

NPS FUNDAMENTALS is designed to create a workforce that is committed to achieving the NPS Mission. This training is available to all NPS employees who seek to attain the Universal Competencies, but is particularly designed for new employees. Fundamentals uses new technologies and new approaches that incorporate important principles of adult learning. Mission. NPS Fundamentals is a five-part course of study.



### UNIVERSAL COMPETENCIES

Mission Comprehension  
Agency Orientation  
Resource Stewardship  
NPS Operations  
Fundamental Values  
Communication Skills  
Problem-solving Skills  
Individual Development & Planning



### Desired Outcomes for Participants and for the Organization

- > A personal commitment to the protection and preservation of the resources of the NPS.
- > A consistent tendency to place service above self, honorably discharging his/her responsibilities as a public servant and representative of the federal government.
- > An affinity for continuous learning about the best ways to work within the organization by knowing stakeholders, corporate culture, and organizational structure.
- > Commitment to a workplace in which individuals are encouraged to excel, take risks, and contribute to achieving the Mission of the National Park Service.
- > Effectiveness in working with others to protect cultural, natural and human resources.
- > Commitment to a workplace built on respect and appreciation of the range of human abilities and personalities, both within the NPS staff and visitors to NPS Units.
- > Effective use of interpersonal skills to create an inclusive, team environment wherein decisions are reached and actions taken and evaluated through consensus, using good problem-solving skills.
- > Personal accountability and personal leadership within his/her area of influence.
- > Decisions and actions that are consistent with the National Park Service Mission, management policies, business plan and other policy and planning documents of the organization.
- > Skill in planning: identifying clear goals, taking appropriate risks and conferring with stakeholders.
- > A pro-active approach to managing their personal affairs as they relate to their job (e.g., retirement planning) and career.

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Maia Browning  
Training Manager, Universal Competencies  
Phone: 520/638-7985  
email: maia\_browning@nps.gov

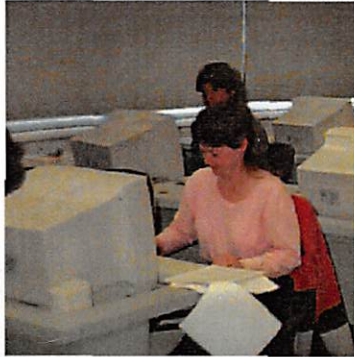
### NPS FUNDAMENTALS



*This is an experience  
that will stay with me  
for the rest of my life!!!*

As [a supervisor], I feel that these 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



“The NPS will be a much poorer organization in 20 years if this course is not required for all new employees. We must have a common base.”

- NPS Fundamentals II Participant



“The bond that resulted from these sessions will last through our careers and beyond.”

- NPS Fundamentals V Participant

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

### Fundamentals I: Who We Are

History and Mission	Web-based, 4 hrs
Local Orientation	Web-based, 16 hrs
A Virtual Tour of Government	Web-based, 8 hrs
NPS Partnership Programs	Web-based & TELNPS, 4 hrs

### Fundamentals II: Why We're Here

Residential at Albright TC	Classroom, 64 hrs
Interdisciplinary	
NPS Core Values	
Resource Stewardship	
NPS Operations	
Policy & Planning	
Teamwork & Leadership	
Interpersonal Communications	
Peer Mentoring	Web-based, 1 hr

### Fundamentals III: Taking Charge of Your Future

Career Planning	Web-based, 4 hrs
Retirement Planning for New Employees	Web-based & TELNPS, 6 hrs

### Fundamentals IV: A Workplace for Everyone

Ethics	Web-based, 5 hrs
Diversity/Accessibility	Under development
Safety	Web-based, 6 hrs

### Fundamentals V: Working Together

Residential, Mather TC	Classroom, 40 hrs
Advanced Interpersonal Skills	
Advanced Problem-solving	
Organizational Culture	
Visioning & Strategic Thinking	
Culminating Workshop to Demonstrate Skills	

1st Year: Fundamentals I & II	97 hrs
2nd Year: Fundamentals III, IV & V	61 hrs

### Training Schedule

**Web-based Courses:** Continuous online registration (Fall 2001). Self-paced, on-demand.

**Classroom Courses:** Current schedule available at the Universal Competencies Home Page.

<http://www.nps.gov/training/uc/home.htm>

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

