

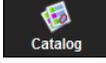
DOI Learn

How to Enroll for the Retirement Planning for New Employees TEL Training

Go to <http://www.doi.gov/doilearn/> to login.

Logon

Find the Course

Select  from the left menu.

In the box, type Retirement Planning then click .

Review the Course

Click on the course title, then click the tab for a summary of the course content and objectives.

Click on the tab, you should see the class date and location information. Place a check mark next to the class.

Enroll

Click on the tab to enroll. At this point, you are enrolled in the TEL class. Make sure you are discussing your learning and development needs with your supervisor.

The NPS TEL Program uses designated TEL equipment. The day of your class, the TELPOCs (point of contacts) throughout the NPS that will setup the equipment prior to the class. The TEL equipment will consist of a monitor, DVD, a black box and a push-to-talk microphone system. Also, some sites use the video conferencing equipment. Both the TEL equipment and video conferencing equipment could be located in a conference room, classroom, or other shared area. The TELPOCs know to have the equipment reserved for TEL classes.



The screenshot shows the DOI Learn website interface. The browser window is titled 'Maestro 5.0 - Mozilla Firefox' and the URL is 'https://gm2.geolearning.com/geonext/doi/coursecatalog.geo?na...'. The page header includes 'Home', 'Role: Learner', 'Notes', 'Help', 'End-user Tutorial', 'Contact Us', and 'Log Off'. The main navigation menu includes 'My Home', 'My Employees', 'Administration', 'Training Requests Instructions', and 'Mandatory Training Information'. A search bar is located on the right. The left sidebar contains icons for 'Learning and Metrics Home', 'My Required Learning', 'My Elective Learning', 'Catalog', 'My Requests', 'My Waiver Requests', 'My Transcript', 'My Gradebook', 'My Validations of Training Completion', 'Calendar', and 'DOI Organizer'. The main content area displays the 'Course Catalog: Alphabetically' for 'Concession Management Training for Superintendents'. The search criteria are 'Concession Management Training for Superintendents'. The course details include: Training Type: Instructor Led, Vendor: National Park Service (NPS), Duration: 35 Hours. The description states: 'Superintendents Concession Management Training Course focuses on the concessions management responsibilities of the superintendent and concession management park staff. The 4 day intensive course brings together a superintendent/park staff team to enhance the knowledge and skills of superintendents and concession specialists in concession management leadership, the prospectus process, change management, planning, financial and legal supervision of this complex and changing program of services in the national parks. The course will highlight some examples of "best practices" for park concessions operations. The course covers the OPM Executive Core Qualifications and 15 of the 28 Supervision, Management and Leadership competencies. Superintendents may use this course to meet the supervisory development requirement established by the Department of Interior and the National Park Service. For Concession Specialists the course fulfills all the Concession competencies at the intermediate level. All attendees will receive a detailed set of program reference materials, regulatory information, resource lists, and new updates o concession processes. Your course will not be available for you to select a class until your request has been approved by your designated supervisor. Automated emails are sent to your supervisor informing them of your application request. Objectives: Superintendents and concession management team will b provided knowledge and tools to effectively plan, award and manage concession contracts. The training will include understanding concession laws, policies and regulations; commercial services planning, contract development, contract selection and award processes, contract management including asset management, financial management, operations and environmental management. Superintendents will gain a better understanding of contractual and operational requirements associated with providing commercial visitor services in parks. Tools and resources will be shared to assist Superintendents in coordinating and communicating all aspects of managing a concession contract. Concession specialists and superintendents will be able to identify and implement specific methods to better integrate concession operations with all other park operations. Target Audience: Superintendents of parks with concession operations of superintendents who want to move to parks with concession operations. This course is limited attendance to 15 superintendent/concession staff park teams. The page shows 'Displaying records 1-1 of a total of 1.' and 'Results per Page: 10'. The course title 'Concession Management Training for Superintendents' is highlighted. Below the course title, there are tabs for 'Details' and 'Scheduled Classes'. The page number 'Pages: 1' is visible at the bottom.