

Get an Email Sent Directly to You Regarding Courses of Interest via the USGS Course Listserv Subscription Service.

This is a service that provides you with emails on USGS courses of interest as they are scheduled. To receive course announcements for the topical areas listed below, you must subscribe to the appropriate Listserv. If you haven't already subscribed for course announcements through Listservs, take a few minutes to consider the types of training announcements you want to receive, and then subscribe to the appropriate Listserv(s).

Course Listservs are designed to simplify and customize information on courses in your area of interest and help reduce time spent searching multiple websites for course information. Listservs announce technical courses sponsored by the USGS in addition to other training and employee development opportunities. Instructions for announcing Regional or Science Center courses through the Listserv subscription process are also provided below. USGS Course announcements will continue to be posted on the USGS Electronic Bulletin Board and the USGS Human Capital Website.

Awareness of training and development opportunities is important for all USGS personnel, including supervisors. Training and development is essential for career growth. USGS employees and the knowledge they bring to the job are our most important asset. Developing new and improving current skills is critical in achieving our science mission. The option to subscribe to receive course announcements is up to each employee. The 14 Listservs below are sorted by general topic area. Subscribe to as many Listservs as you wish (instructions are provided below). "Unsubscribing" is as simple as subscribing.

Instructions

Instructions for announcing Regional or Science Center courses through the Listserv subscription process are also provided. The 14 Listservs below are sorted by general topic area. Subscribe to as many Listservs as you wish (instructions are provided below). "Unsubscribing" is as simple as subscribing.

USGS Course Announcement Listservs include:

- GWHydrologyCourses (Ground-Water Hydrology Courses)
- SWHydrologyCourses (Surface-Water Hydrology Courses)
- WQHydrologyCourses (Water-Quality Hydrology Courses)
- InterDiscHydrologyCourses (Interdisciplinary Hydrology Courses)
- AdministrativeCourses (Administrative Courses)
- GISCourses (Geographic Information System Courses)
- ITCourses (Computer/Information Technology Courses)
- SafetyCourses (Safety Courses)

- Pubs-GraphicsCourses (Publications, Editing, Grammar, Graphics Design, etc. Courses)
- Mngmt-LeadershipCourses (Management, Supervisory, and Leadership Courses)
- BiologyCourses (Biology Courses)
- GeographyCourses (Geography Courses)
- GeologyCourses (Geology Courses)
- HumanResourcesCourses (Pre-Retirement Planning, Time Management, Employee Benefits, Interpersonal Communication Courses, etc.)

To Subscribe, e-mail: listproc@listserver.usgs.gov

In the body of the e-mail document type:

"Subscribe" "Listserv Name" "Requestor First Name" "Requestor Last Name"
(e.g., **subscribe ITCourses Theresa Lane**). **Note** that this is your formal first name, **not** your nickname or short Lotus Notes id name.

If, for example, you wanted to get all hydrology course announcements, you could list all the hydrology Listservs in the body of the memo, on separate lines as such:

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subscribe InterDiscHydrologyCourses Gloria Armstrong
subscribe WQHydrologyCourses Gloria Armstrong
subscribe SWHydrologyCourses Gloria Armstrong
subscribe GWHydrologyCourses Gloria Armstrong
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IMPORTANT: You will need to delete any other graphics or text you may have in the e-mail (such as "signatures", logos, etc.) or the Listserv will not be able to process your request.

Once you have subscribed, you will receive e-mail from "ListProc Version" welcoming you to the discussion (subscription) list. This e-mail will also give details on how to unsubscribe from the listserv(s).

To Announce a Scheduled Course Via Listservs:

Contact Gloria Armstrong at gjarmstr@usgs.gov or (303) 445-4660 Ext. 229 or Pam Marsters at pmarster@usgs.gov

If you have questions regarding the Listserv process, or need information on specific USGS courses contact Gloria Armstrong at gjarmstr@usgs.gov or (303) 445-4660 Ext. 229. If you are a manager or supervisor of employees without access to e-mail, please subscribe and share these email course announcements with your employees.