

## Improving Employee Performance

NPS Fundamentals contributes to a workforce that is committed to the NPS and is well versed in the Universal Competencies. Fundamentals is available to NPS employees in all career fields and is particularly designed for new employees. *All tuition and travel costs are paid by Servicewide T&D funds.* You will benefit by having employees with increased personal accountability and decision making skills, resulting in higher employee performance and retention, and a safer workplace.



### What do Supervisors Need to Do?

- Enroll new employees in Fundamentals during their first week of duty.
- Manage schedules to allow students to complete the Fundamentals courses.
- Support and reinforce the employee's new skills and knowledge upon their return.



## Universal Competencies

**Mission Comprehension:** understand the 1916 NPS Organic Act and how the National Park System began as a part of the Conservation Movement that continues today.

**Agency Orientation:** comprehend the structure and organization of the NPS at the park, regional, and Washington Office levels; understand the structure and organization of the Department of the Interior and its place in the Federal Government; understand one's role in the NPS in particular, and in the Federal Government in general.

**Resource Stewardship:** understand the spectrum of resources protected by the NPS, the range of NPS responsibilities in managing these resources and one's role in resource stewardship; understand the planning process and its purpose in the NPS and work with partners to promote resource stewardship.

**NPS Operations:** comprehend the basic operations of the NPS, especially at the park level; how these operations interact to fulfill the Mission of the NPS; and why visitors come to the parks and how the NPS "manages" them.

**Fundamental Values:** exhibit attitudes and behaviors to accomplish an assigned job and to contribute to the overall health of the organization: leadership and teamwork; ethical behavior towards people and the organization; support of cultural diversity and fairness issues; support of accessible parks and workplaces; safe behavior for oneself and for others; and mental and physical fitness.

**Communication Skills:** communicate effectively with the public and employees in writing and speech; ability to use interpersonal skills to be an effective employee.

**Problem-solving Skills:** analyze a problem, build consensus, make decisions, and practice innovation in various aspects of one's job.

**Individual Development and Planning:** work with one's supervisor and agency to plan a course of action for one's performance, career, and ultimately, retirement.

### Additional Information

Consult the Supervisor's Guide to NPS Fundamentals  
Universal Competencies Home Page:  
<http://www.nps.gov/training/uc/home.htm>



National Park Service  
U.S. Department of the Interior  
Servicewide Training and Development

Introduction for  
Supervisors

NPS Fundamentals



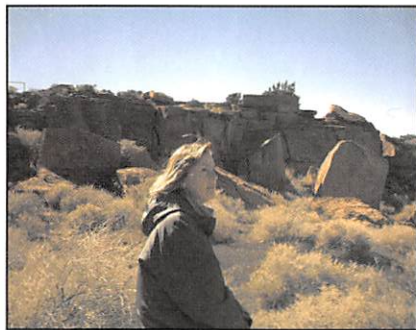
*"Now, for the first time in the 86-year history of the Service, we have a comprehensive orientation training program for all employees. In order to ensure that all employees are thoroughly grounded in NPS history, mission and operations, it is essential that employees complete this training."*

*- Director Mainella*



*"Fundamentals training provides immeasurable value in terms of staff development, which translates ultimately to better public service."*

*- a Park Superintendent*



*"As [a supervisor], I feel that the online training programs are a great idea. It helps a lot to offer these when it is convenient for the employee and within a timeframe that is workable."*

*-Supervisory Feedback*

## NPS FUNDAMENTALS: A FIVE-PART COURSE OF STUDY

### Year 1:

**Fundamentals I: Who We Are** Web-based  
History and Mission  
NPS Organization  
The NPS and the Federal Government

**Fundamentals II: Why We're Here** (64 hrs)  
Albright Training Center Classroom  
Grand Canyon, AZ

NPS Core Values  
Resource Stewardship  
NPS Operations  
Policy & Planning  
Teamwork & Leadership  
Interpersonal Communications

### Year 2:

**Fundamentals III: Taking Charge of Your Future**  
Career Planning Web-based  
Retirement Planning  
for New Employees

**Fundamentals IV: A Workplace for Everyone**  
Ethics Web-based  
Diversity/Accessibility  
Safety

**Fundamentals V: Working Together** (40 hrs)  
Mather Training Center Classroom  
Harpers Ferry, WV

**Advanced Interpersonal Skills**  
Advanced Problem-solving Skills  
Organizational Culture  
Visioning & Strategic Thinking  
Culminating Workshop to Demonstrate Skills

### Schedule

Web-based Courses: NPS Fundamentals I, III, & IV  
Classroom Courses: NPS Fundamentals II & V  
On-demand, self-paced.

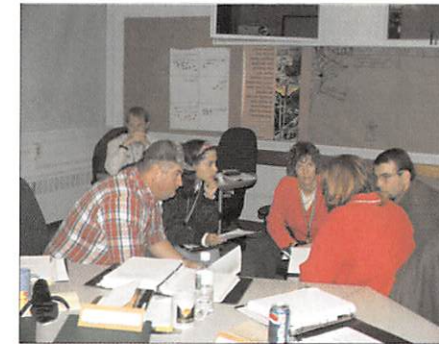
To enroll, go to My Learning Manager  
<http://mylearning.nps.gov>

To view the classroom schedule and Supervisor's Guide:  
Universal Competencies Home Page  
<http://www.nps.gov/training/uc/home.htm>

To learn more, attend  
"Supervisor's Orientation to NPS Fundamentals",  
a TELNPS course.

*"It gave me a broad understanding of the Mission and goal of the NPS. It also gave me a much needed understanding of the various divisions/units within the NPS, how each is individually important and how they all related to one another and to the NPS Mission."*

*- NPS Fundamentals II Participant*



*"I hope to be able to provide more focused leadership in my job. I hope to broaden my career in a lifelong exploration of the NPS."*

*-NPS Fundamentals II Participant*

