NPS DOILearn Course Creation Worksheet

Instructions: This form is to be used by the NPS training and development community to request that a course to be created or modified in the DOI LEARN learning management system. The course must be created in DOI LEARN by the DOI LEARN data steward before classes for the course can be scheduled in DOI LEARN. The following steps describe the course creation process:

1. The Primary Course Sponsor and Primary Subject Matter Expert fill in this form as completely as possible.
2. They send form to the Training Manager responsible for the primary career field addressed in the course.
3. The Training Manager reviews the form for content and completeness, approves (or disapproves) the course, and sends the form to DOI LEARN at: doilearn@nps.gov
4. The Data Steward creates the course in DOI LEARN
5. The Data Steward sends the Training Manager and Course Sponsor a confirmation that the course has been created in DOI LEARN.

Is this a modification of an existing course?   ○ Yes   ● No

Select one: ● Instructor Led   ○ Online   ○ User Defined Task

Does course require Prerequisites?   ○ Yes   ● No

If yes, list the course code of the prerequisite: [   ]

Course Name: | Navigating Sexual Harassment in Your River Program

Description: | This Training encompasses (2) 90-minute sessions in succession. Instructors will teach participants how to identify sexual harassment, clarify differences between sexual harassment and sexual assault, understand legal obligations to create a safe work environment in your river program, identify venues to report harassment and assault and gain tools and ideas to create an inclusive river program for employees and the public that's free of harassment and retaliation. The session will include presentations, facilitated exercises and participant input/ interaction.

Session Presentations:
1. The Many Shapes and Forms of Sexual Harassment in the River Industry--Bridget Crocker
2. Legal Obligations for Employers and Venues for Employees to Report/File Claims—Kathryn Hindman
3. Creating an Inclusive River Program and Worplace: What Works and What Doesn't—Lenore Perconti
4. Implementing Cultural Change in your River Program—Dave Cernicek

Objectives: | ● Be able to identify workplace Sexual Harassment and Sexual Assault and understand the difference;
● Knowledge of legal obligations to provide safe working environment for resource agency staff, contractors and public;
● Affect buy-in to a more inclusive workplace environment and culture;
● Help others learn new behaviors that align with the values of an inclusive workplace, and
● Identify programmatic steps and resources available to create, support and sustain a safe working environment;

Target Audience: Resource managers and planners for Wild and Scenic Rivers including private and public organizations and Federal agency staff.

Subject Matter Expert: Bridgett Crocker (River Guide and Outdoor Travel Writer), Kathryn Hindman (Attorney, Bullard Law)

Catalog Course Code (To be completed by Training Manager):

URL to access external material: http://pnts.org/new/welcome-2/ and http://www.river-management.org/symposium

CEU (enter number of units):

Duration: 3 Hours ___ Minutes

Cost to Learner:

Training Duty Hours: ___ # Training Non-Duty Hours: ___

Training Credit Type Code:

Training Designation Type:

Training Type Area and Subcode: Select only one area and one corresponding subcode:

01 Training Program Area   09 Project Management

02 Developmental Training Area   22 Management Program

03 Basic Training Area

Training Purpose, Source and Delivery type: Choose one subcode under each type:

Training Purpose Type: 03 Improve/Maintain Present Performance

Training Source Type Code: 03 Non-Government

Training Delivery Type Code: 04 Conference/Workshop

Contact Name: John Gangemi   Contact Phone Number: 406-249-3972

Requires Supervisory Approval: ⦿ Yes   ○ No

Responsible Bureau: NPS

Course Access (dept-Wide, NPS-only, etc…): Department-wide

Category(s): Please select all that apply. More than one category may be selected.

- ☐ Accounting and Auditing
  - ☐ Market Fundamentals
- ☐ Acquisition and Contracting
- ☐ Administrative and Support Tools
- ☐ Biology
- ☐ Business Administration and Financial Management
  - ☐ COR Training
  - ☐ Financial Business Management Systems (FBMS)
- ☐ Civil Rights
- ☐ Clerical
- ☐ Communications
- ☐ Computers
- ☐ Concessions
- ☒ Conference-Workshop
- ☐ Conflict Alternative Dispute Resolution (CADR)
- ☐ Cultural Resources
- ☐ Customer Service
- ☐ Distance Learning
- ☒ Diversity
- ☐ Emergency Management
- ☒ Employee Development
- ☐ Engineering
- ☐ Environmental Regulations and Planning
  - ☐ Hazardous Materials
- ☒ Equal Employment Opportunity (EEO)
- ☒ Ethics
- ☐ Evaluation
- ☐ Facilities Management
- ☐ Federal Information Systems Awareness & Privacy Act (FISSA)
- ☐ Fire and Aviation Management
- ☐ Historic Preservation
- ☐ Human Resources
  - ☐ Benefits
  - ☐ Classification
  - ☐ Competency Management
  - ☐ Federal Hiring Reform
  - ☒ Training and Development
  - ☐ USAccess PIV
  - ☐ USERRA

- ☐ IDEAS
- ☐ Information Technology
  - ☐ Computer Information Systems (CIS)
  - ☐ Geographical Information Systems (GIS)
  - ☐ Geospatial Data
  - ☐ Plan of Actions and Milestones (POAandM)
- ☐ Internships, Certifications, and Special Programs
- ☐ Interpretation
- ☐ Law Enforcement
- ☐ Leadership
- ☐ Legal Training
- ☐ Legislative Affairs
- ☒ Management
- ☐ Mediation
- ☐ NASIS
- ☐ Natural Resource Management
- ☐ Adaptive Management and Decisionmaking
- ☐ Fire
- ☐ Geospacial Sciences
- ☐ Minerals Administration
- ☐ Physical Sciences
- ☐ Realty
- ☐ Reclamation
- ☐ Renewable Resources and Life Sciences
- ☐ Water
- ☐ Oil and Gas Management
- ☐ Online Training Course
- ☐ Orientation
- ☐ Outreach and Public Affairs
- ☐ Partnerships
- ☐ Personnel Security
- ☐ Planning and Analysis
- ☐ Planning, Design and Construction
- ☐ Privacy
- ☐ Probate
- ☐ Program Management
- ☐ Program-Mission

- ☐ Realty
- ☐ Records Management
- ☐ Regulation Drafting
- ☐ Role Based Security Training (RBST)
- ☐ Safety
- ☐ Dam Safety
- ☐ Safety and Health
- ☐ Self-Determination
- ☐ Skillsoft
- ☐ Business Skills Course Catalog
- ☐ Desktop Skills Course Catalog
- ☐ Environmental, Safety & Health and Transportation Course Catalog
- ☐ Federal Government Curricula
- ☒ Workplace Compliance Curricula
- ☒ Supervision
- ☐ TAAMS
- ☐ Test Category for LMS Functionality
- ☐ Trade and Craft
- ☐ Trust Responsbilities
- ☐ Visitor Use
- ☐ Volunteer Management

The following DOES NOT get entered into DOILearn:

Competencies

Identifies the competencies addressed by a course, at a particular level. Competencies are organized by NPS career field.

	Code	Competency Name	Level (1-3)
Example:	*OPMG064*	*Team Building*	*2*
1			
2			
3			
4			
5			
6			
7			
8			
9			