the BLM’s planning process (3 hours video + 7 exercises). Finally, they review the implementation phase (50 minutes video). If you complete all the exercises, the course will take about 18 hours. We recommend you take it with your entire planning team, including non-BLM partners, over several days or weeks.

*Target Audience:* RMP team, partners (local, state, other federal agencies; tribes; resource advisory councils), state program leads, managers, and contractors.

*What Else:* Available in DOI Learn (80% score on posttest required for credit) and on the KRC (no registration required/no credit given). This is a prerequisite for the onsite Kick-start Your RMP course, which walks planning teams through some of the more difficult steps of planning, such as scoping, identifying issues, developing alternatives, and creating a framework for effects analysis.

# Land Use Planning for Priority Species & Habitats (1610-16)

This intermediate online course consists of 2 hours of videos and 3 homework assignments.  It is a prerequisite for a classroom course with the same name. Taken together, these classes will show you how to systematically organize, incorporate, and analyze biological information for vegetation, special status species, other priority species, and their habitats for your RMP. This course was designed for the RMP team to watch the videos and complete the homework together.

*Target Audience:*  RMP team, key partners (e.g., Fish and Wildlife Service, state Game and Fish), and contractors who have been selected to help with the plan.  Managers/decision makers are encouraged to attend the first day to become familiar with the concepts.

*What Else:* Available in DOI Learn (80% score on posttest required for credit) and on the KRC (no registration required/no credit given). We recommend that the online course be taken 1-2 weeks before the onsite course, and that both courses are completed prior to development of the Analysis of the Management Situation.

**Plan Implementation Strategy, Module 1—Step 1, Identify the Work (1610-03A)**

This is the first module in an introductory 3-part series on how to develop an Implementation Strategy for a land use plan (LUP; also called a resource management plan or RMP). Module 1 describes how to complete Step 1, which is to identify all ongoing, demand-driven tasks and one-time projects needed to meet the goals and objectives in your RMP. After watching the video, the interdisciplinary team will populate columns 3, 4, and 5 of the provided blank Excel spreadsheet/worksheet.

*Target Audience:* interdisciplinary team who developed and/or will be implementing the land use plan. The field manager is also integral to the process. Cooperating agencies and other key stakeholders can participate, but their efforts would be better spent with Steps 2 and 3.

*What Else:* Available on YouTube, KRC, and DOI Learn. The Excel spreadsheet must be approved by the BLM State planning and environmental coordinator before proceeding to Step 2. A facilitator can help the team complete this task. The team lead, a field manager, or a state planning lead can assume this role.

**Plan Implementation Strategy, Module 2—Step 2, Prioritize the Work (1610-03B)**

This is the second module in an introductory 3-part series on how to develop an Implementation Strategy for a land use plan (LUP; also called a resource management plan or RMP). Module 2 describes how to complete Step 2, which is to determine the priority and magnitude for projects, tasks, and management actions identified in Step 1. After watching the video, the interdisciplinary team will populate columns 6 and 7 of the Excel spreadsheet/worksheet.

*Target Audience:* interdisciplinary team who developed and/or will be implementing the land use plan. The field manager is also integral to the process. Participation of a BLM budget person, as well as cooperating agencies and other key stakeholders in this step will greatly enhance the value and effectiveness of the Plan Implementation Strategy.

*What Else:* Available on YouTube, KRC, and DOI Learn. Involving a facilitator is critical in successful completion of this step. The BLM field manager or district manager can add context and insights the team may not be aware of and should be involved throughout this step.

**Plan Implementation Strategy, Module 3—Step 3, Schedule the Work (1610-03C)**

This is the third module in an introductory 3-part series on how to develop an Implementation Strategy for a land use plan (LUP; also called a resource management plan or RMP). Module 3 describes how to complete Step 3, which is to schedule the projects, tasks, and management actions identified in Step 1 over the next 3 to 5 years. After watching the video, the interdisciplinary team will populate columns 8 - 12 of the Excel spreadsheet/worksheet.

*Target Audience:* interdisciplinary team who developed and/or will be implementing the land use plan. The field manager is also integral to the process. Participation of a BLM budget person, as well as cooperating agencies and other key stakeholders in this step will greatly enhance the value and effectiveness of the Plan Implementation Strategy.

*What Else:* Available on YouTube, KRC, and DOI Learn. Involving a facilitator is necessary in successful completion of this step. The BLM field manager or district manager can add context and insights the team may not be aware of and should be involved throughout this step.

# Social and Economic Aspects of Planning (1610-12)

This introductory online course replaces the 3-day classroom course the National Training Center has offered regionally since 2004. The instructors take you through BLM’s nine-step planning process, addressing the types of social and economic analysis needed for a well-developed resource management plan, and providing necessary tips, tools, techniques, and resources for your interdisciplinary team. This course is about 12 hours long, so you won’t want to take it all at once. As with many of our other courses, it could be beneficial to take this class with your RMP team rather than by yourself so you can discuss the concepts presented.

*Target Audience:* RMP core team, managers, partners (county, state, and other federal agencies; tribes; RAC members), and contractors currently working on BLM plans.

*What Else:* Available in DOI Learn (75% score on posttest required for credit) and on the KRC (no registration required/no credit given).

**Reading the Human Landscape (1610-13)**

This computer-based overview shows how social science can be applied to the BLM’s management challenges. It is the first in a series of three social science courses. The second one is on economic concepts and methods. The third course is on social concepts and methods.

*Target Audience:* BLM employees and others who are interested in learning more about social science in the BLM.

*What Else:* Available in DOI Learn only. 1610-13, 1610-14, and 1610-15 will be presented as a suite of courses that will come online at the same time. Please contact Tessa Teems (602-906-5567) or Robert Winthrop (rwinthro@blm.gov) if you’d like more information.

**Economic Concepts and Methods (1610-14)**

This computer-based module is the second in a series of three social sciences courses. It will show you how economic concepts and tools are applied to BLM planning and management, and how considering economics when making a land management decision can result in a better decision.

*Target Audience:* BLM employees and others who are interested in learning more about economics in the BLM.

*What Else:* Available in DOI Learn only (70% score on posttest required for credit).

**Economic Profile System – Human Dimensions Toolkit (EPS-HDT) (No course #)**

EPS-HDT is a software application that produces detailed socioeconomic reports of counties, states, and regions. It is designed to identify socioeconomic trends and help the user understand what these trends mean for public land management. The online tutorial includes a fact sheet describing what EPA-HDT is; two videos on how to install the software and how to create and print reports; and a fact sheet and video describing the different types of reports.

*Target Audience:* Anyone who wants to learn more about socioeconomic information and trends.

*What Else:* This free, easy-to-use software is authorized for download to BLM computers. The KRC link is http://www.ntc.blm.gov/krc/viewresource.php?courseID=504.

**ePlanning Modules for the BLM**

Several online modules are available to augment the basic and advanced ePlanning onsite courses. They can be used as a preview before taking ePlanning Basics, as a refresher, or to learn about the functionality of ePlanning. The available modules are:

* Account Creation and ePlanning Navigation
* Create NEPA Project
* Starting Project Workflow
* Peer-to-Peer Review
* Builds and Stylesheets
* Publishing a Project Website
* Publishing a Project Summary Website
* Submitting Public Comments

*Target Audience:* Anyone interested in learning more about ePlanning.

*What Else:* Although these modules are available to anyone, you must have a BLM computer to access the ePlanning environment. You do not need a BLM computer to submit comments on a document that was developed in ePlanning, however.

**ePlanning for the Public – Submitting Public Comments**

This online module is to show the public (or anyone else) how to locate and comment on documents created in ePlanning. Although a BLM computer is required to work in the ePlanning environment, any computer with Adobe Acrobat can be used to comment on a document created in ePlanning.

*Target Audience:* Anyone interested in learning how to locate and comment on documents created in ePlanning.

*What Else:* Available on the KRC only (http://www.ntc.blm.gov/krc/viewresource.php?courseID=449).

Online Courses in Development

**Introduction to BLM Land Use Planning (1610-01) (*working title*)**

This computer-based module describes what land use planning is, why it’s important to the BLM, and how it’s done. It replaces, in part, the onsite course, Planning Concepts.

*Target Audience:* BLM employees who are new to land use planning and the general public who want to know more about the BLM’s planning process.

*What Else:* Will be available in DOI Learn and the KRC. This module is in the early stages of development. Contact Tessa Teems (602-906-5567) for more information.

**Social Concepts and Methods (1610-15)**

This computer-based module is the third in a series of three social sciences courses. It will show you how social concepts and tools are applied to BLM planning and management, and how considering the social aspect when making a land management decision can result in a better decision.

*Target Audience:* BLM employees and others who are interested in learning more about social science in the BLM.

*What Else:* Will be available in DOI Learn only. This module is in the early stages of development. For more information, please contact Tessa Teems (602-906-5567) or Robert Winthrop (rwinthro@blm.gov).

Onsite Courses

*NOTE: In general, there is no cost for these classes, although we may ask you to share some costs. Non-BLM employees are allowed to attend only if invited by the local BLM sponsor and approved by the National Training Center. You must register for classes through DOI Learn (https://doilearn.doi.gov/).* Please contact Cathy Humphrey (chumphre@blm.gov, 602-906-5536) or Tessa Teems (tteems@blm.gov, 602-906-5567) to schedule a class or for more information.

# NEPA Compliance for BLM Managers (1620-01): Field/State Office Delivery

This 4-hour course is a refresher for management teams to ensure they are complying with the intent of the National Environmental Policy Act, and to improve their ability to use NEPA documents as a basis for their reasoned decision consistent with the CEQ regulations. Topics include: 1) Purpose & Need (importance, management discretion); 2) Alternatives (adequate range, eliminating from analysis); 3) Environmental Consequences (how much analysis is enough, what needs to be analyzed); and 4) Decisions (writing a good decision, rationale for selecting the preferred alternative).

*Target Audience:* State management teams, field office management teams, NEPA leads.

*What Else:* Travel and per diem for one instructor is to be paid by the requesting office. NTC Contact: Cathy Humphrey.

# NEPA Analysis for EAs (1620-03): Field Office Delivery

This 3-day introductory/intermediate course provides guidance on and allow practice to review, evaluate, and write environmental assessments, consistent with Chapters 6 and 8 of the BLM NEPA Handbook (2008). This course is highly interactive and will provide ample opportunity for participants to work on their own EAs.

*Target Audience:* BLM employees who write or review environmental assessments. It is most effective when the field office’s entire interdisciplinary team attends the class together. Non-BLM employees are rarely allowed to attend (must be invited by the local BLM sponsor and approved by the NTC).

*What Else:* Prerequisite: online NEPA Analysis Process for BLM (1620-02). Participants who are new to NEPA should also take the online NEPA Concepts (1620-17) course. To receive credit for this course, you must pass both the posttest with 80%. NTC Contact: Cathy Humphrey.

**NEPA: Cumulative Effects Analysis Workshop, Module 3 (1620-14C)**

This is the third module in an intermediate 3-part series on how to improve cumulative effects analysis in your NEPA documents. Module 3 is an onsite workshop where the instructors work with a BLM interdisciplinary team to conduct a cumulative effects analysis on an actual project.

*Target Audience:* BLM employees who need help working through a cumulative effects analysis.

*What Else:* Prerequisite: Module 1 (1620-14A), available through DOI Learn, must be successfully completed prior to taking this workshop. Module 2 (1620-14B) is recommended, but not required. Please contact Cathy Humphrey (602-906-5536) to see if your office/ID Team qualifies to have this workshop come to you.

# Developing and Writing Effective Documents (1620-06): Field Office Delivery

This 3-day introductory/intermediate course covers prewriting, writing, and document management using an interactive approach. First, you’ll learn how to plan and outline documents and how to work efficiently with in-house reviewers. Then you’ll go over grammatical and punctuation concepts that are important to clear writing. Finally, you’ll learn tools for managing multi-author documents and working with style guides.

*Target Audience:* BLM employees who want to improve their writing skills, with an emphasis on those who write planning and NEPA documents. Non-BLM government employees who are interested in improving their writing skills may be allowed to attend, if approved by the local BLM sponsor and the NTC.

*What Else:* This course is most effective when each person has a computer to work on. NTC Contact: Cathy Humphrey.

# Kick-start Your RMP (1610-10): Field Office Delivery

During this 3-day workshop, the resource management plan team will discuss the scoping process, how to write effective planning issues, developing a reasonable range of reasonable alternatives (not the typical production to protection alternatives), and you’ll get started on a framework for analyzing the alternatives. You’ll be working on your RMP, not on a plan for an imaginary planning area.

*Target Audience:* The entire interdisciplinary team for the RMP – including the state planning lead, GIS specialists, contractors, and non-BLM partners or key stakeholders. We encourage the field or district manager to attend certain sessions.

*What Else:* Prerequisite: online Planning Nuts & Bolts course. The NTC, instructor, state lead, RMP lead, and field manager participate in a conference call 3-4 weeks before the class to discuss expectations. A subset of this course can be requested—for example, if your scoping is done and issues are fleshed out, and your BLM ID team needs assistance in developing alternatives, you can receive training on just that step of the planning/NEPA process. NTC Contact: Tessa Teems.

# Land Use Planning for Priority Species & Vegetation (1610-16): Field Office Delivery

This 2½-day intermediate classroom course was designed to follow the online course with the same name. You will receive feedback on your homework assignments from the online course, and will build on your draft list of priority species and vegetation. You will identify key ecological attributes (KEAs) for each priority species/community, select indicators for every KEA, describe ratings for each indicator, assess the current condition and trend for each KEA, assess potential impacts, and identify management opportunities and potential management strategies using health and impact information. On the last day, some participants will have hands-on practice of the workbook planning tool.

*Target Audience:*  Planning team members who will be developing management direction for priority species and vegetation (e.g. wildlife & fisheries biologists, ecologists, botanists, range or plant specialists; hydrologists; planning team leads); key cooperators or collaborators who will actively participate on the planning team (e.g., Fish and Wildlife Service, state fish and game agencies); managers and supervisors are welcome to attend all or part of the class.

*What Else:* Prerequisite*:* online Planning for Priority Species and Vegetation. This onsite course is taught by the BLM and The Nature Conservancy (TNC). A local TNC representative will be available for on-site consultation in the weeks and months after the class ends. NTC Contact: Tessa Teems.

# ePlanning Basics (1620-40): Field Office Delivery

This 3-day introductory course shows you how to use the ePlanning application to develop NEPA documents, from receiving a project proposal in the office to publishing a NEPA web page. You will create a NEPA project (categorical exclusion); add team members; make author assignments; author and review sections of the categorical exclusion; add the project to the BLM NEPA Register; create, publish, and maintain a web site; and maintain an administrative record. NTC Contact: Tessa Teems.

Target Audience: BLM employees or contractors with a current BLM contract who will be creating or commenting on NEPA or planning documents using the ePlanning application.

Prerequisite: online Account Creation and ePlanning Navigation. This includes filling out Form 1260-12 (Software Applications Permission Request) and sending to the National Operations Center prior to attending the class. If you’re unfamiliar with the NEPA process, the online NEPA Analysis Process for the BLM is also a prerequisite. This course was formerly called ePlanning for NEPA.

# ePlanning Advanced Techniques (1620-41): Field Office Delivery

This 2-day advanced course shows you advancedtechniques for using ePlanning. You will learn advanced tasks in Arbortext (create glossaries, bibliographies, cross references, indices, and acronym lists; and manage graphics and maps); manipulate the ePlanning workflow process with *My Workflows* and *Workflow Reporting* ; create comment periods and handle letters in the Back Office, move comments from the Front Office to the Back Office, and set up initiatives in Comment Works; and troubleshoot simple "hang-ups" using Citrix Shadowing, work with the "L Drive", and manage documents stuck in the Check Out Folder.

Target Audience: BLM employees who are experienced with ePlanning.

Prerequisite: ePlanning Basics onsite course. NTC Contact: Tessa Teems.

# ePlanning Basic Reviewer (1620-42): Field Office Delivery

During this 1-day course, instructors will demonstrate how project reviewers can use ePlanning NEPA and Land Use Planning (LUP)/Resource Management Plan (RMP) projects in the ePlanning database. Processes such as publishing projects on the NEPA/LUP Register will be explained. The participants will learn how to view documents, create PDFs, submit comments, learn the ePlanning Public Affairs approval process, and how projects are edited. Participants will also learn the peer review process and how to conduct an interim review in ePlanning. NTC Contact: Tessa Teems.

Target Audience: NEPA document and LUP/RMP reviewers, managers, supervisors or any BLM personnel who will be using the ePlanning application primarily to review and comment on NEPA and planning documents.

Pre-Requisite: Account Creation and ePlanning Navigation at: <http://www.ntc.blm.gov/krc/uploads/447/ePlanning_Account_Creation.html>

# ePlanning Basics with RMP Focus (1620-43): Field Office Delivery

During this 3-day course, instructors will demonstrate the use of ePlanning for the entire NEPA process, from receiving a project proposal in the office to publishing projects on the NEPA Register. Using the ePlanning application, attendees will create a NEPA project (i.e., Environmental Assessment); add team members; make author assignments; author and review sections; add the project to the BLM NEPA Register; create, publish, and maintain a Web site; and create a project decision file structure. On the third day of class students will apply the knowledge learned and be assigned roles as a team member of a Resource Management Plan (RMP). They will see first-hand how a team lead assigns tasks to an RMP and how all team members work together to accomplish their assigned tasks. NTC Contact: Tessa Teems.

Target Audience: BLM employees or contractors who will be using the ePlanning application in support of an RMP.

Pre-Requisite: Account Creation and ePlanning Navigation at: <http://www.ntc.blm.gov/krc/uploads/447/ePlanning_Account_Creation.html> immediately upon registering for the ePlanning Basics course. This module will show you how to create an account in ePlanning (including how to file the required Form 1260) and how to log into, log out of, and navigate around ePlanning's Webtop and Citrix.

# ePlanning Comment Works (1620-44): Field Office Delivery

During this 8-hour course, instructors will demonstrate the use of Comment Works for the entire NEPA process from receiving comments in the Front Office application and other sources. Using this ePlanning application, attendees will add comments into the database, make assignments, author and review summaries and responses, and create reports. NTC Contact: Tessa Teems.

Target Audience:  BLM employees or contractors who will be using the ePlanning Comment Works application in support of an RMP/NEPA Documents.

Prerequisites:  Please complete the 11-minute online module, Account Creation and ePlanning Navigation at: <http://www.ntc.blm.gov/krc/uploads/447/ePlanning_Account_Creation.html> immediately upon registering for the this ePlanning Comment Works course.  This module will show you how to create an account in ePlanning (including how to file the required Form 1260) and how to log into, log out of, and navigate around ePlanning's Webtop and Citrix.

**Developing & Maintaining High Performing Teams (1610-17): Field Office Delivery**

This 2-day course focuses on the development of effective and cohesive interdisciplinary teams. Participants will work as a team to develop and define their vision and mission, roles and responsibilities, operating procedures and ground rules. Outcomes include an updated team charter and problem process worksheet development. This class is appropriate for newly developed to long-serving teams. NTC Contact: Cathy Humphrey.

*Target Audience:* BLM interdisciplinary teams (ID teams). This may include disciplines such as: NEPA specialists, wildlife biologists, botanists, foresters, engineers, archaeologists, fuels specialists, recreation specialists, hydrologists, soil scientists, and supervisors. Non-BLM employees may attend if invited by the sponsoring BLM office.

**Emotion, Outrage, and Public Participation (1620-31): Field Office Delivery**

This 2-day course builds on IAP2’s best practices in public participation and the work of Dr. Peter Sandman, a global expert in risk communication. It reestablishes a common understanding of authentic public participation, linking the relationship between public involvement values, ethics, and planning with outrage management. It will give you the tools and confidence to manage tough public issues.

*Target Audience:* BLM and other agency staff who conduct or participate in public meetings in a contentious environment.

*What Else:* This course works well as BLM-only or interagency. NTC Contact: Cathy Humphrey.

Points of Contact

Questions on new or existing **NEPA-related** courses?

- Cathy Humphrey (602-906-5536, chumphre@blm.gov)

Questions on new or existing **Planning-, ADR-, Socioeconomic-, or ePlanning-related** courses?

- Tessa Teems (602-906-5567, tteems@blm.gov)

Questions on **resource tools, GIS, modeling, or partnership** courses?

- Diane Nelson (602-906-5548, dnelson@blm.gov)

NEPA Bytes \*new\*

NEPA Bytes are a new effort in providing “nimble training”. They are short (10- to 15-minute), focused, and quickly consumable bytes of info to help you improve your skills on one topic at a time, with no need to travel or invest a lot of time. The NEPA Bytes supplement our other NEPA courses. They can be found in the **NEPA Training Corner** google site (<https://sites.google.com/a/blm.gov/nepa-training/nepa-bytes>). So far, we have the following Bytes (to access them, you must be a DOI employee with a Google account; they only work using Chrome, not Internet Explorer):

* [**What is a NEPA Byte**](https://sites.google.com/a/blm.gov/nepa-training/nepa-bytes/-what-is-a-nepa-byte)
* [**How to Present a NEPA**](file:///\\blm\dfs\nt\loc\LLTC220000\1600%20PLANNING%20+%20NEPA\Byte%20%20https:\sites.google.com\a\blm.gov\nepa-training\nepa-bytes\-how-to-present-a-nepa-byte)
* [**Determination of NEPA Adequacy**](https://sites.google.com/a/blm.gov/nepa-training/nepa-bytes/dnas)
* [**Identifying Issues**](https://sites.google.com/a/blm.gov/nepa-training/nepa-bytes/issues)
* [**Purpose & Need**](https://sites.google.com/a/blm.gov/nepa-training/nepa-bytes/purpose-and-need)

Knowledge Resource Center (http://www.ntc.blm.gov/krc/)

The NTC has an online Knowledge Resource Center (KRC) to provide information (e.g. documents, videos, courses, course materials, satellite broadcasts) when you need it to help you do your job better. If you want credit for any of our online courses, you must go through DOI Learn.

# Planning/NEPA Forum Broadcasts

* **Regional (Offsite) Mitigation Broadcast (09/19/13) \*new\***

<http://www.ntc.blm.gov/krc/viewresource.php?courseID=704>

* **Contract Initiation, Management, and Close-out Broadcasts** (1/31/13, 2/28/13, 3/28/13)

<http://www.ntc.blm.gov/krc/viewresource.php?courseID=641>

* **Cooperating Agency and Coordination Broadcast** (07/26/12)

<http://www.ntc.blm.gov/krc/viewresource.php?courseID=623>

* **Administrative Record Broadcast** (03/03/11)

<http://www.ntc.blm.gov/krc/viewresource.php?courseID=470>

* **Corridors, Reliability, and Transmission Line Siting Webinar** (07/28 and 08/18/10)

<http://www.ntc.blm.gov/krc/viewresource.php?courseID=442>

* **Purpose and Need Broadcast** (04/30/09)<http://www.ntc.blm.gov/krc/viewresource.php?courseID=366>
* **Connected Actions Broadcast** (11/20/08)

<http://www.ntc.blm.gov/krc/viewresource.php?courseID=311>

* **BLM NEPA Handbook Broadcast** (05/29/08) <http://www.ntc.blm.gov/krc/viewresource.php?courseID=215&programAreaId=103>
* **Healthy Lands Initiative Director's Broadcast** (01/24/08): <http://www.ntc.blm.gov/krc/viewresource.php?courseID=121&programAreaId=71>
* **Fundamentals of Negotiation for Natural Resources Conflicts Broadcast** (10/18/07): <http://www.ntc.blm.gov/krc/viewresource.php?courseID=68&programAreaId=95>
* **DOI Implementing Adaptive Management: Iterative Phase Broadcast 3** (11/29/07) <http://www.ntc.blm.gov/krc/viewresource.php?courseID=78>
* **DOI Implementing Adaptive Management: Set-up Phase Broadcast 2** (09/27/07) <http://www.ntc.blm.gov/krc/viewresource.php?courseID=54>
* **DOI Adaptive Management Overview Broadcast 1** (05/24/07) <http://www.ntc.blm.gov/krc/viewresource.php?courseID=39>
* **Assessing Cumulative Effects Broadcast** (06/29/06) <http://www.ntc.blm.gov/krc/viewresource.php?courseID=194&programAreaId=110>
* **Working Effectively in Interdisciplinary Teams Broadcast** (11/18/2004)

<http://www.ntc.blm.gov/krc/viewresource.php?courseID=401>

# Courses (no logging on and no credit received if these are taken in the KRC.)

* **NEPA Analysis Process for the BLM course (1620-02)**

<http://www.ntc.blm.gov/krc/viewresource.php?courseID=400>

* **NEPA: Categorical Exclusions course (1620-12)**

<http://www.ntc.blm.gov/krc/viewresource.php?courseID=454>

* **NEPA: Determination of NEPA Adequacy course (1620-16)**

<http://www.ntc.blm.gov/krc/viewresource.php?courseID=456>

* **NEPA: Analyzing Impacts course (1620-10)** <http://www.ntc.blm.gov/krc/viewresource.php?courseID=310&programAreaId=103>
* **Planning Nuts & Bolts course (#1610-09):** <http://www.ntc.blm.gov/krc/viewresource.php?courseID=359>
* **Land Use Planning for Priority Species & Vegetation course (#1610-16):** <http://www.ntc.blm.gov/krc/viewresource.php?courseID=201&programAreaId=103>
* **Plan Implementation Strategy, Modules 1, 2, and 3 (#1610-**03A, B, and C)

<http://www.ntc.blm.gov/krc/viewresource.php?courseID=590>

* **Social & Economic Aspects of Planning course (#1610-12)**: <http://www.ntc.blm.gov/krc/viewresource.php?courseID=249&programAreaId=96>
* **Principles of Modeling course** <http://www.ntc.blm.gov/krc/viewresource.php?courseID=394&programAreaId=71>
* **Data Needs Assessment** **course** <http://www.ntc.blm.gov/krc/viewresource.php?courseID=383&programAreaId=71>
* **ePlanning modules for the BLM**

<http://www.ntc.blm.gov/krc/viewresource.php?courseID=447>

* **ePlanning modules for the Public**

<http://www.ntc.blm.gov/krc/viewresource.php?courseID=449>

# Other

* **Cooperating Agency Case Studies (08/2008):**  <http://www.ntc.blm.gov/krc/viewresource.php?courseID=216&programAreaId=71>