

## Appendix G: Master Training Plan (MTP) for 1702's

### Priority Definitions

The training in the MTP is prioritized. The definition for each of the priorities is presented below:

- ***Mandatory, Priority I*** -- training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (1) employee must have for acceptable performance; (2) training is essential for mission accomplishment; (3) training is mandated by higher authority (law or DOD) or is required for certification, health, or safety reasons; (4) training is mandated by the Assistant Secretary of the Army (Manpower and Reserve Affairs) as an ACTEDS leader development core course; or (5) is essential, functional intern training.
- ***Mandatory, Priority II*** -- training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (1) employee should have for maximum proficiency and/or (2) training improves the quality of mission accomplishment.
- ***Recommended, Priority III*** -- training that should be funded after Priority I and II requirements and should meet one or both of the following: (1) provides or enhances KSAs needed on the job and/or (2) leads to improvement of mission accomplishment.

### Priority of Courses for 1702's

All of the training in the MTP for 1702's is Priority III (recommended) training.

### Substituting Courses

The specific training courses in the MTP are examples of the training recommended for the 1702's. If the incumbent or supervisor find a course that is similar to a course listed in the plan, the course can be substituted for the one listed in the MTP. The purpose of listing specific examples is to show the depth and breadth of information that should be covered, target audience, and types of courses that are appropriate.

Appendix G: Master Training Plan (MTP) for 1702's

Course Code and Course Title Source, Type of Training, and Length	Priority and Target Audience	Competencies
97-5116 Accounting for Administrative Personnel Management Concepts, Inc. Classroom 2 days	Priority III 1702's in Education Services	T1 Accounting/Budget
43DA Accounting for Non-Accountants Graduate School, USDA Classroom 2 days	Priority III 1702's in Education Services	T1 Accounting/Budget
ACOMM721 Basic Communication Skills Graduate School, USDA Classroom 5 days	Priority III 1702's in Education Services	P7 Oral Communication
97-5094 Basic Federal Accounting Principles Management Concepts, Inc. Classroom 4 days	Priority III 1702's in Education Services	T1 Accounting/Budget
(Course code varies with source.) Basic Mathematics Local college or university 2 - 3 semester hours	Priority III 1702's in Education Services	T2 Arithmetic/Mathematical Reasoning

Appendix G: Master Training Plan (MTP) for 1702's

Course Code and Course Title Source, Type of Training, and Length	Priority and Target Audience	Competencies
(Course code varies with source.) Basic Writing Sources include: Local college/university and training vendor (such as, Graduate School, USDA; Management Concepts, Inc.) Classroom (short course, workshop, or seminar) 2 - 3 days	Priority III 1702's in Education Services	T3 Document Preparation P11 Written Communication
97-4184 Becoming a Team Player Management Concepts, Inc. Classroom 1 day	Priority III 1702's in Education Services	P10 Teamwork
H80161and H80162 Computer Basics for Non-Techies CareerTrack, Inc. Interactive CD-ROMs	Priority III 1702's in Education Services	T5 Office Automation
AINF0731 Concepts of Office Technology Graduate School, USDA Classroom 3 days	Priority III 1702's in Education Services	T5 Office Automation
45HB Creative Problem Solving Graduate School, USDA Classroom 3 days	Priority III 1702's in Education Services	P3 Decision Making

Appendix G: Master Training Plan (MTP) for 1702's

Course Code and Course Title Source, Type of Training, and Length	Priority and Target Audience	Competencies
97-4186 Creative Thinking: Setting the Stage for Innovation Management Concepts, Inc. Classroom 2 days	Priority III 1702's in Education Services	P1 Creative Thinking
SMGMT 818 Critical Thinking: Creativity and Innovation Graduate School, USDA Classroom 2 days	Priority III 1702's in Education Services	P1 Creative Thinking
5124 Data Handling for Accounting and Budget Technicians Management Concepts Classroom 3 days	Priority III 1702's in Education Services	T1 Accounting/Budget
45AT Decision Making for Support Staff Graduate School, USDA Classroom 2 days	Priority III 1702's in Education Services	P3 Decision Making

Appendix G: Master Training Plan (MTP) for 1702's

Course Code and Course Title Source, Type of Training, and Length	Priority and Target Audience	Competencies
(Course code varies with source.) Effective Briefings or Presentations Sources include: Local college/university; training vendor (such as, Graduate School, USDA) Classroom (short course, workshop, or seminar) 3 - 5 days	Priority III 1702's in Education Services	P7 Oral Communication
45CE Effective Communication with Customers Graduate School, USDA Classroom 2 days	Priority III 1702's in Education Services	P7 Oral Communication
(Course code varies with source.) Effective Writing Sources include: Local college/university; training vendor (such as, Booher Consultants, Inc.; M.J. Weeks Seminars; E. Thomas and Associates; The Writing Exchange; Management Concepts, Inc.) Classroom (short course, workshop, or seminar) 1 - 2 days	Priority III 1702's in Education Services	P11 Written Communication
(Course code varies with source.) English Composition I Local college or university College course 3 semester hours	Priority III 1702's in Education Services	P11 Written Communication

Appendix G: Master Training Plan (MTP) for 1702's

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(Course code varies with source.) English Composition II Local college or university College course 3 semester hours	Priority III 1702's in Education Services	P11 Written Communication
43AB Government Bookkeeping and Accounting Graduate School, USDA Classroom 4 days	Priority III 1702's in Education Services	T1 Accounting/Budget
How to Organize Your Life and Get Rid of Clutter CareerTrack, Inc. Seminar 1/2 day or 1 evening	Priority III 1702's in Education Services	P5 Manages and Organizes Information
How to be a Better Communicator CareerTrack, Inc. Seminar 1 day	Priority III 1702's in Education Services	P7 Oral Communication
SMGMT701 Improving Customer Service Skills Graduate School, USDA Workshop 2 days	Priority III 1702's in Education Services	P2 Customer Service

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AMGMT702 Interpersonal Communication Graduate School, USDA Classroom 3 days	Priority III 1702's in Education Services	P4 Interpersonal Skills
97-4057 Interpersonal Communication: Developing Effective Relationships Management Concepts, Inc. Classroom 3 days	Priority III 1702's in Education Services	P4 Interpersonal Skills
SMGMT 969 Interpersonal Communication for Team Effectiveness Graduate School, USDA Workshop 2 days	Priority III 1702's in Education Services	P4 Interpersonal Skills P10 Teamwork
SMGMT 714 Introduction to Basic Statistical Applications Graduate School, USDA Classroom 5 days	Priority III 1702's in Education Services	T6 Policies/Procedures/Regulations T10 Statistics
H60391 (9 volume video set) Microsoft Office Suite CareerTrack, Inc. Audio-visual	Priority III 1702's in Education Services	T5 Office Automation

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Course Code and Course Title Source, Type of Training, and Length	Priority and Target Audience	Competencies
(Course code varies with source.) Personal Computer (PC) Fundamentals Local college/university or training vendor (such as, Graduate School, USDA) Classroom 1 - 3 days per course	Priority III 1702's in Education Services	T5 Office Automation
H50170 (tape) or H60107 (video) Power Talking Skills CareerTrack, Inc. Audio cassettes (6 hours, 28 min.) Video (48 min.)	Priority III 1702's in Education Services	P7 Oral Communication
97-4101 Providing Superior Customer Service Management Concepts, Inc. Classroom 2 days	Priority III 1702's in Education Services	P2 Customer Service
Public Speaking Local college or university College course 3 semester hours	Priority III 1702's in Education Services	P7 Oral Communication
AINFO860 Records Management Graduate School, USDA Classroom 2 days	Priority III 1702's in Education Services	T8 Records Management

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H20897 Speaking Without Fear or Nervousness CareerTrack, Inc. 2 volume video	Priority III 1702's in Education Services	P7 Oral Communication
97-4151 Statistics Made Simple Management Concepts, Inc. Classroom 5 days	Priority III 1702's in Education Services	T6 Policies/Procedures/Regulations T10 Statistics
Time Management: Gateway to Success Productivity Plus, Inc. Video, CD-ROM, or classroom Self-paced or 1 day	Priority III All	P9 Self Management
97-4035 Time Management: Organizing Yourself Management Concepts, Inc Classroom 1 day	Priority III 1702's in Education Services	P9 Self Management
SMGMT 918 Time and Self Management Graduate School, USDA Classroom 1 day	Priority III 1702's in Education Services	P9 Self Management