2016 USDA Student Trainee Training Plan

The USDA Internship Program

The USDA Internship Program provides paid work experiences for students who are in high school or pursuing an undergraduate or graduate degree in an accredited college or university (including Home-Schooling, Certificate Programs and Community Colleges). Interns may work during the summer, fall, spring or year round.

Purpose

The purpose of the USDA Student Trainee Training Plan is to facilitate the design and implementation of career and professional development for Student Trainees. The training plan will be enhance on an annual basis in an effort to provide USDA Student Trainees with the finest training opportunities.

Structure

The USDA Student Trainee Training Plan is a competency-based training program that utilizes AgLearn, USDA's distance learning management system. The Plan is divided into mandatory training and elective courses. All USDA Student Trainees are required to complete 40 hours of training across their period of employment before conversion to a career-conditional appointment. Agencies and Staff Offices have the option of adopting and using this Training Plan, or using a plan that has been modified to fit Agency or Staff Office needs that covers the required competencies and 40 hours, and has been reviewed and approved in advance by the Pathways Program Officer.

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Course Title	Course ID
Personal Productivity Improvement: Managing Your Workspace	pd_16_a01_bs_enus_SKILLSOFT)
Personal Productivity: Self-organization and Overcoming Procrastination	pd_16_a02_bs_enus_SKILLSOFT)
Personal Productivity Improvement: Managing Tasks and Maximizing Productivity	pd_16_a03_bs_enus_SKILLSOFT)
The Value of Peer Relationships	pd_17_a01_bs_enus_SKILLSOFT)
Developing Strategic Peer Relationships in Your Organization	pd_17_a02_bs_enus_SKILLSOFT)
Forming Peer Relationships and Alliances at Work	17_a03_bs_enus_SKILLSOFT)
Peer Political Styles	pc_bi_pabi010_SKILLSOFT)
Building Better Relationships through Understanding	_pc_ch_pach017_SKILLSOFT)
Building Peer Relationships	pc_ch_pach019_SKILLSOFT)

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Campus to Corporate: Meeting New Expectations	pd_22_a01_bs_enus_SKILLSOFT)
Campus to Corporate: Developing a Professional Image	pd_22_a02_bs_enus_SKILLSOFT)
Public Speaking Strategies: Preparing Effective Speeches	pd_23_a01_bs_enus_SKILLSOFT)
Public Speaking Strategies: Confident Public Speaking	pd_23_a02_bs_enus_SKILLSOFT)
Developing the Right Attitude for Performing under Pressure	pd_24_a01_bs_enus_SKILLSOFT)
Taking Action for Performing under Pressure	pd_24_a02_bs_enus_SKILLSOFT)
Are You Listening to Your Customers?	(Web Based pc_bi_ssbi001_SkillSoft)
Performing with Others under Pressure	pd_24_a03_bs_enus_SKILLSOFT)
Developing Your Reputation of Professionalism with Business Etiquette	pd_25_a01_bs_enus_SKILLSOFT)
Professionalism, Business Etiquette, and Personal Accountability	pd_25_a02_bs_enus_SKILLSOFT)
Communicating with Professionalism and Etiquette	pd_25_a03_bs_enus_SKILLSOFT)
Using Business Etiquette to Build Professional Relationships	pd_25_a04_bs_enus_SKILLSOFT)
Essential Skills for Professional Telephone Calls	(Web Based comm_18_a01_bs_enus_SKILLSOFT)
Disciplines of Organizational Learning: Personal Mastery	_pc_bi_pfbi011_SKILLSOFT)
Safe Small Talk	pc_bi_pfbi012_SKILLSOFT)
Reframing Negative Situations	pc_bi_hrbi008_SKILLSOFT)
Managing Goals	pc_ch_lach027_SKILLSOFT)
Broadening Your Learning Horizons	pc_bi_pabi013_SKILLSOFT)
Targeting Personal Learning	pc_ch_pach022_SKILLSOFT)
Interpersonal Communication: Communicating with Confidence	comm_21_a01_bs_enus_SKILLSOFT)
Interpersonal Communication: Targeting Your Message	comm_21_a02_bs_enus_SKILLSOFT)
Interpersonal Communication: Listening Essentials	comm_21_a03_bs_enus_SKILLSOFT)
Interpersonal Communication: Communicating Assertively	comm_21_a04_bs_enus_SKILLSOFT)
Interpersonal Communication: Being Approachable	comm_21_a05_bs_enus_SKILLSOFT)

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Making Yourself Approachable	pc_bi_pabi011_SKILLSOFT)
Addressing and Redistributing E-mail	(Web Based comm_17_a02_bs_enus_SKILLSOFT)
Asserting Yourself in the Workplace	pc_ch_pach016_SKILLSOFT)
Ethics: Using Government Property and Time	(Web Based DA-ETHICS-PRPTIME)
Workplace Conflict: Recognizing and Responding to Conflict	comm_22_a01_bs_enus_SKILLSOFT)
Workplace Conflict: Strategies for Resolving Conflicts	comm_22_a02_bs_enus_SKILLSOFT)
Confrontation: What's the Best Approach	_pc_bi_mgbi009_SKILLSOFT)
Personal Conflict Styles	pc_bi_pabi002_SKILLSOFT)
Coping with Accusations in the Workplace	pc_ch_lsch003_SKILLSOFT)
Managing Conflict	pc_ch_lach009_SKILLSOFT)
Stress Management	(Web Based USDA-BOOK-4915)
Conflict: Avoid, Confront, or Delay?	pc_ch_pach004_SKILLSOFT)
Managing Your Career: Creating a Plan	pd_10_a01_bs_enus_SKILLSOFT)
Managing Your Career: Getting on the Right Track	pd_10_a02_bs_enus_SKILLSOFT)
Managing Your Career: Professional Networking Essentials	pd_10_a03_bs_enus_SKILLSOFT)
Managing Your Career: You and Your Boss	pd_10_a04_bs_enus_SKILLSOFT)
Managing Your Career: Leveraging the Performance Appraisal	pd_10_a05_bs_enus_SKILLSOFT)
Conquering Career Stagnation	pc_bi_pfbi019_SKILLSOFT)
AgLearn + IDP 6.4	Web Based AgLearn6.4-IDP)
Building and Managing Upward Relationships	pc_ch_pach008_SKILLSOFT)
Planning Your Career	pc_ch_pach013_SKILLSOFT)
Exploring Self-development	pc_ch_pach023_SKILLSOFT)
Creating Your Individual Development Plan	Web Based DA-CIDP-2013)
Listening Essentials: The Basics of Listening	comm_28_a01_bs_enus
Business Law and Ethics	07_a02_bs_enus_SKILLSOFT)
Business Ethics	lchr_01_a68_lc_enus_SKILLSOFT)
Basic Business Math: Charts and Graphs	fnd_01_a04_bs_enus_SKILLSOFT)
Analyzing Data with What if Analysis	mo_aexl_a06_dt_enus_SKILLSOFT)
The US Constitution	fgov_01_a18_lc_enus_SKILLSOFT)
Diversity on the Job: The Importance of Diversity and the Changing Workplace	pd_07_a01_bs_enus
Business Writing: Editing and Proofreading	comm_19_a03_bs_enus_SKILLSOFT)
Business Writing: How to Write Clearly and Concisely	comm_19_a02_bs_enus_SKILLSOFT)
An Introduction to Holding Crucial	VClass CR-ERCD-CRUCIALCON)

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Conversations Recording	
Crucial Conversations	(Web Based USDA-BOOK-4701)
Professional Networking Essentials: Finding Opportunities To Make Connections	(Web Based comm_38_a01_bs_enus_SKILLSOFT)

Note: Student Trainees are required to take 40 hours of training. The highlighted courses represent the elective courses.

For questions regarding the USDA Student Trainee Training Plan, please feel free to contact Carol Scott at 202-260-8364 or carol.scott@dm.usda.gov.