

## Staff Study Fundamentals (SSF)

### COURSE NUMBER    **FAA01259**

For information about this course, contact:  
 FAA Program Manager  
 (386) 446-7143

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### DESCRIPTION AND LEARNING STRATEGY

Most public sector organizations are experiencing the impact of downsizing, budget cuts, and demands for more effective resource allocation. One increasingly visible impact is the need for decisions to be made with reliable data provided by staff studies. The importance of a good staff study has increased exponentially during this time of change.

Participants will examine the major components of a staff study and identify methods to increase their effectiveness when doing a study. The course consists of mini-lectures, interactive discussion, and small group work. Participants will gain a clear and consistent understanding of suggested skills and processes through opportunities to practice those skills and to expand their awareness of available resources. A specific case situation will be worked through the course.

Through these activities, participants will develop skills in dealing with data and presenting information, understand the value of specific processes and work flow model, and become more comfortable operating independently to execute projects requiring effective staff work.

### OBJECTIVES

- Demonstrate the procedures to conduct an effective staff study.
- Write a purpose statement that meets provided criteria.
- Demonstrate the techniques for gathering, organizing and analyzing data.
- Demonstrate generating, narrowing, and analyzing options.
- Demonstrate the procedures for selecting a recommendation.
- Demonstrate a staff study briefing.

### KEY COMPETENCIES

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|-------------------------------------|---|
| • Agility                           | • Innovation                            |
| • Building Alliances                | • Integrity and Honesty                 |
| • Building Teamwork and Cooperation | • Interpersonal Relations and Influence |
| • Business Acumen                   | • Problem Solving                       |
| • Communication                     | • Strategy Formulation                  |

### CLASS SIZE

14 participants

**LENGTH**    3 days  
 (8:00 a.m. - 5:00 p.m.)  
 24 hours

### LOCATION

Customer site or  
 FAA Center for  
 Management and  
 Executive Leadership  
 Palm Coast, Florida

### UPCOMING DELIVERIES

This course is currently available only as a fee-for-service delivery.

### WHO SHOULD ATTEND

Administrative support staff and others responsible for executive research and recommendations

### ENROLLMENT

To arrange a *fee-for-service delivery*, call (386) 446-7154.

### PREREQUISITE

None

### PRECOURSE

None

### RELATED COURSES

Facilitator Training Course  
 (FAA01523)  
 Strategy Formulation and Implementation  
 (FAA01200015)  
 Systems Thinking  
 (FAA01277)