Important Note About this Catalog

This catalog was printed in the middle of January 2016. If you see a discrepancy between the information listed in this catalog versus what is listed on the NRU Registration pages on the University of Montana website, please assume the website information is the most recently updated.

**Reason:** As information changes (i.e. as new classes are added to NRU, or dropped from NRU, or dates/times for a class or event change due to unforeseen circumstances) we will update the website but won’t be sending out hard copy catalog updates.

* **NRU East (Billings)** will be held the week prior to our regularly scheduled NRU training conference. The majority of our regularly scheduled NRU conference courses are held in Missoula, MT, but we’re hosting a couple well-attended classes in Billings as a way to better accommodate the eastern side of the region. All classes that are scheduled for Billings are labeled “Billings” in the course title. Here are the classes we’ll be hosting in Billings this year. We may add a couple more in February.

  - FERS Late Career Retirement  3/29/16  8:00 AM – 3/30/16  12:00 PM (12 hours)
  - COR Refresher  3/29/16  8:00 AM– 3/31/16  5:00 PM (24 hours)

  **If you want to verify any information, contact the NRU Team in the Regional Office and we’ll be happy to help you:**

  - Enrique Olivares  406 329 3203  eolivares@fs.fed.us
  - Kurt Rohrbach  kurtrohrbach@fs.fed.us
  - Stevie Fehrs  sfehrs@fs.fed.us

**ACCESSIBILITY**

If you will be participating in Region One’s Northern Region University (NRU) either remotely or on-site and you have accessibility needs, please contact the Course Coordinator or Staff Training Contact (for each class you are taking) or an NRU Team member for assistance in advance of NRU week. If you need an electronic version of this catalog, please contact an NRU Team member.
Registration Information for NRU 2016

How do I register for classes?
First: We are NOT using AgLearn for NRU course registration; we are using the University of Montana NRU Registration website created for us several years ago by the University. This allows employees from different agencies to enroll, and enhances the ease of logistics for the University of Montana, where classes are most often held. The easiest way to register is to go to http://www.umt.edu/ce/cps/ru/ This link takes you to the University of Montana website and our NRU Information page. Located here are instructions for creating an account or accessing an account you created last year. You can also navigate to the FS Region 1 homepage https://ems-team.usda.gov/sites/fs-r01-northernregion/_layouts/15/start.aspx#/ and look to the left to find our links. Select “Northern Region University” then “Registration and payment”.

*Please use your name as it appears in AgLearn when creating a new account, as we will be giving you credit in AgLearn for classes you attend at NRU.*

IMPORTANT: Save the email you receive from the University (Reference ID and link) so you can easily return to the Course Registration page and copy/paste your Reference ID when asked for it. The Reference ID is long and complex (for security purposes); it’s essential to save the email so you can copy the ID rather than type it out manually. When you click on the link you received from the University, you will Login using the Reference ID. You can then click on the Registration tab on the website and begin viewing/registering for NRU classes. The classes you see are exclusively NRU classes.

NOTE: For anyone needing to access the UM website from a non-FS computer to create an account this is the url:

https://www.umt.edu/winapps/ce/secure/cps/ru/public/default.aspx
Thank you for your interest in Northern Region University! Continuing your education is important for a variety of reasons, including staying apprised of technological changes, industry updates, and safety refreshers. Technical proficiency and personal development are just some of the many offerings available at NRU, helping you reach your potential wherever you work and wherever you plan to.

We at NRU are committed to providing our students with high-quality instruction without the high cost of traveling out-of-region. Our instructors are leaders in their field, sought both nationally and locally, and by bringing their expertise together April 4-8, we hope to save you time and money.

Northern Region University will offer more than 80 courses this year, giving you access to professional instructors, business leaders, medical practitioners, and technical experts. They will continue to provide real-world experience, industry leading insight, and professionalism to their classrooms. We hope you will take advantage of these many offerings during your time here in Missoula.

Sincerely,
NRU Staff
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spreadsheet of Courses Offered by Day and Time</td>
<td>1</td>
</tr>
<tr>
<td>NRU Key Note Speaker</td>
<td>8</td>
</tr>
<tr>
<td>Photo Contest</td>
<td>9</td>
</tr>
<tr>
<td>Instructor Bios</td>
<td>96</td>
</tr>
<tr>
<td>NRU Contacts</td>
<td>105</td>
</tr>
<tr>
<td><strong>ACQUISITION MANAGEMENT</strong></td>
<td></td>
</tr>
<tr>
<td>Aviation COR Course</td>
<td>10</td>
</tr>
<tr>
<td>Contract Administration</td>
<td>11</td>
</tr>
<tr>
<td>COR Certification Course (COR Level II)</td>
<td>12</td>
</tr>
<tr>
<td>COR Refresher</td>
<td>13</td>
</tr>
<tr>
<td>New Purchase Cardholder Training</td>
<td>14</td>
</tr>
<tr>
<td><strong>COMPUTER SKILLS</strong></td>
<td></td>
</tr>
<tr>
<td>Access: Complex Database Os</td>
<td>15</td>
</tr>
<tr>
<td>Access: Comprehensive Approach</td>
<td>16</td>
</tr>
<tr>
<td>Access: Design and Build</td>
<td>17</td>
</tr>
<tr>
<td>Adobe Acrobat Pro: Comprehensive Approach</td>
<td>18</td>
</tr>
<tr>
<td>Excel: Comprehensive Approach</td>
<td>19</td>
</tr>
<tr>
<td>Excel: Data Analysis Features and Tools</td>
<td>20</td>
</tr>
<tr>
<td>Excel: Handy Features, Tips and Tricks</td>
<td>21</td>
</tr>
<tr>
<td>Excel: Power User Formulas and Features</td>
<td>22</td>
</tr>
<tr>
<td>One Note: Getting Up to Speed</td>
<td>23</td>
</tr>
<tr>
<td>Outlook: Transitioning to 2013</td>
<td>24</td>
</tr>
<tr>
<td>Powerpoint: Handy Features Tips and Tricks</td>
<td>25</td>
</tr>
<tr>
<td>Windows 10 Update</td>
<td>26</td>
</tr>
<tr>
<td>Word: Comprehensive Approach</td>
<td>27</td>
</tr>
<tr>
<td>Word: Document Administration and Collaboration</td>
<td>28</td>
</tr>
<tr>
<td>Word: Form, Table, and Macro Tools</td>
<td>29</td>
</tr>
<tr>
<td>Word: Handy Features, Tips and Tricks</td>
<td>30</td>
</tr>
<tr>
<td>Word: Manuscript Features &amp; Tools</td>
<td>31</td>
</tr>
<tr>
<td><strong>ECOSYSTEM PLANNING &amp; ANALYSIS</strong></td>
<td></td>
</tr>
<tr>
<td>Advanced NEPA Effects &amp; Analysis</td>
<td>32</td>
</tr>
<tr>
<td>Economics for Project Level NEPA</td>
<td>33</td>
</tr>
<tr>
<td>NEPA Team Leadership</td>
<td>34</td>
</tr>
<tr>
<td><strong>ENGINEERING</strong></td>
<td></td>
</tr>
<tr>
<td>Advanced GIS Model Building</td>
<td>35</td>
</tr>
<tr>
<td>Advanced GIS Scripting Using Python</td>
<td>36</td>
</tr>
<tr>
<td>Cost Share 101</td>
<td>37</td>
</tr>
<tr>
<td>Defensive Driving</td>
<td>38</td>
</tr>
<tr>
<td>Forest Geometric Coordinators Meeting</td>
<td>39</td>
</tr>
<tr>
<td>GIS for the FS Resource Specialist</td>
<td>40</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Northern Region Existing Vegetation Spatial Database Vmap</td>
<td>41</td>
</tr>
<tr>
<td>Offtracking &amp; Curve Widening for Forest Service Roads</td>
<td>42</td>
</tr>
<tr>
<td>Road Location for Forest Access Roads</td>
<td>43</td>
</tr>
<tr>
<td>Road Use Permit Administration</td>
<td>44</td>
</tr>
<tr>
<td><strong>FIRE AVIATION &amp; AIR</strong></td>
<td></td>
</tr>
<tr>
<td>Engine and Pump Operation Maintenance</td>
<td>45</td>
</tr>
<tr>
<td>ICS-300: Intermediate ICS for Expanding Incidents</td>
<td>46</td>
</tr>
<tr>
<td>ICS-400: Advanced ICS Command &amp; General Staff</td>
<td>47</td>
</tr>
<tr>
<td>RT-130 Annual Fire Safety Refresher</td>
<td>48</td>
</tr>
<tr>
<td><strong>LEADERSHIP or PERSONAL DEVELOPMENT</strong></td>
<td></td>
</tr>
<tr>
<td>A Woman's Guide to Leadership</td>
<td>49</td>
</tr>
<tr>
<td>Comprehensive Wellbeing &amp; Resiliency</td>
<td>50</td>
</tr>
<tr>
<td>Facilitating Effective Meetings</td>
<td>51</td>
</tr>
<tr>
<td>Leadership Skills for Supervisors</td>
<td>52</td>
</tr>
<tr>
<td>Mediation Skills for Better Work Relationships</td>
<td>53</td>
</tr>
<tr>
<td>New Supervisor Training</td>
<td>54</td>
</tr>
<tr>
<td>Principled Negotiation &amp; Conflict Resolution</td>
<td>55</td>
</tr>
<tr>
<td>Smart Talk</td>
<td>56</td>
</tr>
<tr>
<td>Teaching for Impact</td>
<td>57</td>
</tr>
<tr>
<td>The Art of Conscious Communication</td>
<td>58</td>
</tr>
<tr>
<td>The Workplace Bully</td>
<td>59</td>
</tr>
<tr>
<td><strong>RENEWABLE RESOURCE MANAGEMENT</strong></td>
<td></td>
</tr>
<tr>
<td>Facts: What's Happening?</td>
<td>60</td>
</tr>
<tr>
<td>FS Veg Spatial Overview</td>
<td>61</td>
</tr>
<tr>
<td>Managing Tabular Data in FSVeg</td>
<td>62</td>
</tr>
<tr>
<td>Program Management</td>
<td>63</td>
</tr>
<tr>
<td>Using Data in FS Veg</td>
<td>64</td>
</tr>
<tr>
<td><strong>RMLHW- LANDS AND RECREATION</strong></td>
<td></td>
</tr>
<tr>
<td>Access &amp; Special Uses for Line Officers/Managers</td>
<td>65</td>
</tr>
<tr>
<td>ALP: Accessing and Using Digital Land Status Data</td>
<td>66</td>
</tr>
<tr>
<td>Special Uses Round-Up</td>
<td>67</td>
</tr>
<tr>
<td><strong>SAFETY</strong></td>
<td></td>
</tr>
<tr>
<td>Basic Axemanship</td>
<td>68</td>
</tr>
<tr>
<td>Bear Safety for Home &amp; Field</td>
<td>69</td>
</tr>
<tr>
<td>Beyond Survivor</td>
<td>70</td>
</tr>
<tr>
<td>Chainsaw Maintenance and Trouble Shooting</td>
<td>71</td>
</tr>
<tr>
<td>Medical Refresher- First Aid, CPR, BBP</td>
<td>72</td>
</tr>
<tr>
<td>Mindfulness, Positivity, &amp; Stress Management Tools</td>
<td>73</td>
</tr>
<tr>
<td>Physical Fitness Assessment</td>
<td>74</td>
</tr>
<tr>
<td>The Fire That Burns Within: Fire Service Suicide-The Reality</td>
<td>75</td>
</tr>
<tr>
<td>UTV/ROV Training</td>
<td>76</td>
</tr>
<tr>
<td>UTV/ROV Train the Trainer</td>
<td>77</td>
</tr>
<tr>
<td>Wilderness First Responder</td>
<td>78</td>
</tr>
<tr>
<td>Title</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Wilderness Medicine Essentials</td>
<td>79</td>
</tr>
<tr>
<td>WESTERN MONTANA ACQUISITION ZONE</td>
<td></td>
</tr>
<tr>
<td>Appropriations Law</td>
<td>80</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td></td>
</tr>
<tr>
<td>CIO: Make Your Forest Service Computer Run Faster</td>
<td>81</td>
</tr>
<tr>
<td>Civil Rights: Oh That's Inappropriate</td>
<td>82</td>
</tr>
<tr>
<td>CSRS: Pre-Retirement Planning Seminar</td>
<td>83</td>
</tr>
<tr>
<td>Employee Safety &amp; Awareness</td>
<td>84</td>
</tr>
<tr>
<td>FERS: Late Career Pre-Retirement Planning Seminar</td>
<td>85</td>
</tr>
<tr>
<td>FERS: Mid Career Pre-Retirement Planning Seminar</td>
<td>86</td>
</tr>
<tr>
<td>Forest Protection Officer Recertification</td>
<td>87</td>
</tr>
<tr>
<td>How &amp; Why to Hire a Veteran</td>
<td>88</td>
</tr>
<tr>
<td>On-Site Computer and/or Mobile Device Trouble Shooting</td>
<td>89</td>
</tr>
<tr>
<td>Personal Finance (covers TSP investing)</td>
<td>90</td>
</tr>
<tr>
<td>Putting the &quot;A&quot; in Accessibility</td>
<td>91</td>
</tr>
<tr>
<td>Retirement Systems Benefit for Law Enforcement Officers &amp; Firefighters</td>
<td>92</td>
</tr>
<tr>
<td>Scientific Writing</td>
<td>93</td>
</tr>
<tr>
<td>Time Tactics</td>
<td>94</td>
</tr>
<tr>
<td>World Café</td>
<td>95</td>
</tr>
<tr>
<td>Sponsoring Staff</td>
<td>Title</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Monday 3/28 8:00 AM</strong></td>
<td></td>
</tr>
<tr>
<td>HR</td>
<td>New Supervisor Training</td>
</tr>
<tr>
<td>NRU</td>
<td>COR Certification Course (COR Level II)</td>
</tr>
<tr>
<td><strong>Tuesday 3/29 8:00 AM</strong></td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>Word: Comprehensive Approach</td>
</tr>
<tr>
<td>NRU</td>
<td>FERS: Late Career Pre-Retirement Planning (Billings)</td>
</tr>
<tr>
<td>NRU</td>
<td>Contract Administration</td>
</tr>
<tr>
<td>NRU</td>
<td>COR Refresher (Billings)</td>
</tr>
<tr>
<td>HR</td>
<td>New Supervisor Training</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>COR Certification Course (COR Level II)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday 3/30 8:00 AM</strong></td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>FERS: Late Career Pre-Retirement Planning (Billings)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>Contract Administration</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>COR Refresher (Billings)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>HR</td>
<td>New Supervisor Training</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>COR Certification Course (COR Level II)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday 3/30 8:30 AM</strong></td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>Excel: Comprehensive Approach</td>
</tr>
<tr>
<td><strong>Thursday 3/31 8:00 AM</strong></td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>Contract Administration</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>COR Refresher (Billings)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>HR</td>
<td>New Supervisor Training</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>COR Certification Course (COR Level II)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Thursday 3/31 8:30 AM</strong></td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>Acrobat Comprehensive Approach</td>
</tr>
<tr>
<td><strong>Thursday 3/31 12:30 PM</strong></td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>FERS: Late Career Pre-Retirement Planning</td>
</tr>
<tr>
<td><strong>Friday 4/1 8:30 AM</strong></td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>Access: Comprehensive Approach</td>
</tr>
<tr>
<td>NRU</td>
<td>FERS: Late Career Pre-Retirement Planning</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>NRU</td>
<td>COR Certification Course (COR Level II)</td>
</tr>
<tr>
<td></td>
<td><strong>Saturday 4/2 8:00 AM</strong></td>
</tr>
<tr>
<td>Safety</td>
<td>Wilderness First Responder</td>
</tr>
<tr>
<td>Safety</td>
<td><strong>Sunday 4/3 8:00 AM</strong></td>
</tr>
<tr>
<td></td>
<td>Wilderness First Responder</td>
</tr>
<tr>
<td>Sponsored by</td>
<td>Title</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Monday 4/4 8:00 AM</strong></td>
<td>GIS for the FS Resource Specialist</td>
</tr>
<tr>
<td>Engineering</td>
<td>Aerie Medical Refresher</td>
</tr>
<tr>
<td>NRU</td>
<td>Mediation Skills For Better Work Relationships</td>
</tr>
<tr>
<td>NRU</td>
<td>Retirement Systems Benefits for Law Enforcement &amp; Firefighters</td>
</tr>
<tr>
<td>NRU</td>
<td>Facilitating Effective Meetings</td>
</tr>
<tr>
<td>Fire</td>
<td>ICS- 300 Intermediate Incident Command System</td>
</tr>
<tr>
<td>Safety</td>
<td>Wilderness First Responder</td>
</tr>
</tbody>
</table>

| **Monday 4/4 8:30 AM** | Excel: Handy Features Tips & Tricks                                 | 3.5 hrs  |
| NRU                   | Word: Handy Features Tips & Tricks                                   | 3.5 hrs  |

| **Monday 4/4 1:00 PM** | Excel: Power User Formulas & Features                                | 2 hrs    |
| NRU                   | Word: Form, Table, & Macro Tools                                    | 2 hrs    |
| Lands/Engineering     | Cost Share 101                                                       | 4 hrs    |
| RRM                   | Using Data in FS Veg                                                 | 4 hrs    |
| Eng. Fleet Management | Defensive Driving                                                    | 4 hrs    |
| Civil Rights          | Oh, That's Inappropriate!                                            | 4 hrs    |
| WFWARP-WO + R1/WWFRP  | Program Management                                                   | 28 hrs   |

| **Monday 4/4 3:15 PM** | Excel: Data Analysis Features & Tools                                | 2 hrs    |
| NRU                   | Word: Document Administration & Collaboration                         | 2 hrs    |

<p>| <strong>Tuesday 4/5 8:00 AM</strong> | The Workplace Bully                                                  | 4 hrs    |
| Engineering           | Road Use Permit Administration                                        | 4 hrs    |
| EAP                   | Economics for Project Level NEPA                                      | 8 hrs    |
| Safety                | Beyond Survival                                                       | 8 hrs    |
| RRM, FAA              | Facts! What's Happening?                                              | 8 hrs    |
| CR/ENG/RMLHW          | Putting the &quot;A&quot; in Accessibility                                      | 8 hrs    |
| NRU                   | FERS: Late Career Pre-Retirement                                      | 12 hrs   |
| NRU                   | Aviation COR                                                          | 24 hrs   |
| NRU                   | Leadership Skills for Supervisors                                     | 24 hrs   |
| NRU                   | Appropriations Law                                                    | 32 hrs   |
| Safety &amp; Fleet        | UTV/ROV Train the Trainer                                             | 32 hrs   |
| NRU                   | Facilitating Effective Meetings                                       | Continued from Yesterday |</p>
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 4/5 8:30 AM</td>
<td>NRU: Access Design and Build Complex Databases (3.5 hrs)</td>
</tr>
<tr>
<td></td>
<td>NRU: Outlook Transition (3.5 hrs)</td>
</tr>
<tr>
<td>Tuesday 4/5 9:00 AM</td>
<td>NRU: Scientific Writing (3 hrs)</td>
</tr>
<tr>
<td></td>
<td>EAP: R1 Advanced NEPA Effects Analysis (20 hrs)</td>
</tr>
<tr>
<td>Tuesday 4/5 9:30 AM</td>
<td>RO-ORR Program: World Café (2.5 hrs)</td>
</tr>
<tr>
<td>Tuesday 4/5 10:00 AM</td>
<td>NRU: Personal Finance (2 hrs)</td>
</tr>
<tr>
<td>Tuesday 4/5 1:00 PM</td>
<td>Safety: Bear Safety for Home and Field (2 hrs)</td>
</tr>
<tr>
<td></td>
<td>NRU: Word: Complex Manuscript Features &amp; Tools (2 hrs)</td>
</tr>
<tr>
<td></td>
<td>RO-ORR Program &amp; HRM R1 Service Team: How &amp; Why to Hire a Veteran (2 hrs)</td>
</tr>
<tr>
<td></td>
<td>NRU: Time Tactics (2 hrs)</td>
</tr>
<tr>
<td></td>
<td>RMLHW: ALP: Accessing and Using Digital Land Status Data (3 hrs)</td>
</tr>
<tr>
<td></td>
<td>NRU: Teaching for Impact (4 hrs)</td>
</tr>
<tr>
<td>Wednesday 4/6 7:30 AM</td>
<td>Safety: Bear Safety for Home and Field (2 hrs)</td>
</tr>
<tr>
<td></td>
<td>RRM: FS Veg. Spatial Overview (3 hrs)</td>
</tr>
<tr>
<td></td>
<td>Engineering: Road Location for Forest Access Roads (6 hrs)</td>
</tr>
<tr>
<td></td>
<td>RMLHW: Access &amp; Special Uses for Line Officers &amp; Program (8 hrs)</td>
</tr>
<tr>
<td></td>
<td>Safety: Aerie Medical Refresher (8 hrs)</td>
</tr>
<tr>
<td></td>
<td>CR/ENG/RMLHW: Putting the &quot;A&quot; in Accessibility (8 hrs)</td>
</tr>
<tr>
<td></td>
<td>R1 Fire Equipment Program: Engine &amp; Pump Operation Maintenance (8 hrs)</td>
</tr>
<tr>
<td></td>
<td>EAP: R1 Advanced NEPA Effects Analysis (Continued from Yesterday)</td>
</tr>
<tr>
<td></td>
<td>Safety &amp; Fleet: UTV/ROV Train the Trainer (Continued from Yesterday)</td>
</tr>
<tr>
<td></td>
<td>Fire: ICS- 300 Intermediate Incident Command System (Continued from Yesterday)</td>
</tr>
<tr>
<td>Time</td>
<td>Session</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Wednesday 4/6 8:00 AM</strong></td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>Access: Creating Complex Database Objects 3.5 hrs</td>
</tr>
<tr>
<td>NRU</td>
<td>OneNote: Getting Up To Speed</td>
</tr>
<tr>
<td>NRU</td>
<td>Comprehensive Wellbeing &amp; Resiliency 6.5 hrs</td>
</tr>
<tr>
<td>NRU</td>
<td>Physical Assessments for Government Employees 6.5 hrs</td>
</tr>
<tr>
<td><strong>Wednesday 4/6 1:30 PM</strong></td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>Windows 10 Update 2 hrs</td>
</tr>
<tr>
<td>AQM</td>
<td>New Purchase Cardholder Training 3 hrs</td>
</tr>
<tr>
<td>Engineering</td>
<td>Forest Geometricos Coordinators Meeting 4 hrs</td>
</tr>
<tr>
<td>NRU</td>
<td>Powerpoint: Handy Features, Tips &amp; Tricks 4 hrs</td>
</tr>
<tr>
<td>RRM</td>
<td>Managing Tabular Data in FS Veg 4 hrs</td>
</tr>
<tr>
<td>NRU</td>
<td>FERS: Mid Career Pre-Retirement Planning 12 hrs</td>
</tr>
<tr>
<td>Fire</td>
<td>ICS-400 Advanced Incident Command System 20 hrs</td>
</tr>
<tr>
<td><strong>Wednesday 4/6 3:30 PM</strong></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>Offtracking &amp; Curve Widening for Forest Access Roads 2 hrs</td>
</tr>
<tr>
<td>NRU</td>
<td>A Woman's Guide to Leadership: Power, Communication and Credibility 4 hrs</td>
</tr>
<tr>
<td>Safety</td>
<td>Chainsaw Maintenance &amp; Troubleshooting 4 hrs</td>
</tr>
<tr>
<td>Engineering</td>
<td>The Northern Region Existing Vegetation Spatial Database (R1-Vmap) 4 hrs</td>
</tr>
<tr>
<td>Law</td>
<td>Employee Safety &amp; Awareness 4 hrs</td>
</tr>
<tr>
<td>Enforce &amp;</td>
<td>Mindfulness, Positivity, &amp; Stress Management Tools 4 hrs</td>
</tr>
<tr>
<td>Invest</td>
<td>Forest Protection Officer Recertification 8 hrs</td>
</tr>
<tr>
<td>FAA</td>
<td>Fire That Burns Within: Fire Service Suicide-The Reality 8 hrs</td>
</tr>
<tr>
<td>NRU</td>
<td>Special Uses Round-Up 8 hrs</td>
</tr>
<tr>
<td>Safety</td>
<td>Wilderness Medicine Essentials 8 hrs</td>
</tr>
<tr>
<td>FAA</td>
<td>RT-130 Annual Fire Safety Refresher 8 hrs</td>
</tr>
<tr>
<td>Time</td>
<td>Session</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Thursday 4/7</td>
<td>Scientific Writing</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Thursday 4/7</td>
<td>World Café</td>
</tr>
<tr>
<td>9:30 AM</td>
<td>2.5 hrs</td>
</tr>
<tr>
<td>Thursday 4/7</td>
<td>Advanced GIS Model Building</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>2 hrs</td>
</tr>
<tr>
<td>Thursday 4/7</td>
<td>Smart Talk: Credibility &amp; Communication</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>4 hrs</td>
</tr>
<tr>
<td>Friday 4/8</td>
<td>Advanced GIS Scripting Using Python</td>
</tr>
<tr>
<td>8:00 AM</td>
<td>2 hrs</td>
</tr>
<tr>
<td>NRU</td>
<td>The Art of Conscious Communication</td>
</tr>
<tr>
<td>4 hrs</td>
<td></td>
</tr>
<tr>
<td>Civil Rights</td>
<td>Oh, That's Inappropriate!</td>
</tr>
<tr>
<td>4 hrs</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>GIS for the FS Resource Specialist</td>
</tr>
<tr>
<td>4 hrs</td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>CSRS Pre-Retirement Planning Seminar</td>
</tr>
<tr>
<td>8 hrs</td>
<td></td>
</tr>
<tr>
<td>REC</td>
<td>Basic Axemanship</td>
</tr>
<tr>
<td>8 hrs</td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>Principled Negotiation &amp; Conflict Resolution</td>
</tr>
<tr>
<td>8 hrs</td>
<td></td>
</tr>
<tr>
<td>Safety &amp; Fleet</td>
<td>UTV/ROV Training</td>
</tr>
<tr>
<td>8 hrs</td>
<td></td>
</tr>
<tr>
<td>NRU</td>
<td>Appropriations Law</td>
</tr>
<tr>
<td></td>
<td>Continued from Yesterday</td>
</tr>
<tr>
<td>Fire</td>
<td>ICS-400 Advanced Incident Command System</td>
</tr>
<tr>
<td></td>
<td>Continued from Yesterday</td>
</tr>
<tr>
<td>Safety &amp; Fleet</td>
<td>UTV/ROV Train the Trainer</td>
</tr>
<tr>
<td></td>
<td>Continued from Yesterday</td>
</tr>
<tr>
<td>EAP</td>
<td>NEPA Team Leadership</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Safety</td>
<td>Wilderness First Responder</td>
</tr>
</tbody>
</table>
Keynote Program

“Lunch With the Forester”

Wednesday, April 6, 2016 ~ 12:00 - 1:00pm

Finding time to talk at all levels is important as it provides a context for our efforts and gives us a chance to share information. Join Regional Forester, Leanne Marten, for lunch! This is a great time to ask questions and share your perspective. Students can also submit questions prior to the program.

The Keynote will be held in the Gallagher Business Building (GBB) Room 106, on Wednesday April 6th 12:00-1:00 PM. Pizza will be provided!
PHOTO CHALLENGE

Your memories and photographs are a part of Forest Service history. Sharing them provides a rare glimpse into the lives, troubles, and triumphs of those within our agency, providing a context for our efforts and helping us visualize where we fit individually and nationally. We welcome your stories, and thank you for contributing to our history.

The categories for this year’s contest are:

1. Collaboration - The Forest Service is steeped in a rich history of land and resource management, public service and teamwork. Collaboration makes our mission possible. Please share your photos of collaborative work, however that has taken shape for you.

2. Transitions - Transitions abound in both our personal and professional lives. We take on greater responsibility and leadership. We prepare for retirement. We adapt to changing landscapes, an evolving workforce, and innumerable other macro and micro environments. Please share photos depicting change and transition.

3. Mentoring/Teaching - A large portion of the Forest Service will be eligible for retirement soon, many of our most knowledgeable peers taking with them an entire career of experience. Rarely has intergenerational communication, teaching and mentoring been so important. Passing knowledge onto our youngest employees is critical to the success of our agency. Please share photos that embody the spirit of teaching and mentoring within the Forest Service.

Official Contest Rules
1. Entries must be submitted via e-mail no later than March 14th, 2016 to Ginger Claussen at ginger.claussen@umontana.edu
2. Provide your name and “NRU Photo Contest” in the subject line of the email (i.e. “Joe Smith-NRU Contest”)
3. Each submission must also include a brief description of the photo
4. Digital Images must be a minimum pixel size of 2272 x 1704 (4 megapixels) and minimum 300 dpi (dots per inch)
5. Scanned images must be at least 300 dpi and the final file size must not exceed 9 megabytes in order to be attached to an email
6. Each entrant is eligible to submit a maximum of two (2) images in any of the three categories (for a total of possible entries)

Winner Selection & Awards: Submissions will be reviewed and judged by a panel of NRU appointed judges. Winners will be selected by this same panel. We will also have a “Fan Favorite” photo which will be selected by NRU students attending class during NRU Week. The winners will be announced and presented with an award during the NRU Keynote General Session on Wednesday, April 6th.

Eligibility
The Contest is open to current Forest Service employees working in Region 1 including WO detached employees, Enterprise employees, etc.

~ Good luck, NRU Staff

Questions? Please contact Ginger Claussen, 406-243-4623 or ginger.claussen@umontana.edu
Acquisition Management
Instructor: NPI Inc.  
npi@npi-training.com  
425-776-0414

Course Coordinator:  
Stevie Fehrs  
sfehrs@fs.fcd.us  
406-329-3227

Tuition: $400 (depending on enrollment)

Dates:  
April 5-7  
0800-1700 daily

Course Content: The structure and presentation of this five-day course follows the following sequence:
Understanding federal contract principles, such as authority, payments, inspections, changes, and suspension of work.
1. Identification and examination of specific aircraft (fixed wing and helicopter) contract language, and how it relates to the general contract principles.
2. Group discussion and application of contract terms and conditions, relationship of legal principles and contract provisions to day-to-day contract administration.
3. Practical application and sharing—information exchange, what happens and how problems and issues arising under aircraft contracts are resolved.

Prerequisites: Previous attendance at the NPI, Inc. COTR Certification course or a comparable 40-hour training course.

Target Audience: Experienced COTRs and other students who have previously completed a COTR Certification or comparable 40-hour training course.

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY: SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Contract Administration

BEWARE: THIS CLASS IS THE WEEK BEFORE NRU

March 29-April 1, 2016
8:00 am to 5:00pm
24

Tuition: $400.00

Max Registration: 30

Instructor: NPI Inc.
npi@npi-training.com
425-776-0414

Course Coordinator:
Enrique Olivares
colivares@fs.fed.us
406-329-3449

Course Content: This five-day training course addresses critical duties, functions, and responsibilities performed by contracting personnel during the contract administration phase of the acquisition process. The course format involves lecture, discussion, and exercises that expose the student to the sequence of activities they may expect to encounter when administering both simple and complex procurements. The course highlights activities that must be performed during the administration phase of a contract, methods of avoiding issues that may negatively affect contract performance, performing activities that are required by law or statute, and actions that should be taken to ensure that the government’s interests are protected.

Objectives: The course highlights activities that must be performed during the administration phase of a contract, methods of avoiding issues that may negatively affect contract performance, performing activities that are required by law or statute, and actions that should be taken to ensure that the government’s interests are protected.

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you
Northern Region University 2016

COR Certification

BEWARE: THIS CLASS IS
THE WEEK BEFORE

NRU
Monday thru Friday
MARCH 28-April 1 2016
8:00 am to 5:00pm
40 hours

Tuition: $430 depending on enrollment

Max Registration: 30

Instructor: NPI Inc.
npi@npi-training.com
425-776-0414

Course Coordinator:
Enrique Olivares
eolivares@fs.fed.us
406-329-3449

Course Content: This five-day course provides the Contracting Officer’s Representative (COR) or Contracting Officer’s Technical Representative (COTR) with complete and comprehensive coverage on contract formation and administration issues. The 40-hour format has been designed to teach the competencies identified in the Federal Acquisition Institute’s COR Workbook, and meets agency requirements for COR and COTR certification. The course highlights include development of requirements documents, standards of conduct, documentation needs, inspection procedures, changes, terminations, and disputes.

Objectives: Course provides employees with complete and comprehensive coverage on contract formation and administration issues

Target Audience/Prerequisites: Employees who need COR/COTR training/certification.

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
*This class will be held the week of March 29-April 1st in Billings, MT as part of NRU East.

Tuesday thru Thursday
March 29-March 31, 2016
8:00 am to 5:00 pm each day

Tuition: $400.00
Max Registration: 35

Instructor: NPI Inc.
npi@npi-training.com
425-776-0414

Course Coordinator:
Stevie Fehrs
sfehrs@fs.fed.us
406-329-3227

Training Contact
Enrique Olivares
eolivares@fs.fed.us
406-329-3449

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

Course Content:
This three-day training is meant for experienced CORs and other students who have previously completed a COR certification or comparable 24-hour training course. The course provides students with a review of COR duties and responsibilities. The course emphasizes enhancement of skills in contract preparation, formation, and administration through discussion and participation in exercises by applying lessons learned in NPI, Inc.'s COR Training course, experience gained in contract administration, and best practices. Students participate in group role-playing exercises and present their findings and solutions. Attendance at this course provides the participant with 24 credit hours and 24 continuous learning points (CLP).

Objectives: The course provides students with a review of COTR duties and responsibilities as well as a comprehensive examination of recent changes to regulations, legislation, and policy affecting contract administration.

Target Audience/Prerequisites: This three-day course is intended for experienced COTRs and other students who have previously completed a COTR Certification or comparable 40-hour training course.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class
Purchase Card Training for New Card Holders

Wednesday April 6
(Offered as Webinar on “Live Meeting”)
1330-1630

Tuition: $0.00

Instructors:
Christine Sopko
csopko@fs.fed.us
406-329-3007

Training Contact:
Len Burks
lburks@fs.fed.us
406-329-3242

Course Coordinator:
Christine Sopko
csopko@fs.fed.us
406-329-3007

Content
Required "live" training for employees who have been designated by their supervisor as needing a government purchase card. Offered as a Live Meeting concurrently.

Goals and Objectives
As a result of attending this class, students will be able to use a government purchase card in the course of their official duties in accordance with departmental and Forest Service Regulations.

NOTE: If you will be participating in this class via Webinar, sign up for this version of the class; if you will be attending the class in-person at the University of MT, please sign up for the class listed without ‘Webinar’ in the title.

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.
ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Computer Skills
Access: Creating Complex Database Objects
Date/Time: April 6, 2016 0800-1130
Course Fee $40
Course Coordinator: Stevie Fehrs
sfehrs@fs.fed.us
Staff Training Contact: Enrique Olivares
eolivares@fs.fed.us

Course Description
Investigate ways to enrich database designs and fine tune independent table, form, query and report objects which add important time and effort saving whistles and bells.

Prerequisites
Participants will obtain the greatest benefit if they are already familiar with intermediate database design concepts and features such as those covered in Designing and Building an Access Database.

Skill Level
Intermediate - Advanced

Duration/Format
1/2 Day/ Instructor-led on premise or remote On-Line Live

Course Content
Table Design Tips and Tricks
- Field Properties
  - Establishing Default Values – Static & Dynamic
  - Formatting values automatically
  - Creating Data Entry Patterns to Facilitate DE
  - Establishing Data Validation Rules
  - Performing Lookups

Form Design Tips and Tricks
- The Record Source Property
- Form Design Customizations
  - Adding Alternative Form Control Objects
    - Labels
    - Combo Boxes
    - Tabbed Forms
    - Command Buttons
    - Performing Calculations on Forms
- Changing the Tab Order
- Setting Form Control Property Settings
  - Data Entry
  - Tab Stop

Query Design Tips and Tricks
- Top Value and Unique Value Queries
- Administering Data with Action Queries
  - Updating Data
  - Appending Records
  - Make Table
  - Deleting Records
- Creating Joins
- Manipulating Query Join Property Settings
- Create Unmatched and Duplicates Queries
- Create Sub Queries

Report Design Tips and Tricks
- Grouping Manually
- Influencing Pagination
- Performing Calculations on Reports
- Creating Specialized Elements
  - Columns/Charts/Labels
- Setting Report Control Property Settings
Access: Comprehensive Approach
Date/Time: April 1, 2016 0830-1600
Course Fee $80
Course Coordinator: Stevie Fehrs
sfehrs@fs.fed.us
Staff Training Contact: Enrique Olivares
eolivares@fs.fed.us

Course Description
Learn about key relational database concepts and how they're implemented in Access. Then find out how to plan and build relational databases.

Even learn about ways to enrich designs and fine tune table, form, query and report objects.

Prerequisites
This course is designed for individuals who want a solid understanding of Microsoft Access from the bottom up. Individuals should have experience with computers and software; but may be new or experienced with Access. Everyone will benefit.

Skill Level
Beginner to Intermediate

Duration/Format
Full Day/ Instructor-led on premise or remote On-Live Live

Course Content
Relational Database Concepts
- Introduction to RDBS Technology
- Data Storage Concepts

Designing a Relational Database
- Planning the Design
  - Effective Guidelines
- Primary Key Values
- Table Relationships
  - Relationship Types
  - Technical Requirements
  - Junction Tables
  - Relationship Window

Creating Tables
- Creating the Structure
- Creating New Tables in Design View
- Establishing Relationships

Understanding & Establishing Relationships

Table Design Tips and Tricks
- Field Properties
  - Establishing Default Values – Static & Dynamic
  - Formatting values automatically
- Creating Data Entry Patterns to Facilitate DE
- Establishing Data Validation Rules
- Performing Lookups

Creating Forms
- Form Design Alternatives
- Creating Forms Using Form Wizards
  - Standard & Subforms
- Working in Design and Layout Views
  - Form Views, Form Controls & Form Layouts
- Manipulating Form Controls

Form Design Tips and Tricks
- The Record Source Property
- Form Design Customizations
  - Adding Alternative Form Control Objects
  - Combo Boxes
  - Command Buttons
- Changing the Tab Order
- Setting Form Control Property Settings
- Data Entry & Tab Stop

Creating Queries & Reports
- Creating Queries in Design View
  - Using Criteria to Filter Records
  - Simple Criteria
  - Comparison & Conditional Operators
    - And Conditions
    - OR Conditions
  - Performing Calculations
  - Summarizing Values
- Administering Data with Action Queries
  - Updating Data
  - Appending Records
  - Make Table
  - Deleting Records
- Creating Joints
- Manipulating Query Joins Property Settings
- Report Design Techniques
- Creating a Report Using the Wizard
Access: Designing & Building Databases
Date/Time: April 5, 2016 0830-1200
Course Fee: $40
Course Coordinator: Stevie Fehrs
sfehrs@fs.fed.us
Staff Training Contact: Enrique Olivares
eolivares@fs.fed.us

Course Description
Learn about key relational database concepts and how they're implemented in Access. Then find out how to plan and build relational databases.

Topics include building tables, forms, queries and reports.

Prerequisites
Persons enrolling in this course should be familiar with relational database technologies and using and already using Access.

Skill Level
Intermediate

Duration/Format
½ Day/ Instructor-led on premise or remote On-Line Live

Course Content

Relational Database Concepts
Introduction to RDBS Technology
Terminology
- Data Values; Records; Fields; Tables
Data Storage Concepts
Database Objects
- Tables
- Forms
- Queries
- Reports
- Macros & Modules

Designing a Relational Database
Planning the Design
Effective Guidelines
Primary Key Values
Table Relationships
- Relationship Types
- Technical Requirements
- Junction Tables
- Relationship Window

Creating Tables
Creating the Structure
Creating New Tables in Design View
- Field Names
- Data Types
- Field Properties
Establishing Relationships
- Understanding & Establishing RI
- Testing RI
Working with Tables

Creating Forms
Form Design Alternatives
Creating Forms Using Form Wizards
- Standard
- Subforms
Working in Design and Layout Views
- Form Views
- Form Controls
- Form Layouts
- Manipulating Form Controls

Creating Queries & Reports
Creating Queries in Design View
- Choosing a Record Source
- Adding Fields to the Design Grid
- Running the Query
- Saving the Query
Using Criteria to Filter Records
- Simple Criteria
- Comparison & Conditional Operators
- And Conditions
- OR Conditions
- Performing Calculations
Summarizing Values
Report Design Techniques
Creating a Report Using the Wizard
Grouping and Performing Summary Calculations
Working in Design View
Publishing Reports to a PDF format
Exporting Reports to Word
Acrobat: Comprehensive Approach
Date/Time: March 31, 2016
Course Fee $100 including a course manual
Course Coordinator: Stevie Fehrs sfehrs@fs.fed.us
Staff Training Contact: Enrique Olivares eolivares@fs.fed.us

Course Description
Learn the skills needed to make your documents more portable and accessible using Adobe Acrobat. Topics include navigation essentials, PDF conversion alternatives, incorporating document sophistication, inserting bookmarks and links, managing multiple PDF documents, and a host of critical accessibility, review, and security features.

Prerequisites
Experience with computers and common Microsoft applications, such as word processing, spreadsheet, and web browser applications.

Skill Level
Beginner to Intermediate

Duration/Format
Full-Day/Instructor-led on premise or remote On-Line Live

Course Content

Lesson 1: Getting Started
The Acrobat Environment
Advanced Navigation
Finding Text
Getting Help
Acrobat Preferences

Lesson 2: Creating PDF Documents
Printing to PDF
Acrobat PDFMaker
The Create PDF Commands (Creating Portfolios)

Lesson 3: Modifying PDF Documents
Modifying Document Pages (Compiling, Splitting)
Modifying Content
Moving PDF Content to other Programs
Adding Multimedia
Optimizing PDF File Size

Lesson 4: PDF Document Navigation Tools
Use Bookmarks
Work with Links

Lesson 5: PDF Accessibility
Accessible Documents
Accessibility in the Acrobat Environment

Lesson 6: Document Security
Password Protection
Digital Signatures
Certificate Security
Password and Certificate Security Policies

Lesson 7: Document Review Techniques
Initiating Document Reviews
Reviewer Tools
Viewing Comments and Markups
Excel: Comprehensive Approach
Date/Time: March 30, 2016 0800-1700
Course Fee $80 Depending on Enrollment
Course Coordinator: Stevie Fehrs
sfehrs@fs.fed.us
Staff Training Contact: Enrique Olivares
eolivares@fs.fed.us

Course Description
This class is held the week prior to NRU. Learn how to work quickly and confidently. Then go well beyond the basics by taking advantage of all kinds of time saving tips and tricks to boost productivity.

Prerequisites
This course is designed for individuals who want a solid understanding of Microsoft Excel from the bottom up. Individuals should have experience with computers and software; but may be new or experienced with Excel. Everyone will benefit.

Skill Level
Beginner to Intermediate

Duration/Format
Full-Day/ Instructor-led on premise or remote On-Live Live

Course Content
The Leger Environment
- The Excel Work Environment
- Navigation Tips and Tricks

Creating New Workbooks
- Four Steps to Success
- Entering Text & Numbers
- Creating Dynamic Formulas
- Cell References
- Relative References

Critical Time Saving Tips and Tricks
- Working with Ranges
- Moving and Copying Items
- Automating Data Entry – Fill Series
- Creating Absolute Cell References

Creating Formulas The Easy Way
- Using Excel's Built-in Functions
- Common Mathematical Tasks

SUM, AVERAGE, COUNT, COUNTA
Browsing the Function Library

Formatting Effortlessly
- Saving Time with Styles
- Manipulating Column & Row Attributes
- Alignment and Merge Operations
- Applying Common Number Formats
- Applying Special Formats

Printing Worksheets
- Preparing to Print
- Page Setup Options
- Scaling
- Margins

Managing Large Worksheets
- View Option Tips and Tricks
- Organizational Features

Structuring Data Across Worksheets
- Managing Sheets
- Creating Symmetrical Worksheets
- Creating Linking Formulas
- Creating 3-Dimensional Calculations

Helpful Formulas & Functions
- Common and Simple Calculations (Optional)
- Creating and Using Names
- Using the Function Library
- Date and Time Functions
- Statistical Functions
- Text Functions
- Engineering Functions
- Logical – SUMIF & COUNTIF

Displaying Data Graphically
- Creating Charts
- Chart Components
- Chart Types
- Sparklines

Managing Lists
- List Characteristics
- Sorting Data
Course Description
Investigate how you can tap into a collection powerful analysis features and tools to consolidate, capture, summarize and visualize collections of data.

Prerequisites
This course moves at an accelerated pace. Persons enrolling in this course will get the greatest benefit if they are familiar with Excel’s intermediate features and advanced formula construction concepts covered in Handy Features Tips & Tricks and Power User Formulas, Functions and Features.

Skill Level
Advanced

Duration/Format
2 Hour/ Instructor-led on premise or remote On-Line Live

Course Content

Simple & Effective Visual Analysis Tools
Analyzing Data with Conditional Formatting
Highlight & Top and Bottom Rules
Data Bars
Color Scales
Icon Sets

Consolidating Data
Consolidating Independent Workbook Files
By Position
Creating Source Links
By Category

Analyzing Data with Pivot Tables
Creating a Pivot Table
Formatting Pivot Tables
Manipulating Row, Column, Value, and Filter Fields
Filtering Data using a Slicer
Pivot Charts

Importing Data
Accessing Data with MS Query
Creating a Data Source
Creating Database Queries
Web Query

Analytical Features
Finding Duplicates
What if Analysis
Goal Seek
Solver
Data Tables
Trendlines
Data Analysis Toolpack
Histograms
Excel: Handy Features Tips & Tricks

Date/Time: April 4, 2016 0830-1200
Course Fee $40
Course Coordinator: Stevie Fehrs
sfehrs@fs.fed.us
Staff Training Contact: Enrique Olivares
eolivares@fs.fed.us

Course Description
Go well beyond the basics. Learn how to take advantage of a number of high profile features needed to build more sophisticated workbooks, manage and administer large data files, and use some of the whistles and bells.

Prerequisites
Participants should be comfortable with all the fundamental features addressed in Getting Up to Speed in Excel.

Skill Level
Intermediate to Advanced

Duration/Format
1/2-Day/ Instructor-led on premise or remote On-Live Live

Course Content
Managing Large Worksheets
- View Option Tips and Tricks
  - Zoom Settings
  - Freezing Panes
  - Splitting Panes
- Organizational Features
  - Hiding Data
  - Outlining Data
  - Grouping Data
- Printing Large Worksheets
  - Print Titles
  - Setting Page Breaks
  - Page Layout View

Structuring Data Across Worksheets
- Managing Sheets
- Creating Symmetrical Worksheets
- Creating Linking Formulas
- Creating 3-Dimensional Calculations

Helpful Formulas & Functions
- Common and Simple Calculations (Optional)
- Creating and Using Names
- Using the Function Library
  - Financial Functions
  - Date and Time Functions
  - Statistical Functions
  - Text Functions
  - Engineering
  - Logical

Displaying Data Graphically
- Creating Charts
  - Chart Components
  - Chart Types
- Modifying Chart Components
  - Formatting Chart Elements
- Sparklines
- Combination Charts
- Using 2 Value Axes

Managing Lists
- List Characteristics
- Sorting Data
  - Cell, Font Color
  - Cell Icons
- Filtering Data
- Creating Subtotals
Excel: Power User Formulas & Features
Date/Time: April 4, 2016 1300-1500
Course Fee $30
Course Coordinator: Stevie Fehrs
sfehrs@fs.fed.us
Staff Training Contact: Enrique Olivares
eolivares@fs.fed.us

Course Description
Learn about some of Excel's most challenging formulas and functions and how to put them to their best use - automating tasks, routines and operations for you.

Prerequisites
This course moves at an accelerated pace. Participants will obtain the greatest benefit if they are already familiar with intermediate-level features and concepts such as those covered in Excel: Handy Features Tips & Tricks.

Skill Level
Advanced

Duration/Format
2 Hour/ instructor-led on premise or remote On-Live Live

Course Content
Formula Essentials Checklist (Optional)
  Dynamic Formulas
  Excel's Built-in Functions
  Relative & Absolute References
  Linking Formulas
  3-Dimensional Formulas
  Assigning and Using Names

Building Power Formulas
  Analyzing Data with Logical Formulas
    SUMIFS & COUNTIFS
  Automating Tasks with Logical Formulas
    IF, AND, OR,
    Nesting Functions
    Testing data integrity with ISERROR

Performing Lookups
  Using the VLOOKUP Function
  Using the TRANSPOSE Function

Other Useful Formulas
  Statistical
    FORECAST
  Engineering
    CONVERT
    DELTA
  Math & Trig
    AGGREGATE
  Unlisted
    DATEDIF
  Creating External Links
  Automating Tasks with Macros
    Creating Macros
      Developer Tab
      Macro Recorder
      Macro Enabled Workbook
    Triggering Macros
      Keyboard Shortcuts
      Command Buttons
      Quick Access Toolbar Buttons
    Editing VB Code
      The Code Window

327 E. Broadway
Missoula, MT 59802
www.watercolorct.com
tel: (406) 542-1573
fax: (406) 543-7888
OneNote: Getting Up to Speed  
Date/Time: April 6, 2016 0800-1130  
Course Fee $40  
Course Coordinator: Stevie Fehrs sfehrs@fs.fed.us  
Staff Training Contact: Enrique Olivares eolivares@fs.fed.us

Course Description  
This course introduces participants to digital note taking using Microsoft OneNote 2013. Students will create and update notes; manage lists and outlines; search; as well as add content including voice memos, pictures, and video.

Prerequisites  
Students will benefit most from this course if they have a good understanding of how to use the Microsoft Office Suite. No prior experience with OneNote is required.

Skill Level  
Beginner to Intermediate

Duration/Format  
1/2-Day/ Instructor-led on premise or remote On-Line Live

Format/Duration  
Instructor - led: classroom based  
Half-Day

Course Content

Lesson 1: Exploring Notebook Structure  
Navigate the OneNote 2013 Environment  
Use Predesigned Templates for Notebooks  
Customize the User Interface within OneNote

Lesson 2: Adding Content & Formats  
Modify Formatting in a Notebook  
Add Audio & Video to a Notebook  
Add Quick Notes and Links  
Use Tags & Symbols  
Drawing Tools, and Pen Options

Lesson 3: Managing History and Backups  
Save and Export Content  
Use Alternative File Types  
Manage Notebook Recycle Bins & Backups

Lesson 4: Finalizing a Notebook  
Proofing and Print Settings
Outlook: Transition to 2013
Course Fee $40
Course Coordinator: Stevie Fehrs sfehrs@fs.fed.us
Staff Training Contact: Enrique Olivares eolivares@fs.fed.us

Course Description
Understand this premier personal information management tool like never before. Learn how to work confidently and take advantage of time saving tools to boost your productivity.

Prerequisites
This course is designed for individuals who desire a solid understanding of Outlook from the bottom up. Individuals should have experience with the pc and software; but may be new or experienced with Outlook. Everyone will benefit.

Skill Level
Beginner to Intermediate

Duration/Format
1/2-Day/ Instructor-led on premise or remote On-Line Live

Course Content

The Outlook 2013 Environment
Interface Changes
Reviewing the Environment
PIM Terminology

Email Must Knows
New Message Form Options
  Accessing & Searching Address Books
  Accessing Folders
Managing Email
  Built-in Arrangement & View Options
  The ‘Info’ Bar
Printing Messages
  Working in Backstage View
Deleting & Retrieving Email
Attaching Files & Outlook Items
  Safety & Space Considerations
Formatting, AutoCorrect & Spell Check Tools

Folder & Archive Essentials
Understanding Built-In Folders
Creating Sub-Folders
  Moving & Deleting Items & Folders

Archive Must Knows

Key Calendaring Tools
The Calendar UI and Calendar Item Types
  Creating Appointments
  Editing Appointments
  Understanding Recurrences
Setting Up Events
  Generating Recurring Events
  Categorizing Items
  Using ‘Go To Date’
Meeting Requests
  Generating Invitations
  Scheduling Resources
  Editing & Deleting Meetings
  Responding to & Managing Meeting Requests
View Options
  Day, Work Week, Week & Month Arrangements
  Print Possibilities

Handling Tasks
Understanding Tasks
  The Task Form
  Folders
  View Options
Setting Due Dates & Reminders
Updating & Completing Tasks

Contact Management Basics
The Contacts Folder
  Creating New Contacts
  Editing Contacts
  Duplicating Business Contact Information
  Sort & Find Tools
View & Print Options
PowerPoint: Handy Features, Tips & Tricks
Date/Time: April 6, 2016 1330-1700
Course Fee $30
Course Coordinator: Stevie Fehrs sfehrs@fs.fd.us
Staff Training Contact: Enrique Olivares eolivares@fs.fed.us

Course Description
Go beyond the basics and add some pizzazz to your PowerPoint Slide Shows. This class will give you all you need to know when it comes to learning the high profile tools needed to build more sophisticated presentations & run them like a pro. Topics include manipulating graphics, adding transitions, object animation, and advanced presentation tips & tricks.

Prerequisites
Participants should be proficient with the topics covered in Getting Up to Speed in PowerPoint.

Skill Level
Intermediate

Duration/Format
2 Hour/ Instructor-led on premise or remote On-Live Live

Course Content

Adding Pizzazz with Graphics
- ClipArt Illustrations
- Search Techniques
- Grouping & Ungrouping
- Selection Tips & Tricks
- Nudging Objects
- Correction, Style, & Adjustment Options

Working with Photos
- Artistic Effects
- Cropping
- Removing Backgrounds
- Compression Tools
- Adjusting Object Order & Alignment
- SmartArt

Understanding Transitions
- Working in Slide Sorter View
- Transition Effects & Options
- Setting up an Automatic Show

Conquering Animations
- Entrance, Emphasis & Exit Options
- Drawing Motion Paths
- Audio/Video
- Working with Order & Timing

Advanced Presentation Options
- Creating & Customizing Speaker Notes
- Notes Master
- Handouts Master
- Save as PPS
- Annotating Your Slide Show
- Pen Options
- Saving Annotations
- Must Know Presentation Tips & Tricks
- Shortcut Keys
- Go To & Last Viewed Options

327 E. Broadway
Missoula, MT 59802
www.watercolorct.com

25
tel: (406) 542-1573
fax: (406) 543-7888
Windows 10: Update
Date/Time: 4/6/2016 1330-1530
Course Fee: $30 Depending on Enrollment
Course Coordinator: Stevie Fehrs sfehrs@fs.fed.us
Staff Training Contact: Enrique Olivares eolivares@fs.fed.us

Course Description
Get the inside scoop on the latest changes with Windows 10 and how you can take advantage of this new operating system to work more efficiently than ever before. Understand the new Start Menu; find out how to quickly access local and remote resources; discover how to create folders and copy and move data files; learn about running application programs and how to customize your workstation.

Prerequisites
This course is ideal for individuals upgrading from Windows 7 & Windows 8.

Skill Level
Beginner to Intermediate

Duration/Format
2 Hour/ Instructor-led on premise or remote On Live Live

Course Content
Welcome to Windows 10
Introducing Windows 10
Operating Systems and Application Programs
Roles of the Operating System

Getting the New User Interface
The Lock Screen
The Accounts Screen
The Start Menu
  Navigation
  Organization
  The All Apps List
  Search/Cortana

Fine Tuning
Tailoring the Lock Screen
Customizing the Accounts Screen
Organizing the Start Menu
  Adding and Removing Tiles
  Moving Tiles
  Resizing Tiles
  Working with Live Tiles

Running Programs and Apps
The New Windows Desktop
  Window Components
  Moving Windows
  Resizing Window
  Multi-tasking

Managing Folders & Files
Folder and File Organization
Folders, Files, and Libraries
  Understanding Libraries
File Explorer
  The Navigation and Details Pane
  Creating Folders
  Copying & Moving Objects
  Using the Recycle Bin
  Deleting Files
  Restoring Files
Using the Recycle Bin
  Deleting Files
  Restoring Files
  Purging unwanted items

327 E. Broadway
Missoula, MT 59802
www.watercolorct.com
tel: (406) 542-1573
fax (406) 543-7888
Course Description
This class is held the week prior to NRU. Learn critical features and go beyond the basics to master high profile feature and all kinds of tips and tricks that will save you time and frustration- allowing you to create and manipulate sophisticated documents quickly and effortlessly.

Prerequisites
This course is designed for individuals who want a solid understanding of Microsoft Word from the bottom up. Individuals should have experience with computers and software; but may be new or experienced with Word. Everyone will benefit.

Skill Level
Beginner to Intermediate

Duration/Format
Full-Day/ Instructor-led on premise or remote On-Line Live

Course Content
Must Know Word Features & Tools
- Word UI Components
- Understanding Word Settings
- New Document Options
  - 'Normal' formatting & layout
  - Accessing additional templates
- Default document formatting & layout
- Non-printing characters – Show/Hide
- Previewing, saving, and printing documents

Viewing and Editing Documents
- Navigation tips and tricks
- Smart text selection tips
- Time saving move and copy operations
  - Using the clipboard
- Undo/redo & repeat operations

Getting the Look You Want
- Character Formatting
  - Changing fonts, colors, sizes, and so forth.
  - Shortcut techniques for applying
  - Clearing formats
- Paragraph Formatting

Getting the Look You Want (continued)
- Controlling numbered and bulleted lists
- Adjusting line and paragraph spacing
- Making sense of built-in tabs & setting custom tabs

Tools and Printing
- Great View Options
  - Page Width, Zoom Slider
  - Working in Backstage View
- Using old standbys: Spelling and Grammar
- Investigating the new Contextual Checker
- Getting the right word with the Thesaurus

Controlling Page Layout
- Pagination defaults & options
  - Manual versus hard page breaks
- Page Setup Options
  - Margins, vertical alignment, orientation

Creating & Using Tables Effectively
- Inserting and Identification
  - View Tips & Tricks
- Navigation Must Knows
- Savvy Table Selection Techniques
- Formatting Table Elements
- Table Manipulation
  - Adding, deleting, & sizing with ease

Saving Time with Templates
- Working with the 'Normal' template
- Exploring Office.com templates
- Best practices for creating custom templates

Harnessing the Power of Styles
- Understanding Styles & Style Types
- Applying Styles with Styles Gallery & Styles Pane
- Creating & Saving Custom Styles
  - The 'Clear Formatting' Command
Securing Documents
- Restricting Document Access
- Encrypting Documents
- File Sharing Options
- Read-Only Recommended
- Removing Password Protection
- Adding Formatting & Editing Restrictions
- Understanding Digital Signatures
- Marking a Document as Final
- Manipulating Personal Information
- Displaying & Changing Document Properties
- Administering ‘Inspect Document’

Course Description
Harness the power of advanced tools as well as tips & tricks for document collaboration & security. Topics include document review, compare & merge, comments, track changes as well as restricting document access.

Prerequisites
Participants will obtain the most benefit if they are proficient with the intermediate concepts covered in the Innovative Features class as well as the fundamentals covered in the Getting Up To Speed class.

Skill Level
Advanced

Duration/Format
2 Hour/Instructor-led on premise or remote On-Live Live

Course Content
Collaborating with Word
- Understanding Document Collaboration Options
  - View Side by Side
  - Document Review
  - User Information
  - Compare & Merge Tools
  - Commenting on Documents
  - Tracking Document Changes
  - Incorporating Changes
Word: Form, Table & Macro Tools  
Date/Time: April 4, 2016 1300-1700  
Course Fee $30 Depending on Enrollment  
Course Coordinator: Stevie Fehrs  
sfehrs@fs.fed.us  
Staff Training Contact: Enrique Olivares  
eolivares@fs.fed.us

Macros
Understanding Macros  
The Visual Basic Editor  
Creating Macros Automatically  
Macro Security

Course Description
Investigate advanced features that allow you to push Word beyond the typical document: topics include form design tools, advanced tables features and macros.

Prerequisites
Participants will obtain the most benefit if they are proficient with the intermediate concepts covered in the innovative Features class as well as the fundamentals covered in the Getting Up To Speed class.

Skill Level
Advanced

Duration/Format
2 Hour/ Instructor-led on premise or remote On-Line Live

Course Content

Advanced Table Features  
Instantly Convert Text to Table  
Mastering the Art of Formatting Tables  
Borders & shading  
Table styles  
Tips & Tricks for Manipulating Table Elements  
Cell height and width  
Merging and splitting cells  
Performing Calculations  
Revealing Field Codes

Creating Savvy Forms with Word  
The Developer Tab  
Using Content Controls  
Types of Content Controls  
Titles and Tags  
Field Properties  
Content Control Properties  
Compare & Contrast to Legacy form tools and PDF
Word: Handy Features Tips & Tricks
Date/Time: April 4, 2016 0830-1200
Course Fee $40
Course Coordinator: Stevie Fehrs
sfehrs@fs.fed.us
Staff Training Contact: Enrique Olivares
eolivares@fs.fed.us

Course Description
Go beyond the basics and learn to master the high profile features needed to create sophisticated documents and document content quickly and effortlessly.

Prerequisites
Participants should be comfortable with the features covered in Getting Up to Speed with Word.

Skill Level
Intermediate to Advanced

Duration/Format
1/2-Day/ Instructor-led on premise or remote On-Live Live

Course Content
Creating & Using Tables Effectively
Inserting and Identification
View Tips & Tricks
Navigation Must Knows
Savvy Table Selection Techniques
Formatting Table Elements
Table Manipulation
Adding, deleting, & sizing with ease

Mass Mailings
Harnessing the Power of the 'Mail Merge' tool
Using the merge wizard
Creating a 'Main' document
Understanding & accessing data
Previewing & troubleshooting
Completing the Merge

Saving Time with Templates
Working with the 'Normal' template
Exploring Office.com templates
Best practices for creating custom templates

Harnessing the Power of Styles
Understanding Styles & Style Types
Applying Styles with Styles Gallery & Styles Pane
Using Style Sets
Creating & Saving Custom Styles
Modifying Styles; Ramifications & Options
Deleting Styles & Consequences Of
The 'Clear Formatting' Command

Building Blocks
Touring the Myriad of Built-in Building Blocks
The Building Blocks Gallery
Creating 'Quick Parts'
Course Description
Harness the power of advanced tools as well as tips & tricks for managing long documents successfully: topics include sectioning documents, adding reference marks & notes, pulling tables automatically, and controlling page numbering.

Prerequisites
Participants will obtain the most benefit if they are proficient with the intermediate concepts covered in the Innovative Features class as well as the fundamentals covered in the Getting Up To Speed class.

Skill Level
Advanced

Duration/Format
2 Hour/ Instructor-led on premise or remote On-Live Live

Course Content

Controlling Layout with Sections
Section Break Types
Manipulating Section Formatting
  Vertical alignment
  Header/Footer
  Columns
  Page Orientation
Inserting Special Characters, Symbols, & Graphics
Page Numbering

Understanding Reference Marks & Notes
Bookmarking your Document
  Displaying bookmarks
  Using ‘Go To’ bookmark
Using the Navigation Pane
Adding & Manipulating Footnotes & Endnotes
Captioning Graphics

Creating Cross References
Options

Understanding Reference Marks & Notes (cont.)
Preparing a Bibliography
  Styles
  Inputting & managing sources
  Inserting and updating

Long Document Tools
Properly Indexing a Document
  Marking entries
  View/hide index entry code
  Using a concordance file
  Adding and updating
Generating Tables
  Table of Figures
  Table of Tables
  Table of Authorities
  Table of Contents
The Power of Word’s Master Document Tool
Ecosystem Planning & Analysis
# Advanced NEPA Effects Analysis

**Dates:** April 5th - April 7th, 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 5th</td>
<td>0900-1700</td>
</tr>
<tr>
<td>April 6th</td>
<td>0730-1730</td>
</tr>
<tr>
<td>April 7th</td>
<td>0800-1200</td>
</tr>
</tbody>
</table>

**Content:**
The job is called NEPA, but we’re judged on meeting the requirements of the APA (Administrative Procedures Act). What’s up with that? Learn how to work smarter, deference by the courts is largely in our control. This course focuses on effects analysis required under NEPA, including how to complete a cumulative effects analysis. However, the APA focus is equally applicable to NFMA, ESA, CWA, etc., etc., etc.

**Goals and Objectives:**
Improve effects analysis – work smarter, not harder. Understand why we win or lose in litigation and how this can guide a focus your analyses and document reviews – work smarter, not harder. Provide a forum for peer-to-peer discussions and shared learning – if you’re doing this job alone, you’re working too hard.

**Target Audience:** who writes, reviews, or manages NEPA.

**Tuition:** $0

---

**Instructors:**
Pete Zimmerman  
zimmermann@fs.fed.us  
406-329-3168

Anne Davy  
davy@fs.fed.us  
406-329-3314

**Course Coordinator:**
Pete Zimmerman  
zimmermann@fs.fed.us  
406-329-3168

**Northern Region University 2016**

**IMPORTANT:** Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

**ACCESSIBILITY/SPECIAL NEEDS:** If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Economics for Project Level NEPA
Vegetation Management and Restoration Projects

Course Content: Have you ever been tasked with doing the economic analysis for a NEPA project or, better yet, want to do the economic analysis for a NEPA project but have little or no idea what to do? During this one-day class, we will start by providing a brief overview of methods and tools for conducting economic analysis for NEPA projects. Students will then receive hands-on instruction in conducting project level economic analysis, including a) using the EPS-Human Dimensions Toolkit to help write an affected environment section and b) using the RI project economic analysis tool (PEAT) that aids in tracking activity and expenditure information, conducting PNV analysis, and calculating economic impacts.

Objectives: To provide students with an understanding of why we use economics in NEPA, an overview of resources, techniques and challenges when performing economic analysis, and a good working understanding of the techniques and tools for conducting project level economic analysis through hands-on experience using a vegetation management project.

Target Audience: Resource specialists, ID team leaders, anyone tasked with doing project level NEPA analysis or wanting to know more about the economic assessment and analysis process.

Date: 4/5/2016
Time: 0800-1700
Max registration: 100
Cost: $0

Instructors:
Jordan Larson
jordanlarson@fs.fed.us
(406) 329-3549

Course Coordinator
Jordan Larson
jordanlarson@fs.fed.us
(406) 329-3549

Training Contact:
Charlotte Davey,
cdavey@fs.fed.us; 406-329-3470

Note: Before registering for this course, please make sure you have approval to attend.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
NEPA Team Leadership

4/7/2016: 1300-1700
4/8/2016: 0800-1200
(8 hrs total)

Content:
An 8 hr instructor-led intermediate-level NEPA course where the essentials of team leadership are practiced and recommendations are made for additional courses and learning opportunities.

Prerequisites: (already in AgLearn):
1. Leading Teams: Fostering Effective Communication and Collaboration (1 hr.)
2. Leading Teams: Developing the Team and its Culture (1 hr.)
3. Managing Conflict (15 min.)

Post-Requisites:
Unit 3: Managing Projects -
http://sweb.nsg.wo.fs.fed.us/NEPA/TeamLdrship/index.shtml
Module A: Project Management (45 min.)
Module B: Project Management Tools (15 min.)

Goals and Objectives:
Instructional objectives include learning:
- Top 10 reasons teams fail
- 5 steps to develop an effective team
- 5 team development stages
- Project management principles
- Recognizing and managing team conflict - positive as well as negative
- Conflict management strategies and tools

Target Audience: Team leaders, team members, resource specialists, and line officers with some practical NEPA experiences.

Tuition: $0

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Engineering
**Advanced GIS Model Building**

**Course Content:** This class is designed for the experienced GIS user who is interested in utilizing the automation tools available through ArcGIS Model Builder. The student will learn how to create and interpret ArcGIS Models containing ArcTools, examine and de-‐bug result messages, and leverage iterators.

**Objectives:** The student will learn how to create and interpret ArcGIS Models containing ArcTools, examine and de-‐bug result messages, and leverage iterators.

**Target Audience:** GIS specialists and analysts

**Note:** IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

**ACCESSIBILITY/SPECIAL NEEDS:** If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register.
Dates:  
Mon 4/7/16,

Time:  
3:00 pm to 5:00 pm

Max Registration: 60

Cost: $0

Instructors:  
Northern Region Geospatial Group (c/o Jim Barber),  
jbarber@fs.fed.us,  
406.329.3093

Course Coordinator:  
Jim Barber,  
jbarber@fs.fed.us,  
406.329.3093

Course Content:  
This class is designed for the experienced GIS user who is interested in utilizing the automation tools available with Python scripting. It will give an overview of the basic scripting language and the student will learn how to create simple scripts in the python window of ArcGIS for common analysis functions.

Objectives: It will give an overview of the basic scripting language and the student will learn how to create simple scripts in the python window of ArcGIS for common analysis functions.

Prerequisites: None

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
COST SHARE 101

Basic introduction to Cost Share for line officers, NEPA specialists, lands realty specialists, foresters, and engineers whose duties include involvement with cost share roads and access requests. The course will cover definitions applicable to the cost share program; objectives of the cost share program; legal authorities; history of the program; road maintenance; FRTA easements and administering a cost share road system.

Goals and Objectives:
Familiarize employees involved in the management of a cost share road system with the basic principles of the program; legal authorities; administrative processes; road maintenance responsibilities, easements and interpretation of easement clauses, etc.

Monday April 4, 2016
1300 to 1700 4 hours

Audience:
Line Officers, NEPA Specialists, Lands and Realty Specialists, Forest Engineers, Foresters and Forestry Technicians, Engineering Technicians.

Instructor: Mark Petersen; mpetersen01@fs.fed.us; 406-283-7785

Course Coordinators:
Guy Adams; ghadams@fs.fed.us; 406-329-3581

Staff Training Contact:
Carl Cain; ccain@fs.fed.us; 406-329-3220

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS
If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Northern Region University 2016

DEFENSIVE DRIVING

Max Registration: 70
Cost: $0

Instructor:
Tonya Bierly
tbierly@fs.fed.us
406 329 3224

Course Coordinator:
Gerry Maney
gmaney@fs.fed.us
406 329 3216

Training Contact
Carl Cain
ccain@fs.fed.us
406 329 3220

Course Content: Defensive driving course with an emphasis on driving qualifications and competencies.

Objectives: Fulfill defensive driving 3-year requirement.

Competencies: Education and training, public safety and security

Prerequisites: None

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Forest Geometricronic Coordinators Meeting

Date: 4/6/16
Time: 4 hrs 13:30 – 17:30
Max Registration: 20
Cost: $0

Instructor: Ray Backstrom
rbackstrom@fs.fed.us
406.329.3430

Course Coordinator: Ray Backstrom
rbackstrom@fs.fed.us
406.329.3430

Training Content: Carl Cain
ccain@fs.fed.us
406 329 3220

Course Content: Forest Geometricronic coordinators meeting. This course is for discussion of issues related to forest Geometricronic issues which include forest visitor map edits, primary base, regional aerial photography program, map sales fund, secondary base updates, DOQQs, DEMSs, etc. This class will be held as a Conference Call as well for those who can’t physically make it to NRU.

Goals and Objectives: Discussion of Forest Service and other related issues related to the management of Geometricronic data.

Target Audience/ prerequisites: No prerequisites.

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Northern Region University 2016

GIS for the FS Resource Specialist

Max Registration: 60
Cost: $0

Instructor:
Northern Region Geospatial Group

Course Coordinator
Jim Barber,
jbarber@fs.fed.us,
406.329.3093

Staff Training Contact:
Carl Cain,
cain@fs.fed.us,
406.329.3220

Course Content: This class will help students navigate the FS enterprise GIS architecture (e.g., Citrix & the Data Center). It will cover accessing data in a variety of places including EDW, EDC, and the T: drive. It will utilize the NRM Geospatial Interface for data access and limited query and analysis using some resource-specific guidance documents. It is designed for Resource Staff who need to use GIS but are not GIS experts.

Objectives: This class will help students navigate the FS enterprise GIS architecture (e.g., Citrix & the Data Center).

Prerequisites: None

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Dates: Thursday, April 7, 2016

Time: 08:00-12:00 (4 hours)

Max Registration: 10

Cost: $0

Instructors:
Northern Region Geospatial Group (c/o Jim Barber),
jbarber@fs.fed.us, 406.329.3093

Course Coordinator:
Jim Barber,
jbarber@fs.fed.us, 406.329.3093

Course Content: This class will cover everything you ever wanted to know about R1-VMap. It will go into the background on how it is constructed. It will also go into how to use it in common analysis applications for both large landscape analysis and project-level use. Lastly, it will cover the maintenance and update strategy. This class will provide an opportunity for hands-on and students are encouraged (although not required) to bring their laptops.

Objectives: This class will cover everything you ever wanted to know about R1-VMap. It will go into the background on how it is constructed. It will also go into how to use it in common analysis applications for both large landscape analysis and project-level use. Lastly, it will cover the maintenance and update strategy. This class will provide an opportunity for hands-on and students are encouraged (although not required) to bring their laptops.

Prerequisites: None

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Con-
Offtracking and Curve Widening for Forest Access Roads

Content
This will cover some technical items of vehicle behavior on horizontal curves with respect to road requirements. It will:

1) Define and discuss offtracking and vehicle characteristics that affect offtracking
2) Define horizontal curve characteristics and how they affect offtracking.
3) Define vehicle turning radius, what affects it, and how it differs from offtracking.
4) Illustrate office and field methods of simulating offtracking. Field method will be illustrated using power point.
5) Problem solving: given various vehicle axle configurations, solve for ‘L’; then for offtracking

Goals and Objectives
Give attendees knowledge of offtracking, curve widening requirements for vehicles, and how offtracking differs from radius.

Target Audience
Forester and Engineering folks, including technicians, who work with road requirements for vegetation removal.

Wednesday April 6
1530-1730 (2 Hours)

Instructors:
Carl Cain
cain@fs.fed.us
(406) 329-3220

Training Contact:
Carl Cain
cain@fs.fed.us
(406) 329-3220

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.
ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
**Dates:** Wednesday, April 6

**Time:** 07:30-15:30 (6 hours)

**Max Registration:** 20

**Cost:** $0

**Instructors:**
Carl Cain  
ccain@fs.fed.us, 406 329-3220

**Course Coordinator:**
Carl Cain  
ccain@fs.fed.us, 406 329-3220

**Course Content:** This is to be a cursory coverage of some technical and technique items for the location of low volume forest roads as time permits including:

1) Define and discuss road location considerations and criteria, including grade and control points.
2) Office and field methods of locating roads including office and field items and instruments and their use.
3) Given control points, obstacles, and/or other criteria, locate a road on a contour map.
4) Deflection angle method for laying out curves and switchbacks; laying out a switchback outside.

**Objectives:** Introduce attendees to road location technical criteria.

**Prerequisites:** None

**IMPORTANT:** Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

**ACCESSIBILITY/SPECIAL NEEDS:** If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Dates: 
Tue April 5, 2016

Time: 8:00 – 12:00

Max Registration: 50

Cost: $ 0

Instructors:
Mark Petersen;
mpetersen01@fs.fed.us;
406-283-7785

Course Coordinator:
Mark Petersen;
mpetersen01@fs.fed.us;
406-283-7785

Course Content: Overview and interpretation of the various road use authorities and documents used to grant and acquire temporary rights across NFS and private roads. The class will cover temporary road use permits, temporary easements, road rental agreements, temporary land use agreements and road use permits acquired from cost share cooperators and private landowners. Detailed discussion of the correct document to use for various temporary road use scenarios and the obligations of each party to the permit.

Objectives: Provide detailed instruction regarding Forest Service regulations, policies and procedures of granting and acquiring various temporary road use authorities.

Prerequisites: None, however Cost Share 101 is desirable.

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Fire, Aviation & Air
Engine and Pump Operation and Maintenance

Date: 4/6/2016
Time: 8:00-5:00
Max Registration: 20
Cost: $0

Instructor:
Chris Loraas.
chrisloraas@fs.fed.us
406 370 4160

Course Coordinator:
Kurt Rohrbach
kurtrohrbach@fs.fed.us
406 329 3018

Course Content: Course will begin with a short classroom session covering basic pump and hydraulic theory followed up with a brief overview of small engines. This will provide a baseline to work off of as we then move to the applied portion of the class.

The rest of the day will be spent working with the various apparatus and pumps available in our Region. This will allow us to: Discuss the operating parameters of the equipment, gain experience in maintenance, diagnose common problems and perform basic field repairs.

Objectives: Gain functional understanding and experience in fire equipment operation, maintenance and field repair.

Target Audience: Anyone that operates engines and/or pumps and desires to gain knowledge in maintenance, diagnostics and basic repairs.

Prerequisites: None

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
ICS-300 and ICS-400 @ Northern Region U. in 2016

Incident Command System Classes:
ICS-300 Dates: April 4 - April 6
ICS-400 Dates: April 6 - April 8
Location: University of Montana campus in Missoula
Course Tuition: $100 per class (cost may decrease)
Nomination Deadline: March 1st, 2016

Courses are back-to-back during the week, so students can take them both. ICS-200 is a prerequisite for ICS-300, and ICS-300 is a prerequisite for ICS-400.

Incident Commanders and Command and General Staff from Northern Rockies Incident Management Teams will serve as cadre. Students in ICS-300 will use ICS to manage simulated incidents and gain practical knowledge of National Incident Management System and the National Response Plan. In ICS-400, students will investigate the challenges of major incidents, Area Command, and Multiagency Coordination.

TARGET AUDIENCE

ICS-300 Intermediate ICS for Expanding Incidents
Personnel seeking prerequisite course for ICS-400.
Personnel seeking to become Line Safety Officers, Task Force Leaders, Strike Team Leaders, Type-2 Helibase Managers, unit leaders, Expanded Support Dispatchers, Long-Term Fire Analysts, and Air Tanker/Fixed Wing Coordinators, FEMA Emergency Support Functions, Liaison Officers, and MAC Group Information Officers.

ICS-400 Advanced ICS Command & General Staff for Complex Incidents
Personnel who are expected to perform in a management capacity at Type-3, 2, and 1 all-hazard incidents. It is a prerequisite course for those seeking to become Type-2 Command and General Staff, Liaison Officers, Air Operations Branch Directors, Incident Business Advisors, and those seeking formal training and national dispatch as newly described Type-3 Operations, Finance, Logistics, and Planning Section Chiefs (OPS3, FSC3, LSC3, and PSC3).

NEW FEMA CONTENT!

NOMINATION PROCESS

Forest Service employees may nominate using the NRU registration site or IQCS before March 1, 2016:

All nominating units need to prioritize their nominees.
Please contact Chris Johnson with any specific questions regarding nominations.

Chris Johnson
chrismjohnson@fs.fed.us
p: 406-243-4638

INSTRUCTIONS TO TAKE ICS-200

A fact sheet is available online:
http://training.fema.gov/is/courseoverview.aspx?code=IS-200.b

Courses offered as a partnership between Northern Rockies Training Center, Northern Region University, and SW MT Zone Training Center.
RT 130—Annual Fire Safety Refresher

Course Content: Qualified instructor(s) will produce a quality refresher course that engages the class and is highly interesting. Classroom discussion will target all Command and General Staff Personnel on operations and decision making issues related to fire line and all hazard incident safety. Additionally, this class is designed to provide information regarding current initiatives, the upcoming fire season, and any policy/guidance changes. Refresher training is provided in order to recognize and mitigate risk, maintain safe practices, and to reduce accidents and near misses.

Prerequisites: Please bring a hard hat, gloves, boots and line gear if available.

Objectives/Goals: Complete Annual Fire Safety for the next fire season.

Target Audience: All employees needing annual fire safety refresher training

Max Students: 60

Tuition: $0

Date and Time: April 7, 2016 0800-1700

Instructor: TBD

Staff Training Contact:
Enrique Olivares
eolivares@fs.fed.us
(406) 329-4896

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor. ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Leadership & Personal Development
Northern Region University 2016

A Woman's Guide to Leadership: Power, Communication and Credibility

Max Registration: 20
Cost: $160

Instructor:
Audrey Nelson PhD
audrey@audreynelson.com 303-448-1800

Course Coordinator
Audrey Nelson PhD
audrey@audreynelson.com 303-448-1800

Course Content: This seminar is about change, awareness of internal and external barriers and how to triumph above them. Women hold just 20 percent of seats in parliaments globally. Women became 50% of the college graduates in the early 1980s. A meager twenty-one of the Fortune 500 CEOs are women. Women hold about 14% of executive officer positions, 17 percent of board seats, and constitute 18 percent of our elected congressional officials. Girls are increasingly outperforming boys in the classroom, earning 57% of undergraduate degrees in the United States and girls graduate with higher GPAs.

Objectives: Expanding Your Presence

The Twelve A's to Axe: Ways Women are Socialized that Create Stumbling Blocks
How to achieve the Balance of Being Assertive
Letting Go of Approval and Affiliation

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special
Course Content: The class will cover a variety of different tools for balancing life’s many obligations, creating healthy compromises and eluding energy traps.

Objectives: The goal of this class is to give students a variety of tools for balancing life’s many needs, giving appropriate attention to those things that are most important.

Prerequisites: None

Instructor-Michelle Reugebrink

Date: 4/6/2016

Time: 0900-1630

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Facilitating Effective Meetings

Course Content - At the end of this session, students will be able to...
Facilitating Effective Meetings

Students will learn:

What and how to prepare for meetings ahead of time, including how to determine topics for and the flow of the agenda;

How to keep people engaged, on time and on track during the meetings;

To determine what work to do in meetings and what can happen outside of meetings;

Techniques for brainstorming, gathering and sorting ideas and information, and reaching decisions;

Tips for managing conflict and difficult personalities;

To determine and assign follow-up tasks and take efficient notes.

Target Audience: All Employees who participate in meetings

Instructor:
Katie Deuel
Katiedeuel@gmail.com 406-493-7226

Course Coordinator:
Enrique Olivas
eoilvares@fs.fed.us
406-329-3203

Tuition: $150
Max Registration: 24

Starts Tuesday April 4th,
8:00 am to 5:00 pm Monday
8:00 am to 12:00 pm Tuesday
(12 Hours Total)
Leadership Skills for Supervisors

Course Content: Interested in furthering your supervisory knowledge and skills or need a refresher for career development? Schedule Leadership Skills for Supervisors, NOW!

Objectives: Solving, Interpersonal Skills, Oral Communication. This course seeks to achieve these competencies.

Target Audience: Code 2 & 4 Supervisors

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.

Date: 4/5/16 Tuesday- 4/7/16 Thursday

Time: 8:00 AM- 5:00 PM
Dailey

Max Registration: 30

Cost: $500

Instructors
Center of Learning (TBA)

Course Coordinator
Debbie Essex
dessex@fs.fed.us
505 944 4059

Training Contact
Enrique Olivares
eolivares@fs.fed.us
406 329 3203
Mediation Skills for Better Work Relationships

Date: 4/4/2016
Time: 8:00-5:00
Max Registration: 40
Cost: $250 (depending on enrollment)

Instructor:
Alain Burrese
aburrese@aol.com

Course Coordinator:
Enrique Olivares
eolivares@fs.fed.us
406 329 3449

Course Content: Effective leaders have the courage and skills to manage conflict and deal with difficult people at the initial stages of trouble. Mediation skills can be used to prevent and resolve conflicts, miscommunications, and misunderstandings. These skills can be used to help oneself better communicate and resolve conflicts, or to help others engaged in conflict. Communication and listening skills used by mediators will be taught and practiced, allowing participants to not only face conflict, but to resolve it efficiently and effectively, while improving work relationships, thus enabling workplaces and organizations to be more productive. The skills learned and practiced in this workshop will enable participants to effectively prevent and resolve conflict and be better leaders on the job, at home, and in their communities.

Objectives: The primary objective of this course is to teach mediation skills that will help prevent and resolve conflict and develop better work relationships to enable participants to be better leaders.

Target Audience/Prerequisites: All Employees

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Northern Region University 2016

New Supervisor Training

Max Registration: 30
Cost: $0

Instructor:
Michelle Miewald, Nancy Kollin

Course Coordinator
Michelle Miewald, (406) 329-3617, mmiewald@fs.fed.us

Course Content: Mandatory supervisory training for all newly hired or newly promoted code 2 and code 4 supervisors who have not previously been a supervisor within USDA. (NOTE: Code 2 supervisors are those who supervise 25% or more of the time; code 4 supervisors are those who supervise less than 25% of the time. Supervisory codes are found on the Position Description coversheet, form AD-332, in block B7.)

Objectives: The instructor-led session is intended to provide participants with tools to help develop and strengthen their supervisory skills in the subject areas of civil rights, position management, classification, recruitment, performance, misconduct, conflict, labor relations, and work life programs.

Prerequisites: There are 33 prerequisite online sessions lasting approximately 28 hours. Participants will have 30 days to complete the online component before they can attend the classroom session.

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special
Northern Region University 2016
Principled Negotiation and Conflict Resolution

"Maybe sharing an apartment isn't a good idea."

Course Content: A simple but powerful method for resolving conflicts by learning to separate people from the problem, focus on interests rather than stated positions, inventing options for mutual gain and using objective criteria to evaluate solutions. The course also includes administration and interpretation of the Thomas-Kilmann Conflict Styles Indicator. Participants will engage in a negotiation scenario to practice principled negotiation.

Objectives:
At the end of the workshop, participants will be able to:

1. Understand their preferred approaches to dealing with conflict as determined by the Thomas-Kilman Conflict Style Indicator
2. Describe advantages and disadvantages of employing a variety of approaches to dealing with conflict in different conflict situations.
3. Negotiate differences more effectively using the Principled Negotiation technique

Prerequisites: None
Northern Region University 2016

Smart Talk: Credibility, Power and Communication

Dates:
Thurs April 7th
1:00 - 5:00

(4 hours total)

Max Registration: 20

Cost: $180 (depending on enrollment)

Instructors:
Dr. Audrey Nelson,
Audrey@audreynelson.com
303-448-1800

Course Coordinator/Staff
Training Contact
Enrique Olivares
eolivares@fs.fed.us
406-329-3449

Course Content: Credibility is like beauty. It is in the eyes of the beholder. Bob can’t walk into a room and say, “Hi, I am Bob and I have credibility.” People must PERCEIVE you as credible. It is an attributional variable!

For almost anyone in any profession how people perceive you, especially perceptions of credibility, is crucial to making a deal, retaining a client and selling people your ideas or products.

This presentation focuses on how you can enhance your credibility through what you say and how you say it!

• Why Didn’t We Listen to Aristotle? The 3 Characteristics of Credibility
• How to Minimize the Credibility Gap!
• The Gender Quotient
• Top Five Mistakes that pull the rug out from under our credibility
• Why Don’t They Believe Me?
• The Double Whammy: What Happens When Our Talk Doesn’t Match Our Nonverbals
• Dumbing Yourself Down: It’s What Words You Use

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Northern Region University 2016

Teaching For Impact

Course Coordinator:
Katie Deuel,
406-493-7226
katiedeuel@gmail.com

Max Registration-24

Course Content: In this interactive class, you will learn techniques for teaching impactful, inspiring and fun classes by identifying and conveying key messages well and keeping students engaged in learning. The class will cover how to prepare for a class by clarifying learning objectives and developing curriculums; a variety of techniques to use while teaching to engage different learning styles; and offer suggestions for using evaluations to improve for next time.

Objectives: Students in Teaching for Impact will be able to:

Develop clear, realistic learning objectives

Create a curriculum, flow and activities to teach those objectives.

Understand different learning styles and ways to teach to them.

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Date: Friday April 8, 2016
Time: 8:00-12:00

Max Registration: 20
Cost: $160

Instructor:
Audrey Nelson
Audrey@AudreyNelson.com 3303-448-1800

Course Coordinator
Audrey Nelson
Audrey@AudreyNelson.com 3303-448-1800

The Art of Conscious Communication:
A Talent for a Technical Age

Course Content: There is a direct correlation between how you communicate and your overall success both at work and home. You cannot not communicate; everything you say or do sends a message. Today's technology such as email, Twitter, and the Internet has made communication faster and more accessible. Telecommunication is a misnomer; we've lost the human moment. Additionally, most of us operate on automatic in our everyday face-to-face communication. This highly interactive program brings communication into consciousness and supplies tools to help you send the message you want.

Objectives:
Making Time for Face Time: The Evil Twins and Social Media.
First Impressions: There is No Dress Rehearsal
Understand the P.O.W.E.R. model for listening.
Shut-Up School: Why Listening is the Most Critical Communication Skill.
Reach Out and Touch Someone: The Critical Role of Empathy in Communication.
The Split Ear Advantage: The Gender Component.
He Speaks, She Speaks: The Underpinnings of Gender Communication.
Northern Region University 2016

THE WORKPLACE BULLY
STRATEGIES TO DEAL WITH WORKPLACE BULLYING

Max Registration: 40
Cost: $180 (depending on enrollment)
Course #
FS-R1-NRU-6170-337

Instructors:
Alain Burrrese
aburrese@aol.com

Course Coordinator:
Enrique Olivares
eolivares@fs.fed.us
406.329.3203

Course Content: Workplace bullying can take many forms, including shouting at someone, name-calling, belittling and making someone feel unimportant, being treated with disrespect, excessive monitoring, constant nitpicking/criticizing/flying off the handle especially over trivial or minor matters or mistakes, making someone feel bad and ashamed, deliberately overloading someone with work, undermining someone such as setting them up to fail, purposefully withholding information which is needed for the person to do their job efficiently, and excluding someone from normal workplace/staffroom conversations and making someone feel unwelcome. There are strategies you can learn to identify allies, build your confidence, and stand up to your tormentor – or decide when to walk away with your sanity and dignity intact.

Objectives: The primary objective of this course is to teach communication strategies that will help participants understand workplace bullying and what they can do about it.

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Renewable Resource Management
FACTS – What’s Happening!

Date: 4/5/2016

Time: 8:00-5:00

Max Registration: 60

Cost: $0

Instructor:
Detailer in FACTS/TIM Coordinator Position –
(406) 329-3108
Shelagh Fox –
shelaghfox@fs.fed.us –
(406)329-3122
Will Best –
wbest@fs.fed.us –
(406) 329-3532
Brenda Wilmore –
 bwilmore@fs.fed.us –
(406)329-3266

Course Content: The course will include updates on new direction, instruction on various reporting methods, discussion on various business area policies pertaining to activity reporting, etc.

Objectives: Provide policy and instruction for people working with FACTS.

Target Audience/ Prerequisites: All Employees

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.

Course Coordinator:
Marc Reeves –
dmreeses@fs.fed.us –
(406) 329-3605
Date: Wednesday April 6
Time: 7:30-11:30

Max Registration: 40
Cost: $0

Instructor:
Renate Bush,
renatebush@fs.fed.us,
406-3293107 and
Margaret Kirkeminde,
mkirkeminde@fs.fed.us

Course Coordinator
Tami Fikstad,
tfikstad@fs.fed.us
406-3293443

Northern Region University 2016
FSVeg Spatial Overview and Tips

Course Content: This session will review some basic FSVeg Spatial functionality that is commonly used and sometimes forgotten when the FSVeg Spatial Editor is not frequently working with the application. It will cover recent updates to FSVeg Spatial that user's may not be aware of; highlight some efficiencies that can be done in spatial and tabular editing; and review creating and loading a Stand Exam Summary Database into FSVeg Spatial. User's questions will be solicited prior to the session for further discussion topics.

Objectives:
Intended to make maintenance of Forest FSVeg Spatial layer more efficient and increase awareness of FSVeg Spatial tools.
Northern Region University 2016

Managing Tabular Data in FS Veg Spatial

**Instructor:**
Renate Bush,
renatebush@fs.fed.us,
406-3293107 and
Margaret Kirkeminde,
mkirkeminde@fs.fed.us

**Course Coordinator**
Tami Fikstad,
tfikstad@fs.fed.us
406-3293443

**Course Content:** FSVeg Spatial tabular data can come from many places: stand exams summarized in FSVeg, walk-thrus, and even migrated from TSMRS legacy system. As disturbances and succession take place, what needs to take place in FSVeg Spatial? This session will explore the various sources of data, when it was loaded into spatial, and how it can be deleted, if it no longer represents the current stand layer. Discussion of using geodatabases, to both enter and clear data will be discussed.

**Objectives:**
Intended to increase awareness of the tabular attributes in FSVeg Spatial, where they came from, how to update over time in an efficient manner.
Date: April 4-7, 2016

Time: Starts April 4th at 1:00 PM and ends April 7th at 5pm

Max Registration: 30

Cost: $TBD

Instructors:
Shelly Witt
switt01@fs.fed.us
435-881-4203
Steve Phillips
sdphillips@fs.fed.us
202-205-0814
Melanie Woolever
mmwoolever@yahoo.com
303-880-9009
Sandy Frost
sfrost@fs.fed.us
202-590-0763

Course Coordinator:
Shelly Witt
switt01@fs.fed.us
435-881-4203

Course Content: Welcome to the Program Management workshop! We focus on motivating you to THINK PROGRAMMATICALLY. As individuals move into "programmatic positions" with additional program development responsibilities, they usually must change their attitude and behavior toward a programmatic/administrative role. This workshop sets the stage to think and behave in this manner, and offers the concepts, tools, and examples to do so. If you already think programmatically, you are ahead of the crowd.

For 3.5 days you will focus on drafting a Program Plan. You can access edited draft plans - examples for you to use. At the end of the week we expect a more robust version of the general outline (not one of the final example plans). You will have in-class free time to work on your draft plan and collaborate with colleagues participating in the class and instructing. For details visit http://www.fs.fed.us/biology/education/workshops/pmb/index.html

Objectives: Demonstrate skills to effectively develop and implement a Program Plan on participant home units.

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Northern Region University 2016

Using data in FSVeG: National and R1 Reports

Course Content:
This session will cover the National FSVeG reports that are available through I-Web and the R1 FSVeG Reports and Utilities available through the R1 Depot. Some discussion about data in FSVeG will be done but primary focus is on outputs.

Objectives:
Familiarize audience with the reports that are available associated with inventory data in FSVeG.

Instructor:
Renate Bush, renatebush@fs.fed.us, 406-3293107 and Margaret Kirkeminde, mkirkeminde@fs.fed.us

Course Coordinator
Tami Fikstad, tfikstad@fs.fed.us 406-3293443
RMLHW- Lands & Recreation
Northern Region University 2016

Access & Special Uses for Line Officers & Program Managers – Short Course

Instructor:
Brandon C. Smith;

brandoncsmith@fs.fed.us

406/329-3110

Course Coordinator

Brandon C. Smith;

brandoncsmith@fs.fed.us

406/329-3110

Course Content: This class will provide an overview of access and lands special uses management to enhance competency in application of lands and realty policies and procedures.

Approximately half of the session will focus on access and topics may include: acquiring rights-of-ways, administering/protecting rights that have been acquired, and reciprocal access.

The other half of the session will focus on Lands Special uses and topics may include: a program overview, authorities, evaluating/responding to proposals, processing applications, cost recovery, authorization types & forms, discretionary fee waivers, regional and national policy, administration, NEPA for uses, etc. Recreation special uses will not be specifically covered, expect for possibly recreation residences.

Other topics may be added/adjusted as a result of student input. The session is an informal, seminar style that encourages student interaction and participation. Once signed-up, you will be emailed the draft agenda as it’s developed.

Objectives: As a result of this course, students should be able to:
Better understand lands related administration and related duties;
Understand and/or inform other staff regarding current standards and procedures;
Make decisions and/or advise line officers regarding decision space and accepted practices.

Prerequisites: None

IMPORTANT: Before registering for this course, please make sure you have approval to attend from
**Course Content:** Find out how to access current ALP land status data in a number of extents and formats, and learn the introductory aspects of using these data to answer Land Status questions and perform analysis.

**Target Audience:** Lands and GIS staff or anyone that has a need to work with Land Status information.

**Instructor/Training Contact:** Will Pedde  wpedde@fs.fed.us

**Date:** 4/5/2016

**Time:** 1300-1600

**Tuition:** $0

**IMPORTANT:** Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

**ACCESSIBILITY/SPECIAL NEEDS:** If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Date: Thursday, April 7, 2016
Time: 0800-1700
Max Registration: 100
Cost: $0

Instructors:
Brandon C. Smith; brandoncsmith@fs.fed.us; 406/329-3110
Terry Egenhoff; tegenhoff@fs.fed.us; 406/329-3601
Steve Kimball; skimbball@fs.fed.us; 406/329-3522
Jeff Ward; jward02@fs.fed.us; 406/329-3587

Course Coordinator/Training Contact:
Kim Hulla, 329-3574, khulla@fs.fed.us

Course Content: Overview and refresher for a variety of special-use topics, which may include: authorities, response to proposals, processing applications (cost recovery), authorization types & forms; fee determination; insurance & bonding; operation, maintenance & master development plans; administration standards; linear rights-of-way (roads, ditches, pipelines, elec. trans. lines); communication sites; energy developments (hydro, wind, solar); commercial filming & still photography; recreation residences (CUFFA, etc.); outfitters & guides; winter sports; recreation events; campground concessionaires; and Special Uses data System (SUDS).
Other topics may be added/adjusted as a result of student input.

Objectives: As a result of this course, students should be able to:
1) Better understand and perform special-use authorization, administration and related duties;
2) Inform other staff regarding current standards and procedures;
3) Advise line offices regarding decision space and accepted practices.

Target Audience/Prerequisites: Special uses folks/administrators, Lands & Rec Program Managers, Lands & Rec Staff Officers; Resource Clerks, Resource Assistants, Realty Specialists, SUDS database managers

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.
ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Safety
Basic Axemanship

Dates: Friday, April 8, 2016

Time: 08:00-05:00
(8 hours)

Max Registration: 20

Cost: $0

Instructors:
Jacob Long, jacoblong@fs.fed.us, 406-677-2233

Course Coordinator:
Jacob Long, jacoblong@fs.fed.us, 406-677-2233

Course Content: This course provides safe and proper use of the axe as well as care and maintenance. Open discussions and hands on training will include hanging, sharpening, safe use and handling, chopping, felling, and limbing. Students are encouraged to bring their own axes, chopping tools, or other related equipment for discussion and/or demonstration.

Objectives: Increase skills and proficiency with chopping tools and decrease accidents due to missed care and improper use.

Prerequisites: None

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Date: Tuesday April 5, 2016
1:00–3:00 PM
OR
Wednesday April 6, 2016
7:30-9:30 AM

Max Registration: 100
Cost: $0

Instructors:
Marc Reeves
mdreeves@fs.fed.us
(406)329-3605

Course Coordinator
Marc Reeves
mdreeves@fs.fed.us (406)329-3605

Training Contact:
Dave Goodin
dgoodin@fs.fed.us
(406)329-3237

Course Content: In this two hour course we will cover all aspects of working, living, and playing in the middle of bear country. We will cover bear biology, behavior, identification, and avoidance. After completing this course you will be authorized to carry bear spray on the job as well as becoming a certified bear spray instructor.

Objectives: Upon completion of this course, students will be presented with a certificate allowing them to carry bear spray while on official business

Target Audience: All Employees

Prerequisites: None

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.
ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
USDA Forest Service

Beyond Survivor

Max Registration: 30

Cost: $0

Instructors:
Alicia Tanrath
atanrath@fs.fed.us
(406)329-3568

Course Coordinator:
Alicia Tanrath
atanrath@fs.fed.us
(406)329-3568

Course Content: Why struggle to make a friction fire when today we have matches and lighters? Why try to create an obsidian knife when steel blades are so easily bought? Is there any benefit to making a shelter from natural materials instead of using a lightweight tent? There is tremendous value in understanding traditional wilderness skills and having the competency needed to make do without modern gear. On the simplest level, a person who is not dependent on modern gear will be comfortable under any conditions. (You never know, after all, when you might be put into a situation without your equipment.)

This workshop will introduce students on how to prepare for surviving in the “Wild.” Instruction will include the seven priorities of survival: positive mental attitude, wilderness first aid, shelter, fire craft, signaling, water, and food gathering. Learn how to build a personal survival kit, natural shelters, purify water, create friction fire, find wild food, and master a variety of wilderness crafts. Wilderness skills helped people survive in the outdoors and weather the aftermath of natural disasters.

There will be various outdoor portions of the class, students need to dress accordingly.

Objectives: Learn the seven priorities of survival

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Date: Thursday April 7th
Time: 8:00-12:00
Max Registration: 20
Cost: $0

Instructors:
Todd Wilson
tiwilson@fs.fed.us 406-827-0711

Course Coordinator:
Dave Goodin,
dgoodin@fs.fed.us 406 329 3237

Northern Region University 2016

CHAINSAW MAINTENANCE AND TROUBLE SHOOTING

Course Content: Parts of the Chainsaw, Sharpening the chain
-field and bench
Bar maintenance, Carburetor adjustments, Muffler and spark
arrestor. Cleaning the saw, Trouble shooting.

Must bring a chainsaw. Exceptions can be made by contacting
the instructor.

Objectives: To hone sawyer’s proficiencies as they pertain
to saw maintenance, adjustments and trouble shooting. All lev-
els welcome.

Prerequisites: Must have sawyer card any level. Must bring
a chainsaw. Exceptions can be made by contacting the instruc-
tor.

IMPORTANT: Before registering for this course, please make sure you have approval to attend from
your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special
needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Con-
tact for the class(es) you register for so we can accommodate you.
Northern Region University 2016

**MEDICAL REFRESHER-FIRST AID, CPR, BBP**

**Course Content:**

**First Aid:**
Emergency Medicine’s First Aid is a practical eight-hour course taught by an American Heart Association instructor following the latest Heartsaver First Aid guidelines. This course covers the basics of patient assessment and first aid for traumatic injuries, and medical and environmental emergencies.

**CPR/AED:**
Red Cross training in CPR and AED (Automated External Defibrillator) programs are designed to give you the confidence to respond in an emergency situation with skills that can save a life.

**BBP:**
Due to the individual’s exposure to biohazards performing these lifesaving procedures, it is required to have BBP training if certifying for First Aid.
The bloodborne pathogens course has been combined with this one.

**Objectives:** Students will be able to find and recognize life threatening injuries and illnesses.
- Students will be able list the appropriate first aid for breathing problems, heart attacks, fainting, diabetes, poisoning, stroke, seizures, bleeding and shock, mouth and teeth injuries, orthopedic injuries, burns, bites and stings, heat and cold related injuries.
- Obtain certification from Red Cross in AED and CPR.
- Students will be able to show the correct way to utilize body substance isolation, how to open and clear an airway, how to check for breathing, how to use an epinephrine pen for anaphylaxis, how to treat for shock, how to stop a bleed, and how to splint an extremity.

**Prerequisites:** None

---

**Dates:**
Mon 4/4/16, OR Wed 4/6/16

**Time:**
8:00 am to 5:00 pm 4/4
8:00 am to 5:00 pm 4/6
7:30 - 5:30

**Max Registration:** 20

**Cost:** $65

**Instructors:**
Aerie Backcountry Medicine
info@aeriemed.com
(406) 542-9972

**Course Coordinator:**
Kurt Rohrbach, Kurtrohrbach@fs.fed.us
406 329-3203

---

**IMPORTANT:** Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

**ACCESSIBILITY/SPECIAL NEEDS:** If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Mindfulness, Positivity, & Stress Management Tools

Content
This 4hr course will be all about you and providing yourself with tools that we will introduce or reinforce for you to be fully present and look at the positivity around you and within you. These tools will help you manage your day-to-day stress and resiliency. How much did you laugh today? Did you see the sunrise or set...? Did you stop to just pay attention to how you feel today? This may be the course for you.

Goals and Objectives
This class will help you manage your day-to-day stress and resilien-

cy.

Target Audience
All Employees

Thursday April 7th
8:00-12:00

Instructors:
Michelle Reugebrink

Training Contact:
Michelle Reugebrink
mreugebrink@fs.fed.us

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.
ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Physical Fitness Assessments for Government Employees

Course Content:
This four-hour class is designed to assess your physical fitness, develop realistic goals, and provide each student with an individualized workout plan.

This class is non-invasive, but please wear comfortable clothes that you can move and exercise in! Testing includes BMI (body mass index), blood pressure, weight, body alignment, strength, and endurance (using basic body movements).

This class is intended for federal employees of all fitness levels. We hope to see you there!

Objectives: This four-hour class is designed to assess your physical fitness, develop realistic goals, and provide each student with an individualized workout plan.

Target Audience: All Employees

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
The Fire that Burns Within: Fire Service Suicide – The Reality

This eight-hour suicide prevention awareness training is for all levels of fire service and EMS personnel including support staff such as chaplains, dispatchers, EAP providers, and peer support team members. Within the suicide prevention awareness training are the concepts of effective peer support programs, good mental health, leadership principles, and postvention strategies. Interactive training, with resources and toolkits, can be delivered at your agency.

At the conclusion of the course, participants will:
- Understand the stress, pressure, and culture in the fire/rescue service that can lead to suicidal ideation.
- Identify suicidal behaviors and communication.
- Develop strategies to train fire/rescue personnel in suicide prevention.
- Recognize the importance of establishing department policy and procedures related to suicide prevention and postvention.

Topics covered in the training:
- Facts, Statistics, Truths and Myths
- Organizational Leadership
- Signs and Signals
- Intervention Strategies
- Dealing with the Aftermath of Suicide

Target Audience:
The primary target audience is fire service personnel and support personnel who serve firefighters and EMS.

Instructor:
Mary VanHaute

Staff Training Contact/Course Coordinator:
Steven Zachry
szachry@fs.fed.us
406-329-3422

Thursday April 7, 2016
0800-1700 8 hrs

Course information questions?
Heisler.laura@spcollege.edu

This project was supported in part by Grant No. 2009-DB-BX-K015 awarded by the Bureau of Justice Assistance, U.S. Department of Justice, to St. Petersburg College.
Dates: 4/8/2015
Time: 0800-1700
Max Registration: 6
Cost: $0

Instructors:
ROHVA personnel and new Forest Service ROV instructors

Course Coordinator:
Dave Goodin 406-329-3237
dgoodin@fs.fed.us

Course Content: This class will be taught by FS Employees attending the ROV Train the Trainer class. ROHVA Personnel will be evaluating the newly minted instructors as they teach a free day of ROV recertification. Those acting as students as part of this one day class will receive valid ROV recertification training.

Objectives: Attain ROV recertification

Prerequisites: All employees currently licensed as an ROV operator, and wishing to obtain recertification. Must bring your own ROV and PPE

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Time: 0800-1700 (32 hours total)
Max Registration: 6
Cost: $1000

Instructors:
ROHVA
Bruce Butler
butlerohvsafety@live.com

Course Coordinator:
Dave Goodin 406-329-3237
dgoodin@fs.fed.us

Course Content: This class is designed to train and certify people to become ROV (Recreational Off-Road Vehicle/UTV) instructors. Must bring a Recreational Off-Road Vehicle/UTV and PPE. The ROHVA Driver-Coach Preparation (DCP) Workshop is a 4-day course that teaches individuals all the components of the Basic DriverCourse. DriverCoach Candidates will learn evaluation and coaching techniques, presentation methods and communication skills. Please be aware that the CP is a pass/fail course and DriverCoach Candidates must have prior off-highway motorcycle, ATV, 4WD, or ROV riding/driving experience. On the last day of DCP, your candidates are evaluated on teaching the ROV Basic DriverCourse to a group of up to 6 students.

Objectives: To become a ROV Instructor
Prerequisites: Must be a licensed Recreational Off-Road Vehicle Operator

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Dates:
Mon 4/2 - 4/10
72 hours total

Time:
8 am to 6 pm 4/2—4/10

Max Registration: 20

Cost: $525

Instructors:
Aerie Backcountry
Medicine
info@aeriemed.com
(406) 542-9972

Course Coordinator:
Kurt Rohrbach,
Kurtrohrbach@fs.fed.us
406 329-3018

Northern Region University 2016

WILDERNESS FIRST RESPONDER

Course Content: Aerie’s 72 hour Wilderness First Responder (WFR) course is designed for outdoor professionals and outdoor enthusiasts, preparing them to care for injuries and illness in remote, challenging environments. The course is fast-paced, challenging, hands-on and fun.

Aerie’s nationally recognized Wilderness First Responder (WFR) courses address injury and illness prevention, patient assessment, long-term patient management, improvised splint and litter construction, and environmental emergencies while stressing the thought processes unique to caring for patients in remote environments. Our instructors are professional care providers with many years of outdoor leadership experience. Students also receive adult CPR certification.

Objectives: Obtain Wilderness First Responder Certificate
Prerequisites: None

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Wilderness Medicine Essentials

Date: 4/7/2016
Time: 8:00 am to 5:00 pm
Cost: $65.00

Instructor:
Aerie Backcountry Medicine
info@aeriemed.com
406-542-9972

Course Coordinator/Staff Training contact:
Kurt Rohrbach,
kurtrohrbach@fs.fed.us
406 329-3018

Minimum Enrollment: 12
Maximum Enrollment: 15

In the backcountry, even routine injury or illness can take on life-and-death significance. Fortunately, learning the basic techniques of wilderness medicine has never been easier or more accessible. Whether you employ individuals who work in the backcountry or are simply a frequent backcountry visitor who wants to be prepared, we can give you the knowledge and skills you need when something goes wrong."

**This 8 hour training will include: management of wounds, environmental emergencies-heat/cold illnesses, dehydration, animal envenomations, plant toxicodendrons, water and food-borne illness. There will be plenty of hands-on training involved with this class.

Students will learn the basic skills to successfully manage a medical situation in the backcountry. Will be able to improvise care with the gear on hand and help identify the need to medivac or stay put.

This is a certification course. Students will receive a nationally recognized Wilderness Medicine Certification.

***TARGET AUDIENCE***:
Anyone can enroll. Geared towards students with a reasonable expectation to encounter a backcountry emergency. If students require Forest Service recognized first aid training, please enroll in 6700 R1 NRU Standard First Aid and 6700 R1 NRU CPR/AED

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you
Western Montana Acquisition Zone
Northern Region University 2016

Appropriations Law Seminar

Course Coordinator
Management Concepts
Adam McDermott
Client Engagement Manager
Direct Dial: 703-270-4038
amcdermott@managementconcepts.com

Course Content: This course supports the correct usage of federal-ly appropriated funds to ensure compliance with relevant laws and regulations. Covering Volumes 1 & 2 of the Government Accountability Office (GAO) Principles of Federal Appropriations Law (the Red Book), this course enables participants to understand their fiduciary responsibilities concerning appropriated funds in the federal government. Specifically, this course enables participants to determine the availability of appropriations as to purpose, time, and amount. The course also provides participants with the knowledge to ensure that obligations are charged to the correct fund sources, which can help certifying officers avoid spending personal money to correct errors. Participants will learn to avoid Antideficiency Act violations, which can, in many cases, lead to negative audit and congressional reports.

Objectives:

Identify and apply the basic concepts and principles of appropriations law
Determine the correct course of action when funds need to be reprogrammed or transferred or when laws are in conflict or unclear
Determine the legal availability of appropriations based on purpose, applying the Purpose Law and Necessary Expense Doctrine
Determine the legal availability of appropriations based on time, applying the Bona Fide Needs Rule
Determine the legal availability of appropriations based on amount, avoiding violations of the Antideficiency Act (ADA)
Identify what constitutes a legal obligation and its impact on appropriations law principles
Identify the terms under which accountable officials may be granted relief from financial responsibility
Miscellaneous
Dates:
Monday March April 4th-8th

Being offered Dailey, registering is just a place holder, actual time will be determined at NRU

Max Registration: 15 per day

Cost: $0

Instructor:
Tim Gray, Cheryl Smith Cook

Course Coordinator
Tim Gray, 
tgray@fs.fed.us, 406-329-3143

Northern Region University 2016

CIO Make your Forest Service computer run faster!

Course Content: CLASS OFFERED AT 0600 AS A PLACE HOLDER ONLY SO THE REGISTRATION SITE WILL ALLOW YOU TO SIGN UP.

Upgrade to a Solid State Hard Drive and add additional memory to your FS laptop- and see how fast your FS computer can go!

Sign up to work one-on-one with a CIO CSS/Desktop IT Specialist via appointment or drop off service to:
- perform preventative maintenance on your device (cleaning your machine, i.e. removing destructive dust bunnies);

Prerequisites: You must have your FS laptop and its power cord with you. Important: You must purchase and bring the memory and Solid State Drive to the workshop.
CIVIL RIGHTS: OH THAT’S INAPPROPRIATE!

Date: 4/4/2016
Time: 1:00-5:00
Max Registration: 50
Cost: $ 0

Instructor:
SHERRY NEAL; sleneal01@fs.fed.us; 406-329-3082
MELISSA WILSON; Mwilson04@fs.fed.us; 406-329-3650
ERIC BOWIE; ejbowie@fs.fed.us; 406-329-3190

Course Content:
If you enjoy learning in an interactive, discussion based environment, then come join the Civil Rights Staff on this fun and informative Civil Rights journey.
This course will cover all the latest “hot button” topics in the Civil Rights arena:
“Do I really need to give a Reasonable Accommodation for that!?”
“Your joking right, Sexual Harassment!?” and many more.

Target Audience; All

Prerequisites: None

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
CSRS Pre-Retirement Planning Seminar

Date: April 8, 2016
Time: 0800-1700
Max Registration: 25
Cost:$100 - $150 (depending on enrollment)

Course Content: The average American spends more time planning their annual two-week vacation than they spend planning for their retirement.
The need for retirement planning is greater today than it was even 10 years ago. Employees have options, choices and considerations that they must be fully aware of in order to make the most of their retirement. Spouses are welcome to attend.

Objectives: To provide employees with the tools and information necessary to plan their retirement future.

Target Audience/Prerequisites: Permanent employees covered under CSRS who are within 5 years of retirement. This seminar provides all the information that an employee needs to prepare for retirement.

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class (es) you register for so we can accommodate you.
Employee Safety and Awareness

Course Coordinator:
Jackie Fisher,
jfisher01@fs.fed.us,
406-494-0218

Course Content:
Training for office / field going personnel to develop knowledge and skills associated with workplace safety. The subjects addressed include: verbal/nonverbal communication, vehicle accident/medical response, office safety and security, anti-government contacts, active shooter awareness and response and other personnel safety issues.

Objectives:
Provide employees the knowledge to identify unsafe situations and the training/skills to safely remove themselves from any threat.

Prerequisites: None

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Course Content: The average American spends more time planning their annual two-week vacation than they spend planning for their retirement. The need for retirement planning is greater today than it was even 10 years ago. Employees have options, choices and considerations that they must be fully aware of in order to make the most of their retirement. The difference between this class and the FERS mid-Career, is that most of the people attending this class will be closer to retirement and will ask questions more applicable to similarly situated individuals. The content of the material is the same.

Objectives: To provide employees with the tools and information necessary to plan their retirement future.

Target Audience/Prerequisites: Permanent employees covered under FERS who are within 5 years of retirement. This seminar provides all the information that an employee needs to prepare for retirement.

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
FERS Mid Career Pre-Retirement Planning Seminar

Course Content: The average American spends more time planning their annual two-week vacation than they spend planning for their retirement. The need for retirement planning is greater today than it was even 10 years ago. Employees have options, choices and considerations that they must be fully aware of in order to make the most of their retirement. The difference between this class and the FERS late-Career, is that most of the people attending this class will be further from retirement and will ask questions more applicable to similarly situated individuals. The content of the material is the same.

Objectives: To provide employees with the tools and information necessary to plan their retirement future.

Target Audience/Prerequisites: Permanent employees covered under FERS who are more than 5 years of retirement. This seminar provides all the information that an employee needs to prepare for retirement.

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the

Date and Times:
4/6/2016 1330-1730
4/7/2016 0800-1700
12 hours total

Max Registration: 25
Cost: $150-300

Instructor:
Saundra Harman,
sharmaninc@aol.com,
410-795-9296

Course Coordinator:
Stevie Fehrs
sfehrs@fs.fed.us
406-329-3227

Training Coordinator:
Enrique Olivares,
eolivares@fs.fed.us,
406-329-3449
Forest Protection Officer Recertification

Course Content: Annual 8 hour Forest Protection Officer (FPO) Recertification training as required by FSM 5304.41.

Objectives: Annual FPO Recertification

Target Audience: Certified Forest Protection Officers

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Date: Tuesday April 5, 2016
Time: 1:00-3:00

Max Registration: 60
Cost: $0

Instructor:
Amber Kamps,
akamps@fs.fed.us, 406-439-9138

Course Coordinator
Amber Kamps,
akamps@fs.fed.us, 406-439-9138

Staff Training Contact:
Amber Kamps,
akamps@fs.fed.us, 406-439-9138

Course Content: Join a team of your colleagues as they discuss why we should be hiring veterans, why hiring managers may fear hiring veterans, how to hire veterans using non-competitive hiring authorities, and to answer questions and open up for discussion.

Objectives: Open up dialogue and increase awareness in hiring veterans.

Prerequisites: None

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Dates:  
Monday March April 4th-8th

Being offered Dailey, registering is just a place holder, actual time will be determined at NRU

Max Registration: 15 per day

Cost: $0

Instructor:  
Tim Gray,  
Cheryl Smith Cook

Course Coordinator  
Tim Gray,  
tgray@fs.fed.us,  
406-329-3143

Northern Region University 2016  
On-site Computer and/or Mobile Device Trouble-Shooting and Preventative Maintenance

Course Content: Have preventative maintenance and/or troubleshooting done on your FS laptop, cell phone and/or tablet while you are NRU. Simply register for this course and then stop by our CIO Room at the beginning of NRU to sign up for a specific date and time. (The time listed for the course is just a placeholder for working on your device - it is not a real date and time.)

Sign up to work one-on-one with a CIO CSS/Desktop IT Specialist via appointment or drop-off service to:
- perform preventative maintenance on your device (cleaning your machine, i.e. removing destructive dust bunnies - can help a device perform better);
- trouble-shoot whatever issues you may have with your device (FS mobile device, laptop, printer, etc.);
- add additional memory (RAM) to your laptop - see prerequisite;

Prerequisites: You must have your FS device (laptop, cell phone, or tablet) and its power cord with you. Important: If you would like additional memory added to your computer, you must purchase and bring the memory to the workshop. If you would like to have a Solid State Drive installed in your computer to maximize its performance, you must purchase the SSD and additional RAM.
Date: Tuesday April 5, 2016
Time: 1000-1200

Max Registration: 60
Cost: $0

Instructor:

Jim Van Fossen,
Jim.Van.Fossen@valic.com

Course Coordinator
Staff Training
Contact:

Kurt Rohrbach,
Kurtrohrbach@fs.fed.us
(406) 329-3203

Northern Region University 2016

PERSONAL FINANCE
(Covers TSP)

Course Content: This course goes over the nuts and bolts of personal finance. Topics covered are Personnel Finance, TSP Investing, Loans, & a variety of other related topics.

Objectives: To give employees the tools to effectively manage their money.

Prerequisites: None

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Northern Region University 2016

PUTTING THE “A” IN ACCESSIBILITY

Session #1
4/5/2016 Tuesday
8:00-5:00

Session #2
4/6/2016 Wednesday
8:00-5:00

Max Registration: 30

Cost: $0

Instructor:
Janet Zeller
jzeller@fs.fed.us

Learning the A, B, C’s of integrating accessibility seamlessly to benefit people of all. The course will include customer relations; program accessibility; permit holders programs; facilities including new, retrofitted, administrative, historic, rented or leased, special use permit holders facilities, recreation sites, and 4 season uses. Trails and accessibility, wilderness and accessibility, travel management and accessibility and service animals will also be addressed. Discussion will be encouraged.

You will learn firsthand from the leading accessibility authority in our Agency; Janet Zeller; the National Accessibility Program Manager.

Objectives: Provide attendees with knowledge to ensure our forests in Region 1 are as accessible and inviting as possible to people of all ages and abilities.

Prerequisites: None

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for
Retirement Systems Benefit for Law Enforcement and Firefighters

**Course Content:** The average American spends more time planning their annual two-week vacation than they spend planning for their retirement. The need for retirement planning is greater today than it was even 10 years ago. Employees have options, choices and considerations that they must be fully aware of in order to make the most of their retirement. This class provides employees with accurate information on Fire Fighter and Law Enforcement retirement and other federal retirement benefits. Information essential for planning a successful and financially stable retirement. Spouses are welcome to attend at no charge. They can share materials.

**Date and Times:**
4/4/16 0800-1700

**Max Registration:** 30
**Cost:** $150-200 depending on enrollment

**Objectives:** To provide Law Enforcement Officers and Fire Fighters with the tools and information necessary to plan their retirement future.

**Instructor:**
Saundra Harman,
sharmaninc@aol.com,
410-795-9296

**Target Audience/ Prerequisites:** Fire Fighter and/or Law Enforcement Permanent Employees who are mid-career and covered under FERS. Spouses welcome! Share materials with them!

**Course Coordinator:**
Stevie Fehrs
sfehrs@fs.fed.us

**Training Coordinator:**
Enrique Olivares,
eolivares@fs.fed.us,
406-329-3203

**Note: IMPORTANT:** Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

**ACCESSIBILITY/SPECIAL NEEDS:** If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.
Scientific Writing

Course Content: In this short, focused course you will learn how to improve your scientific writing. You will learn a series of practical, hands-on principles to make your writing more lucid, direct, and easily understandable. These principles will apply to everything you write, whether you are a soil scientist or a recreation planner. The instructor, Anne E. Greene, a biologist and author of Writing Science in Plain English (University of Chicago Press, 2013), has taught scientific writing at the University of Montana for 10 years. She will cover some basic English grammar, describe the principles by using examples of good and bad scientific writing, and help you practice your new skills with exercises. She will also comment on your individual writing sample and give you one-on-one feedback. A copy of Writing Science in Plain English will be provided as part of the course.

Objectives: TO IMPROVE THE WRITING STYLE OF FOREST SERVICE SCIENTISTS

Target Audience: FOREST SERVICE SCIENTISTS ENROLLED AT NRU

Note: IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special needs related to NRU or this class, please contact the Course Coordinator or the Staff Training Contact for the class(es) you register for so we can accommodate you.

Training Contact
Enrique Olivares
eolivares@fs.fed.us
406 329 3203
Time Tactics
Strategies for managing your time, increasing productivity, and taking back your life

Course Content - At the end of this session, students will be able to...
Every day, we’re judged by our ability to manage projects, priorities and deadlines. Unfortunately, we live in an age of constant connection and information overload. It is easy to feel overburdened and become stressed out over everything we have to get done. Learning the time management, attention management, and productivity skills in this workshop will enable you to get more of the important things done, feel less stressed, and take back your life. The strategies can be applied to every area of your working life – and even beyond. Apply these strategies and get back in control of your entire life.

Goals/Objectives: The primary objective of this course is to teach time management skills that will help attendees accomplish more of what is important and reduce the stress the comes with being overburdened and under a time crunch.

Target Audience: All Employees

Instructor:
Alain Burrese
aburrese@aol.com

Course Coordinator:
Enrique Olivares
colivares@fs.fed.us
406-329-3745

Tuition: $70 (depending on enrollment)

Max Registration: 20

Dates:
April 5, 2016 1:00 - 3:00
Northern Region University 2016

World Café

Dates: (2 Sessions)
Tuesday April 5, 930-12:00
Thursday April 7th, 930-12:00

Max Registration: 60
Cost: $0

Instructor:
Amber Kamps,
akamps@fs.fed.us, 406-439-9138

Course Coordinator
Amber Kamps,
akamps@fs.fed.us, 406-439-9138

Staff Training Contact:
Amber Kamps,
akamps@fs.fed.us, 406-439-9138

Course Content: You are invited to our First Ever Region 1 Diversity and Inclusion World Café. Our Diversity and Inclusion World Café is a method for creating a living network of collaborative dialogue around questions that matter to us and to the success of the Forest Service. This World Café event is designed to foster interaction and dialogue in groups as a means to surface the collective knowledge & wisdom the Region’s diverse employees. The goal of the World Café is to use this collective insight to create change and make positive cultural shifts in our organization from the ground up.

Objectives: The goal of the World Café is to use this collective insight to create change and make positive cultural shifts in our organization from the ground up.

IMPORTANT: Before registering for this course, please make sure you have approval to attend from your immediate supervisor.

ACCESSIBILITY/SPECIAL NEEDS: If you have a request for accessibility or have any special
Instructors

Dr. Audrey Nelson is an internationally recognized trainer, key-note speaker, author and consultant who helps organizations increase their productivity and profitability through winning communication strategies. She specializes in gender communication, conflict management, communication skills, and sexual harassment and discrimination.

In 2010, Audrey was asked by the State Department to be a guest speaker and consultant for the US Embassy in Seoul, South Korea. She addressed a variety of groups including the Korean Supreme Court, The National Assembly, Korean media and a variety of women advocacy groups.

Dr. Nelson’s professional background includes 10 years teaching in the Dept. of Communication at the University of Colorado, Boulder. For 30 years she has trained and consulted for a wide variety of government and Fortune 50 companies in 48 states, Australia, Great Britain, and Canada. Among them are Xcel Energy, Pricewaterhouse Coopers, American Board of Trial Attorneys, AT&T, Honeywell, Hewlett-Packard, IBM, Upjohn Pharmaceuticals, Pentax, Lockheed Martin, Johnson & Johnson, U.S. Marine Corps, U.S. Forest Service and U.S. Dept. of Justice.

She holds a B.A., M.A. and Ph.D. in Communication. She conducted post-doctoral work at Warnborough College in Oxford, England in gender communication.

Thirty years ago she co-founded and served as president for the Organization for the Research on Women and Communication.


Carl Cain is the Development Engineer in the RO and the RCCO (Regional Construction Certification Officer) for Region 1. He has extensive on the ground experience in Road Location, hand road design, and cost estimation. He was instrumental in the development of the offtracking formula used in the FS manual and other publications. He has worked on vehicle simulation illustration methods for both the office and in the field for existing roads. He also has extensive experience with ERFO (Emergency Repair, Federally Owned) which includes the basis of obtaining funds for repairs of our transportation facilities using DSRs (Damage Survey Reports).
Alain Burrese has been practicing law since 2001, and earned a variety of Awards and honors in the process of earning his degrees.
Some of his other accomplishments are as follows:
Burrese Enterprises, Inc. Missoula, MT (406) 543-7240 Owner/President January 2002 to present. Personal company formed to provide products and services including books, videos, audio programs, seminars, workshops and consulting on Achievement and Personal Development topics, Conflict Resolution, Negotiation, and Mediation topics, as well as Self-defense, Martial Arts and Safety.
Center for Leadership Development, The University of Montana, Missoula, MT 59812 (406) 243-5774 Coordinator, August 2001 to August 2002. Develop, coordinate and conduct leadership training for the University of Montana and community, including semester long leadership programs, leadership conferences, leadership skill seminars, coordinating leadership panels, and consulting and guidance with career and leadership skills. Also partook in University Center Mission Statement drafting, strategic planning and budgeting, and supervision of student staff.
The United States Army, 1985-1989 Honorable Discharge 82nd Airborne Division, Ft. Bragg, NC; 2nd Infantry Division, Camp Hovey/Camp Casey, South Korea; Paratrooper. Team Leader. Squad Leader. Sniper. Qualified expert with all hand carried weapons. Instructed at the 2nd I.D. Scout Sniper School, Camp Casey, Korea. Good Conduct Medal.
Alain has been published numerous times, and has written for a variety of instructional videos. For a complete bio and further information please read more on the UM website. View the PDF attached to his classes.

Dr Steve McMullin is the associate department head and professor of fisheries and wildlife in Virginia Tech’s Department of Fisheries and Wildlife Sciences. He specializes in the human dimensions of natural resources management, including workforce planning for natural resource organizations. He has taught leadership development workshops for the Forest Service and other natural resource professionals for nearly 20 years. He has been the lead instructor for Leadership and Communications for Natural Resource Professionals, a workshop specifically designed for Forest Service employees for 9 years. Dr. McMullin has been selected as the outstanding instructor in the college of Natural Resources at Virginia Tech three times, and his leadership development workshops always receive nearly unanimous excellent ratings from participants.
Aerie Backcountry Medicine. Based in Missoula, Montana, Aerie provides wilderness and rural medical training and first aid supplies to over 2,500 students a year throughout the United States, Mexico, Central America and Africa. We also offer risk management consulting to entities such as Mt. Rainier National Park. Led by our staff and guided by our Board of Advisors, we teach courses for MDs, RNs, PAs and EMTs as well as outdoor enthusiasts with no prior medical training. We design all Aerie courses with the understanding that individuals learn best when they are engaged in challenging, realistic scenarios led by professional educators who are leaders in the medical and rescue fields. With this philosophy, we train our students for difficult conditions and long-term patient care, where resources are limited and access to outside care is minimal.

SAUNDRA K. HARMAN
sharmaninc@aol.com
410-795-9296 phone #
Saundra K. Harman is the President and Founder of S. Harman & Associates, Inc. (founded 1985) and, as such, is involved in the development, marketing and presentation of employee benefits and employee relations training courses and seminars. Saundra has conducted hundreds of seminars for thousands of federal personnelists, managers and employees.
Prior to founding S. Harman. & Associates, Inc., Saundra worked at the Social Security Administration (SSA) headquarters in the Office of Legislative and Regulatory Policy and the Office of Governmental Affairs. Her duties at SSA included drafting legislation, developing policy and interpreting Social Security programs and explaining their implications to other federal agencies. During her last years with the Federal government, she developed and conducted a seminar that presented the provisions of Social Security’s (Retirement, Survivors and Disability) programs, and the basics of CSRS and FERS to personnelists from scores of federal agencies at over 180 locations throughout the United States. Saundra has forty-five years of diverse Federal experience, twenty-nine of those as a recognized Federal Employee’s Benefits Expert.
INSTRUCTOR BIOS

Aerie Backcountry Medicine. Based in Missoula, Montana, Aerie provides wilderness and rural medical training and first aid supplies to over 2,500 students a year throughout the United States, Mexico, Central America and Africa. We also offer risk management consulting to entities such as Mt. Rainier National Park. Led by our staff and guided by our Board of Advisors, we teach courses for MDs, RNs, PAs and EMTs as well as outdoor enthusiasts with no prior medical training. We design all Aerie courses with the understanding that individuals learn best when they are engaged in challenging, realistic scenarios led by professional educators who are leaders in the medical and rescue fields. With this philosophy, we train our students for difficult conditions and long-term patient care, where resources are limited and access to outside care is minimal.

SAUNDRA K. HARMAN
sharmaninc@aol.com
410-795-9296 phone #
Saundra K. Harman is the President and Founder of S. Harman & Associates, Inc. (founded 1985) and, as such, is involved in the development, marketing and presentation of employee benefits and employee relations training courses and seminars. Saundra has conducted hundreds of seminars for thousands of federal personnelists, managers and employees.
Prior to founding S. Harman. & Associates, Inc., Saundra worked at the Social Security Administration (SSA) headquarters in the Office of Legislative and Regulatory Policy and the Office of Governmental Affairs. Her duties at SSA included drafting legislation, developing policy and interpreting Social Security programs and explaining their implications to other federal agencies. During her last years with the Federal government, she developed and conducted a seminar that presented the provisions of Social Security's (Retirement, Survivors and Disability) programs, and the basics of CSRS and FERS to personnelists from scores of federal agencies at over 180 locations throughout the United States. Saundra has forty-five years of diverse Federal experience, twenty-nine of those as a recognized Federal Employee’s Benefits Expert.
Aerie Backcountry Medicine. Based in Missoula, Montana, Aerie provides wilderness and rural medical training and first aid supplies to over 2,500 students a year throughout the United States, Mexico, Central America and Africa. We also offer risk management consulting to entities such as Mt. Rainier National Park. Led by our staff and guided by our Board of Advisors, we teach courses for MDs, RNs, PAs and EMTs as well as outdoor enthusiasts with no prior medical training. We design all Aerie courses with the understanding that individuals learn best when they are engaged in challenging, realistic scenarios led by professional educators who are leaders in the medical and rescue fields. With this philosophy, we train our students for difficult conditions and long-term patient care, where resources are limited and access to outside care is minimal.

SAUNDRA K. HARMAN
sharmaninc@aol.com
410-795-9296 phone #

Saundra K. Harman is the President and Founder of S. Harman & Associates, Inc. (founded 1985) and, as such, is involved in the development, marketing and presentation of employee benefits and employee relations training courses and seminars. Saundra has conducted hundreds of seminars for thousands of federal personnelists, managers and employees. Prior to founding S. Harman & Associates, Inc., Saundra worked at the Social Security Administration (SSA) headquarters in the Office of Legislative and Regulatory Policy and the Office of Governmental Affairs. Her duties at SSA included drafting legislation, developing policy and interpreting Social Security programs and explaining their implications to other federal agencies. During her last years with the Federal government, she developed and conducted a seminar that presented the provisions of Social Security’s (Retirement, Survivors and Disability) programs, and the basics of CSRS and FERS to personnelists from scores of federal agencies at over 180 locations throughout the United States. Saundra has forty-five years of diverse Federal experience, twenty-nine of those as a recognized Federal Employee’s Benefits Expert.
Mr. Yates retired from the federal government after 36 years with the U.S. Department of Agriculture Forest Service. Throughout his federal career, Mr. Yates was involved with the federal acquisition process in developing statements of work and performing all tasks associated with developing and issuing solicitations for resource contracts. His work included the first request-for-proposal contract for reforestation in Region 1.

Mr. Yates' experience includes administrative work with local, regional, and national contracts. He served as a contracting officer's representative (COR) and contracting officer's technical representative (COTR) on national food and shower contracts. During Mr. Yates' years in contract preparation and administration, he assisted in developing standard specifications and templates for various resource-type contracts.

In addition, Mr. Yates was part of a special task group working with administrative appeals and developing materials needed for resolution of issues. He participated in the initial contracts authorized to promote stewardship programs, which authorized the trade of services in lieu of payment for resource products. This unique type of contract provided for the merger of the contractual provisions of purchase and sales contracts.

After retiring from the Forest Service, Mr. Yates actively provided training for the Forest Service, and the Department of the Interior Bureau of Reclamation, Bureau of Land Management, and National Park Service. This training was predominantly COR/COTR training at all levels, and Performance-Based Contracting.

Mr. Yates' background enables him to interact effectively with technical and professional contract administration personnel and he currently presents the following courses for NPI, Inc.: COR Certification, COR Refresher, Acquisition Planning, Best Value Contracting, Commercial Item Acquisition, Developing Performance Based Work Statements, and Performance-Based Acquisition.
Katie Deuel loves to facilitate processes that engage everyone involved in their best thinking to learn and problem-solve together. Believing that even the most insignificant meetings can be hugely beneficial or a waste of time, Katie has put a lot of effort (including learning from experience) into developing techniques to set meetings up for success with effective facilitation, from preparation to meeting management to follow-up. Katie has facilitated the gamut from large, international multi-party, multi-day meetings to short weekly staff meetings and finds that the principles are all the same. With a deep appreciation for the challenges and rewards of stewarding public lands and the Agency itself through working as a seasonal tech to facilitating high-conflict meetings, she is honored to share her experiences with agency employees. Katie is currently Executive Director at Home Resource in Missoula, MT, where she lives with her husband and 2 children.

Chris Loraas
My stint with the Forest Service began in the late 90’s on the Missoula RD. After that I spent 3 years running a saw on the Lolo IHC and then started jumping out of Missoula in 2004. In 2013 I detailed to the R1 Fire Equipment Program and I am now the Assistant Fire Equipment Specialist for Region 1.
My experience operating and maintaining equipment began with bashing my knuckles on 1940’s era Farmall International tractors as a kid. As a teenager pursuing my Private Pilot’s license, I worked for an aircraft mechanic to pay for flight time where I promptly learned that aircraft do not respond favorably to the same ‘beat on it till it works’ tactics that I employed on tractors. As a general contractor and through employment outside of the Agency in heavy and light construction, I have about 20 years of experience operating, maintaining and repairing a wide variety of equipment.
Katie Deuel loves to facilitate processes that engage everyone involved in their best thinking to learn and problem-solve together. Believing that even the most insignificant meetings can be hugely beneficial or a waste of time, Katie has put a lot of effort (including learning from experience) into developing techniques to set meetings up for success with effective facilitation, from preparation to meeting management to follow-up. Katie has facilitated the gamut from large, international multi-party, multi-day meetings to short weekly staff meetings and finds that the principles are all the same. With a deep appreciation for the challenges and rewards of stewarding public lands and the Agency itself through working as a seasonal tech to facilitating high-conflict meetings, she is honored to share her experiences with agency employees. Katie is currently Executive Director at Home Resource in Missoula, MT, where she lives with her husband and 2 children.

Chris Loraas
My stint with the Forest Service began in the late 90’s on the Missoula RD. After that I spent 3 years running a saw on the Lolo IHC and then started jumping out of Missoula in 2004. In 2013 I detailed to the R1 Fire Equipment Program and I am now the Assistant Fire Equipment Specialist for Region 1.
My experience operating and maintaining equipment began with bashing my knuckles on 1940’s era Farmall International tractors as a kid. As a teenager pursuing my Private Pilot’s license, I worked for an aircraft mechanic to pay for flight time where I promptly learned that aircraft do not respond favorably to the same ‘beat on it till it works’ tactics that I employed on tractors. As a general contractor and through employment outside of the Agency in heavy and light construction, I have about 20 years of experience operating, maintaining and repairing a wide variety of equipment.
Your Region 1 Customer Support Services Team members include your Region 1 Supervisory Computer Specialist, Tim Gray; your Region 1 Technical Lead, Sue Rose; your Region 1 Client Liaison, Cheryl Smith Cook; and your Region’s CSS IT Specialists- Chris Andrews, Ed Carlson, Brent Conrad, Kim Kembel, Cindy Mosby, Cory Nicolson, and Curtis Phelps.

Your Region 1 Information Resources Management Team includes Region 1’s Rosa Nygaard (Information Management Coordinator), and the CIO’s Ray Adams (R1 Land Mobile Radio Supervisor), Tim Gray (R1 Supervisory Computer Specialist), and Cheryl Smith Cook (R1 Client Liaison).

Shelly Witt, WFWARP – WO; WFWARP National Continuing Education Program Lead

Currently the Program Leader for the national Continuing Education program (Watershed-Fish-Wildlife-Air & Rare Plant staff/program), USDA Forest Service. Shelly has been the CE program leader since 1990. Shelly also serves as staff Web and Share Point administrator. Previously she was in DC as the Assistant Wildlife program leader, primarily working on pesticides, and animal damage control issues. Before joining the Forest Service, Shelly worked at botanical gardens in a pest management or general gardener capacity (Longwood Gardens, Morris Arboretum, and Berry Botanic Garden). In her youth she worked on the state of Oregon's Gypsy Moth program and OSU Botany Pathology Farm. Education: Masters degree at Utah State University while running the CE program. Her Masters is in Forest Resources (sociology emphasis) and Bachelors is in Horticulture/Pest Management from Oregon State University.
# District & Forest Contacts for NRU 2016

<table>
<thead>
<tr>
<th>Unit</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IDAHO</strong></td>
<td></td>
</tr>
<tr>
<td>Clearwater SO &amp; all Districts <em>(except Lochsa RD)</em></td>
<td>Tammy Clark</td>
</tr>
<tr>
<td>Lochsa RD</td>
<td>Tammy Clark</td>
</tr>
<tr>
<td><strong>IPNF – SO &amp; all Districts</strong></td>
<td>Carol A Ratcliffe</td>
</tr>
<tr>
<td><strong>Nez Perce SO &amp; all Districts</strong></td>
<td>Andre Ruoti or Cheryle Miller</td>
</tr>
<tr>
<td><strong>MONTANA</strong></td>
<td></td>
</tr>
<tr>
<td>Beaverhead-Deerlodge SO &amp; all Districts <em>(except Pintler RD)</em></td>
<td></td>
</tr>
<tr>
<td>Pintler RD</td>
<td>Heidi A Hinkle</td>
</tr>
<tr>
<td><strong>Bitterroot SO</strong></td>
<td></td>
</tr>
<tr>
<td>Stevensville RD</td>
<td>Elizabeth H Ballard</td>
</tr>
<tr>
<td>Darby RD</td>
<td>Greg Wasileski</td>
</tr>
<tr>
<td>Sula RD</td>
<td>Susan Wetzsteon</td>
</tr>
<tr>
<td>West Fork RD</td>
<td>Nancy Grayson</td>
</tr>
<tr>
<td></td>
<td>Ruth Wooding</td>
</tr>
<tr>
<td><strong>Custer SO</strong></td>
<td></td>
</tr>
<tr>
<td>Beartooth RD</td>
<td>Traute Parrie</td>
</tr>
<tr>
<td>Sioux RD</td>
<td>Lea T Gundlach</td>
</tr>
<tr>
<td>Ashland RD</td>
<td></td>
</tr>
<tr>
<td><strong>Flathead SO</strong></td>
<td>Sarah Freund/Heather Seals</td>
</tr>
<tr>
<td>Hungry Horse/Glacier View RD</td>
<td>Cynthia Woods</td>
</tr>
<tr>
<td>Spotted Bear RD</td>
<td>NRU Contact</td>
</tr>
<tr>
<td>Swan Lake RD</td>
<td>Beth Pargman</td>
</tr>
<tr>
<td>Tally Lake RD &amp; SO</td>
<td>Sarah Freund</td>
</tr>
<tr>
<td><strong>Gallatin SO</strong></td>
<td>Pamela Bentley</td>
</tr>
<tr>
<td>Big Timber RD – consolidated with Livingston</td>
<td>Sandra J Smith</td>
</tr>
<tr>
<td>Livingston RD – consolidated with Big Timber</td>
<td>Scott Laughlin</td>
</tr>
<tr>
<td>Gardiner RD</td>
<td>JoLynn Sharrow</td>
</tr>
<tr>
<td>Bozeman RD</td>
<td>Robert (Dale) Butler</td>
</tr>
<tr>
<td>Hebgen Lake RD</td>
<td>Waiting for new person</td>
</tr>
<tr>
<td>Unit</td>
<td>Contact Name</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td><strong>Helena SO</strong></td>
<td>Raymond Brown</td>
</tr>
<tr>
<td>Helena RD</td>
<td>Ashley Snellman</td>
</tr>
<tr>
<td>Lincoln RD</td>
<td>Emily Gilbert</td>
</tr>
<tr>
<td>Townsend RD</td>
<td>Emma Clark and Cheri Smith</td>
</tr>
<tr>
<td><strong>Kootenai SO</strong></td>
<td>Kathy Haines</td>
</tr>
<tr>
<td>Murphy Lake RD</td>
<td>Rita M Meester</td>
</tr>
<tr>
<td>Troy RD</td>
<td>Michelle Britton</td>
</tr>
<tr>
<td>Canoe Gulch RD</td>
<td>Bradley Mohr</td>
</tr>
<tr>
<td>Eureka - Rexford</td>
<td><a href="mailto:lsetzer@fs.fed.us">Linda Setzer</a></td>
</tr>
<tr>
<td>Cabinet RD</td>
<td>Lori R Cooper</td>
</tr>
<tr>
<td><strong>Lewis &amp; Clark SO</strong></td>
<td>Judy Taylor</td>
</tr>
<tr>
<td>Rocky Mtn RD</td>
<td>Judy Taylor</td>
</tr>
<tr>
<td>Belt Creek RD</td>
<td>Judy Taylor</td>
</tr>
<tr>
<td>Judith RD</td>
<td>Judy Taylor</td>
</tr>
<tr>
<td>Musselshell RD</td>
<td>Sarah Dawe</td>
</tr>
<tr>
<td>White Sulphur Springs RD</td>
<td>Judy Taylor</td>
</tr>
<tr>
<td><strong>Lolo SO</strong></td>
<td>Samantha Reindersma</td>
</tr>
<tr>
<td>Missoula RD</td>
<td>Sari Lehl</td>
</tr>
<tr>
<td>Ninemile RD</td>
<td>Sisk Whitney/Kelley Altmiller</td>
</tr>
<tr>
<td>Plains/TFalls RD</td>
<td>Altmiller</td>
</tr>
<tr>
<td>Seeley Lake RD</td>
<td>Amy Vernarsky</td>
</tr>
<tr>
<td>Superior RD</td>
<td>NRU Contact</td>
</tr>
<tr>
<td><strong>Dakota Prairie Grasslands SO</strong></td>
<td>Babete Anderson</td>
</tr>
<tr>
<td>Sheyenne RD</td>
<td>Colleen Rufovold</td>
</tr>
<tr>
<td>Grand River Ranger District</td>
<td>Mary Haase</td>
</tr>
<tr>
<td>Medora RD</td>
<td>Ron Jablonski</td>
</tr>
<tr>
<td>McKenzie RD</td>
<td>Gary L Foli</td>
</tr>
<tr>
<td><strong>Other Units</strong></td>
<td></td>
</tr>
<tr>
<td>Aerial Fire Depot</td>
<td>Clare N Delaney</td>
</tr>
<tr>
<td>MTDC</td>
<td>Claudia Ruple</td>
</tr>
<tr>
<td>Trapper Creek JC</td>
<td>Brian M. Shay</td>
</tr>
<tr>
<td>Anaconda JC</td>
<td>Mary-Jo Staley</td>
</tr>
<tr>
<td>Arthur Carhart</td>
<td>Elaine J Poser</td>
</tr>
<tr>
<td>RMRS</td>
<td>Shari Kappel</td>
</tr>
<tr>
<td>Unit</td>
<td>Contact Name</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Helena SO</strong></td>
<td>Raymond Brown</td>
</tr>
<tr>
<td>Helena RD</td>
<td>Ashley Snellman</td>
</tr>
<tr>
<td>Lincoln RD</td>
<td>Emily Gilbert</td>
</tr>
<tr>
<td>Townsend RD</td>
<td>Emma Clark and Cheri Smith</td>
</tr>
<tr>
<td><strong>Kootenai SO</strong></td>
<td>Kathy Haines</td>
</tr>
<tr>
<td>Murphy Lake RD</td>
<td>Rita M Meester</td>
</tr>
<tr>
<td>Troy RD</td>
<td>Michelle Britton</td>
</tr>
<tr>
<td>Canoe Gulch RD</td>
<td>Bradley Mohr</td>
</tr>
<tr>
<td>Eureka - Rexford</td>
<td>Linda Setzer (<a href="mailto:lsetzer@fs.fed.us">lsetzer@fs.fed.us</a>)</td>
</tr>
<tr>
<td>Cabinet RD</td>
<td>Lori R Cooper</td>
</tr>
<tr>
<td><strong>Lewis &amp; Clark SO</strong></td>
<td>Judy Taylor</td>
</tr>
<tr>
<td>Rocky Mtn RD</td>
<td>Judy Taylor</td>
</tr>
<tr>
<td>Belt Creek RD</td>
<td>Judy Taylor</td>
</tr>
<tr>
<td>Judith RD</td>
<td>Judy Taylor</td>
</tr>
<tr>
<td>Musselshell RD</td>
<td>Sarah Dawe</td>
</tr>
<tr>
<td>White Sulphur Springs RD</td>
<td>Judy Taylor</td>
</tr>
<tr>
<td><strong>Lolo SO</strong></td>
<td>Samantha Reindersma</td>
</tr>
<tr>
<td>Missoula RD</td>
<td>Sari Lehl</td>
</tr>
<tr>
<td>Ninemile RD</td>
<td>Sisk Whitney/Kelley Altmiller</td>
</tr>
<tr>
<td>Plains/TFalls RD</td>
<td>Altmiller</td>
</tr>
<tr>
<td>Seeley Lake RD</td>
<td>Amy Vernarsky</td>
</tr>
<tr>
<td>Superior RD</td>
<td>NRU Contact</td>
</tr>
<tr>
<td><strong>Dakota Prairie Grasslands SO</strong></td>
<td>Babete Anderson</td>
</tr>
<tr>
<td>Sheyenne RD</td>
<td>Colleen Rufsvold</td>
</tr>
<tr>
<td>Grand River Ranger District</td>
<td>Mary Haase</td>
</tr>
<tr>
<td>Medora RD</td>
<td>Ron Jablonski</td>
</tr>
<tr>
<td>McKenzie RD</td>
<td>Gary L Foli</td>
</tr>
<tr>
<td><strong>Other Units</strong></td>
<td></td>
</tr>
<tr>
<td>Aerial Fire Depot</td>
<td>Clare N Delaney</td>
</tr>
<tr>
<td>MTDC</td>
<td>Claudia Ruple</td>
</tr>
<tr>
<td>Trapper Creek JC</td>
<td>Brian M. Shay</td>
</tr>
<tr>
<td>Anaconda JC</td>
<td>Mary-Jo Staley</td>
</tr>
<tr>
<td>Arthur Carhart</td>
<td>Elaine J Poser</td>
</tr>
<tr>
<td>RMRS</td>
<td>Shari Kappel</td>
</tr>
</tbody>
</table>