

Course Name	Course #	Date/ Location	Course Leader Phone Number	Closing Date Non FWS Fee
Advanced Leadership Development Program – Cohort 8b	LED6078	01/26-30/09 Shepherdstown, WV	Dave Medaris 304.876.7474	Not applicable FWS Only
Advanced Leadership Development Program – Cohort 8c	LED6078	07/20-24/09 Shepherdstown, WV	Dave Medaris 304.876.7474	Not applicable FWS Only
Advanced Leadership Development Program – Cohort 9a	LED6078	09/28-10/09/09 Shepherdstown, WV	Dave Medaris 304.876.7474	Not applicable FWS Only
Advanced Supervision: Building on Experience	LED6166	03/16-20/09 Shepherdstown, WV	Jack Owens 304.876.7903	02/27/09 \$850
Advanced Supervision: Building on Experience	LED6166	08/24-28/09 Shepherdstown, WV	Carol Adams 304.876.7491	08/07/09 \$850
Applied Supervision	LED6102	09/15-19/08 Shepherdstown, WV	Carol Adams 304.876.7491	07/18/08 \$850
Applied Supervision	LED6102	11/03-07/08 Shepherdstown, WV	Carol Adams 304.876.7491	10/17/08 \$850
Applied Supervision	LED6102	01/12-16/09 Shepherdstown, WV	Carol Adams 304.876.7491	12/26/08 \$850
Applied Supervision	LED6102	03/02-06/09 Shepherdstown, WV	Carol Adams 304.876.7491	02/13/09 \$850
Applied Supervision	LED6102	05/04-08/09 Shepherdstown, WV	Carol Adams 304.876.7491	04/17/09 \$850
Applied Supervision	LED6102	07/13-07/09 Shepherdstown, WV	Carol Adams 304.876.7491	06/26/09 \$850
Applied Supervision	LED6102	09/14-18/09 Shepherdstown, WV	Carol Adams 304.876.7491	08/28/09 \$850
Coaching for Effective Performance	LED6179	10/15-17/09 Shepherdstown, WV	Carol Adams 304.876.7491	09/26/08 \$510
Coaching for Effective Performance	LED6179	04/14-16/09 Shepherdstown, WV	Carol Adams 304.876.7491	03/27/09 \$510
Designing and Delivering a Training Session	LED5109	11/17-21/08 Shepherdstown, WV	Paula Elder 304.876.7765	10/31/08 \$850
Designing and Delivering a Training Session	LED5109	02/02-06/09 Shepherdstown, WV	Jack Owens 304.876.7903	01/16/09 \$850
Designing and Delivering a Training Session	LED5109	06/22-26/09 Shepherdstown, WV	Paula Elder 304.876.7765	06/05/09 \$850
Developing Your Employees	LED5D07	10/21/08 Broadcast	Don Tollefson 304.876.7476	10/10/08
Developing Your Mentoring Partnership	LED5151	05/18-21/09 Shepherdstown, WV	Don Tollefson 304.876.7476	05/08/09 \$680
Effective Facilitation	LED5122	01/12-15/09 Shepherdstown, WV	Paula Elder 304.876.7765	12/26/08 \$850
Effective Facilitation	LED5122	08/17-21/09 Shepherdstown, WV	Paula Elder 304.876.7765	07/31/09 \$680
Financial Fundamentals for Administrative Professionals	LED5127	10/27-30/08 Shepherdstown, WV	Janelle Quinn 304.876.7489	10/10/08 FWS Only
Financial Fundamentals for Administrative Professionals	LED5127	01/26-30/09 Shepherdstown, WV	Paula Elder 304.876.7765	01/09/09 FWS Only
Financial Fundamentals for Administrative Professionals	LED5127	07/27-31/09 Shepherdstown, WV	Paula Elder 304.876.7765	06/10/09 FWS Only
Financial Transaction Processing ** Prerequisite class: LED-5127, Financial Fundamentals	LED5130	02/23-27/09 Shepherdstown, WV	Paula Elder 304.876.7765	02/06/09 FWS Only

Please consult the FY 2008 NCTC Catalog of Training for complete course descriptions.

**Selections for these courses are made by the respective Regional Offices. 1. Attendance is restricted to limited audience. Please check the catalog or course leader for details. 2. For dates and locations, check with the course leader or your Regional Training Coordinator. 3. New or pilot course.*

Course Name	Course #	Date/ Location	Course Leader Phone Number	Closing Date Non FWS Fee
Increasing Your Personal Effectiveness	LED5128	02/09-13/09 Shepherdstown, WV	Paula Elder 304.876.7765	01/23/09 \$850
Increasing Your Personal Effectiveness	LED5128	05/11-15/09 Shepherdstown, WV	Paula Elder 304.876.7765	04/24/09 \$850
Introduction to Management Skills	LED6176	11/17-20/08 Shepherdstown, WV	Jack Owens 304.876.7903	10/31/08 \$680
Introduction to Management Skills	LED6176	06/29-07/02/09 Shepherdstown, WV	Jack Owens 304.876.7903	06/12/09 \$680
Project Leader Academy	LED6201	12/08-19/08 Shepherdstown, WV	Jack Owens 304.876.7903	11/14/08 FWS Only
Project Leader Academy	LED6201	06/01-12/09 Shepherdstown, WV	Jack Owens 304.876.7903	05/15/09 FWS Only
Stepping Up To Leadership – Cohort 17a	LED6072	10/20-31/08 Shepherdstown, WV	Bill Ashforth 304.876.7480	Not applicable FWS Only
Stepping Up To Leadership – Cohort 17b	LED6072	03/30-04/03/09 Shepherdstown, WV	Bill Ashforth 304.876.7480	Not applicable FWS Only
Stepping Up To Leadership – Cohort 18a	LED6072	02/02-13/09 Shepherdstown, WV	Bill Ashforth 304.876.7480	Not applicable FWS Only
Stepping Up To Leadership – Cohort 18b	LED6072	07/06-10/09 Shepherdstown, WV	Bill Ashforth 304.876.7480	Not applicable FWS Only
Taking Charge of Your Career	LED5D77	10/23/08 Broadcast	Don Tollefson 304.876.7476	10/15/08
The Leadership Challenge Workshop	LED6109	12/15-17/08 Shepherdstown, WV	Bill Ashforth 304.876.7480	11/17/08 \$510.00
The Leadership Challenge Workshop	LED6109	05/18-20/09 Shepherdstown, WV	Bill Ashforth 304.876.7480	04/20/09 \$510.00
The Leadership Challenge Workshop	LED6109	08/03-05/09 Shepherdstown, WV	Bill Ashforth 304.876.7480	07/06/09 \$510.00
USFWS, Employee Foundations	LED5240	12/01-05/08 Shepherdstown, WV	Dave Medaris 304.876.7474	11/03/08 FWS Only
USFWS, Employee Foundations	LED5240	01/05-09/09 Shepherdstown, WV	Dave Medaris 304.876.7474	12/08/08 FWS Only
USFWS, Employee Foundations	LED5240	03/16-20/09 Shepherdstown, WV	Dave Medaris 304.876.7474	02/16/09 FWS Only
USFWS, Employee Foundations	LED5240	06/01-05/09 Shepherdstown, WV	Dave Medaris 304.876.7474	05/04/09 FWS Only
USFWS, Employee Foundations	LED5240	08/31-09/04/09 Shepherdstown, WV	Dave Medaris 304.876.7474	08/03/09 FWS Only

Please consult the FY 2008 NCTC Catalog of Training for complete course descriptions.

*Selections for these courses are made by the respective Regional Offices. 1. Attendance is restricted to limited audience. Please check the catalog for details. For dates and locations, check with course leader or your Regional Training Coordinator. B. New or pilot course.