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The Shipley Group

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From the website:

"Adaptive Management - [AM](#)

The term adaptive management has been applied to many different types of management strategies that allow for experimentation and learning. This workshop provides students with an in-depth understanding of the different types of adaptive strategies. The workshop clarifies how these strategies have been misused and where miscommunication about these different approaches has led to confusion. Specific tools are presented to ensure the right adaptive model is used for the right problem. Four different adaptive models are discussed with specific connections to the requirements of the NEPA: (1) Research, (2) Programmatic, (3) Project, and (4) Environmental Management Systems. Examples for each of the four adaptive models are explored. Case studies are used by students to reinforce the techniques and principles taught in the workshop.

Advanced Environmental Cross-Cutter - [AECC](#)

Participants in this advanced course will learn how to best integrate requirements of key environmental statutes into the NEPA analysis in order to increase efficiencies and reduce analysis costs. The course will address the NEPA process, including selected regulatory and statutory requirements. The workshop will address compliance requirements of several selected major environmental cross-cutters, including § 404 of the Clean Water Act, Marine Mammal Protection Act, § 106 of the National Historic Preservation Act, Endangered Species Act and Coastal Zone Management Act, as well as Environmental Justice and other Executive Orders.

Advanced Writing for NEPA Specialists - [AWNS -- Onsite/Tailored](#)

Participants in this course learn how to plan/scope the writing process for a National Environmental Policy Act (NEPA) document, including how to present technical information and graphics. They also learn review skills to ensure document effectiveness, clarity, and accuracy.

- Tailored Onsite -- Please call for specifics

Application of GIS/Graphics in NEPA Documents - [AGG](#)

Participants in this course learn how to use GIS/Graphics in NEPA and environmental documents. Why a well-designed, data-rich document that provides maps, graphics, presentation materials, and report production services to support the writing process for a NEPA document, will add to the credibility of a specialist's and the decision-makers conclusions. This workshop is designed to support and to follow the "Clear Writing For NEPA Specialists" or "Advanced Writing for NEPA Specialists" workshop.

Applying the EIAP/NEPA Process: Air Force Specific - [EIAP](#)

Participants learn to conduct the EIAP effectively to fulfill the spirit and letter of NEPA. They also learn to apply the CEQ regulations and 32 CFR 989. They learn planning, analysis, and writing skills, as well as the value and function of AF Form 813 and the DOPAA.

Applying the NEPA Process - [ANP](#)

Participants in this highly acclaimed workshop learn how to fulfill the spirit and letter of NEPA and CEQ. They also explore how good decision making, analysis, and documentation all must integrate to prepare a legally compliant EIS, EA, FONSI, ROD, or CE/CATEX. For over 20 years, this interactive workshop has been received by thousands of personnel in State and Federal agencies, as well as private industry.

Applying the NEPA Process & Writing Effective NEPA Documents: Dept. of Defense Specific - [ANP-DOD](#)

Participants in this highly acclaimed training workshop learn how to fulfill the spirit and letter of NEPA and CEQ in applications specific to the Department of Defense. They also explore how good decision making, analysis, and documentation all must integrate to prepare a legally compliant EIS, EA, FONSI, ROD, or CE/CATEX. For over 20 years, this interactive workshop has been received by thousands of government personnel in both state and federal agencies, and in private industry.

Applying the NEPA Process and Writing Effective NEPA Documents - [ANPWEND](#)

Participants in this highly acclaimed training workshop learn how to fulfill the spirit and letter of NEPA and CEQ while preparing documents. Interdisciplinary specialists who carefully manage the NEPA process will generate better NEPA documents that require less preparation time, and that facilitate informed decisions and specific comments. *(There are additional writing exercises and practical skills applications in the 4-day workshop)*

Applying the NEPA Process for Department of Transportation Specialists - [TransNEPA](#)

Participants in this workshop will develop an understanding of NEPA and transportation decision making, and develop skills to document decisions and their rationale. They will learn to identify the appropriate form of environmental documentation and the appropriate level of detail. Through practice they will learn to organize and write well-designed, consistent, and analytic EISs/EAs that clearly and concisely present managerial information to decision makers and the interested public.

Applying the NEPA Process to Weapons System Acquisitions - [ANP-WSA](#)

This workshop, Applying the NEPA Process to Weapons System Acquisition is designed to help participants “lift the fog” that all too often shrouds this subject matter. Through this training, participants will be able to better meet NEPA responsibilities or assist others in meeting their responsibilities—right at the program execution level. Ultimately, the application of this knowledge will help an agency or organization make more-informed decisions that include appropriate environmental considerations.

This workshop is NOT designed to teach the principles or processes of DoD weapons system acquisitions. That’s a separate subject matter. Here the focus is on applying NEPA within such actions.

Applying the NEPA Process—Emphasis on Native American Issues - [ANP-NA](#)

Participants learn how to fulfill the spirit and letter of NEPA and CEQ as they pertain to Native American issues. They explore how good decision making, analysis, and documentation all must integrate to prepare a legally compliant EIS, EA, FONSI, ROD, or CE/CATEX.

Applying the NEPA/CEQA Process and Writing Effective NEPA Documents - [CEQA](#)

Participants in this highly acclaimed training workshop learn how to fulfill the spirit and letter of NEPA, CEQ, and (California Environmental Quality Act)CEQA. They also explore how good decision making, analysis, and documentation all must integrate to prepare a legally compliant EIS, EA, FONSI, ROD, or CE/CATEX. For over 20 years, this interactive workshop has been received by thousands of government personnel in both state and federal agencies, and in private industry.

Clear Writing for NEPA Specialists - [CWN](#)

Participants in this course learn how to plan/scope the writing process for a NEPA document including how to present technical information and graphics. They also learn review skills to ensure document effectiveness, clarity, and accuracy.

Collaboration in the NEPA Process - [CNP](#)

Participants in this highly interactive workshop will learn how cooperating agencies may efficiently participate in Federal land-use planning efforts and how agencies can promote cooperative conservation, with an emphasis on collaborative activity among Federal, State, Local, and Tribal governments.

Core NEPA Principles: *Telling the NEPA Story, Keeping Documents Brief, Meeting Legal Requirements* - CNP
Concise and readable documents should be the goal of every environmental contributor working on NEPA documents; such documents are the goal of this newly designed workshop from the Shipley Group. Topics and exercises in this workshop rely on over 30 years of Shipley experience working on environmental documents. This interactive workshop is both an introduction to strategies for making documents concise and readable and a review of quality documentation standards for seasoned environmental contributors.

Cultural and Natural Resource Management - CNRM

Participants learn to identify stewardship responsibilities included in major cultural and natural resource laws and regulations, including the Endangered Species Act and National Historic Preservation Act. They also survey cultural and natural resource legal compliance steps and review how to integrate compliance into the agency mission.

Note: This course qualifies as a USAF refresher.

Effective Environmental Contracting - EEC

Participants develop an understanding of tools and techniques for efficient and effective management of contracts and contractors. Those working with environmental contractors will be able to design and write better Statements of Work, and establish and manage timelines and budgets—all while getting the job completed.

Effective Presentation Skills - EPS

Participants in this course learn how to design and deliver effective presentations to small and large groups as well as the media.

English Language Essentials - ELE

Participants in this course improve their English-language writing skills and learn to write clearly and effectively.

Environmental Compliance Overview - ECO

Participants learn about basic environmental responsibilities to ensure environmental compliance while still fulfilling the mission of their agency or company. They learn an overview of the history of environmental compliance management and regulations at private and federal facilities, multimedia compliance inspections, internal environmental compliance audits, civil and criminal liability under the Resource and Recovery Act (RCRA), the Federal Facilities Compliance Act (FFCA), waivers of sovereign immunity under various federal environmental statutes, and the anticipated future of environmental programs.

Environmental Management Overview for DHS/INS - EMO DHS

The purpose of this workshop is to provide DHS personnel an understanding of their basic environmental responsibilities for daily environmental management. As environmental managers or personnel with environmental responsibilities, you are responsible for environmental compliance in the workplace. In fact, DHS-wide environmental management starts with you. Consider environmental impacts while still fulfilling DHS mission objectives. Note that the course is not an in-depth treatment of all the applicable laws and regulations. The laws overviewed here have been the subject of study for years and include thousands of pages of guidance and have been analyzed and interpreted through the courts for years.

This training will help you be more environmentally aware at your job and ensure that you properly consider environmental impacts while still fulfilling DHS mission objectives.

Environmental Writing for US Army Corps of Engineers - EW USACE

This workshop is designed to help US Army Corps of Engineer personnel comply with the CEQ and U.S. Army Corps of Engineers regulations for documenting the NEPA planning process. It describes the legal requirements, suggestions for simplifying the tasks required to fulfill those requirements, and worksheets and checklists to aid you in preparing the actual documents.

Essentials of Storyboarding for Environmental Documents - ESED

Participants in this course will learn how to prepare and use storyboards/prototypes for projected NEPA documents. The goal of a storyboard is to have a "working" version of your document in place before writers begin to generate text.

Forest Plan Implementation: Applying the NEPA Process / 1900-01 - ANP - FS (1900-01)

Participants in this course learn how to make successful project decisions to implement land and resource management plans using the National Environmental Policy Act of 1969 (NEPA) and the National Forest Management Act of 1976 (NFMA).

This workshop covers the essential elements of the "old" Forest Service 1900-01 course - enhanced and updated.

How to Establish and Manage an Interdisciplinary Team - IDT/MNPT

-Please see the Managing NEPA Projects and Teams (MNPT)

Integrating Federal Environmental Laws into NEPA - IFEL

Participants in this course learn how to best integrate requirements of key environmental statutes into the NEPA analysis in order to increase efficiencies and reduce analysis costs. An overview of Federal laws will be addressed and how they relate to NEPA and CEQ regulations.

Managing and Facilitating Public Meetings - MFP

Managing and facilitating public meetings is an art and an acquired skill. The art is in how one analyzes the needs of both the agency as well as the stakeholders. The interests of both parties may be similar or opposed. The skill begins with your meeting design and the way you facilitate the interface between both parties. A meeting technique that worked in the past may not be appropriate for your current project. One size does not fit all. Developing your skills in meeting management is critical since every time you hold a meeting the credibility of your agency is at stake. This workshop will help you identify and reinforce your skills to make your meetings successful.

Managing NEPA Projects & Teams - MNPT

Participants learn management of the NEPA process, as opposed to technical competency and skills. The course provides training in managing and reviewing the NEPA process. This includes prototyping the document before writing begins and determining what tasks might best be assigned to contractors.

Natural Resource Policy and Economics - NRPE

This course is designed for non-economists. Participants learn how to use economics and finance to (1) evaluate project alternatives, (2) justify decision making to superiors, (3) successfully advocate for budget requirements, (4) use economics and finance for more effective and efficient management.

NEPA Climate Change Analysis and Documentation - NCCA

Participants will receive a brief introduction to this rapidly-growing area of NEPA analysis. After a brief introduction to climate change science, the workshop will cover both climate change impacts in regard to greenhouse gas emissions as well as taking into account the effects of climate change on projects and the resources a project may impact. Participants will learn to use various methods for analyzing these various impacts, and will be exposed to several case studies and examples of NEPA analyses that address climate change. They will receive an update on recent NEPA climate change and cumulative effects litigation, including helpful guidance on how to prepare a legally-adequate climate change impact analysis in their EAs and EISs.

NEPA Cumulative Effects Analysis and Documentation - NEAD

Participants learn how to assess various impact methodologies as to their strengths and weaknesses in supporting the disclosure of cumulative impacts. They learn how to record cumulative impact information in ways that support clear, legally sufficient EAs and EISs.

NEPA Executive Overview - EXECOV

Participants in this course learn about NEPA's procedural requirements and implementing process. They also explore the steps to preparing a quality Environmental Impact Statement (EIS) or Environmental Assessment (EA).

NEPA Overview for Indian Health Service - NEPA-IHS

Participants learn how to fulfill the spirit and letter of NEPA and CEQ as they pertain to Indian Health Service issues. Using the IHS NEPA Guide, they explore how good decision making, analysis, and documentation all must integrate to prepare a legally compliant environmental document that require less preparation time, and that facilitate informed decisions.

Overview of NHPA Section 106 - Plus - 106 - Plus

Participants learn to understand and initiate Section 106 of the National Historic Preservation Act, plus associated laws, policies and consultation tips.

Overview of the Endangered Species Act - ESA

Participants learn about the requirements and procedures for complying with the Endangered Species Act. The course reviews the history of the law, the Section 7 consultation process, and the Section 10 permit process.

Overview of the National Historic Preservation Act /Section 106 - 106

Participants learn to understand and initiate Section 106 of the National Historic Preservation Act.

Overview of the NEPA Process - NEPAO

Participants in this course learn about NEPA's procedural requirements and implementing process. They also explore the steps to preparing a quality Environmental Impact Statement (EIS) or Environmental Assessment (EA).

Planning Requirements in the Environmental Impact Analysis Process - PREIAP

Preparing Specialist Reports as Part of the NEPA Process - PSRNEPA

To prepare resource specialists (e.g. range specialists, hydrologists, cultural resource specialists) to actively and meaningfully participate in the NEPA process from inception through completion.

Project Management Overview - PM

Learn the fundamentals of Project Management Under the Tutelage of Experts. Shipley offers 14 Mastering Project Management courses. Each course is an interactive workshop taught at both the introductory and intermediate levels. Shipley's 5-step project management process allows participants to take the specific courses they need, or complete the entire series. Following Shipley's process will increase participant's ability to complete projects in a cost-effective and timely manner.

Proponent Responsibilities in the Environmental Impact Analysis Process - PROP-EIAP

This workshop is designed to help participants address how and when the EIAP starts, the steps the proponent takes to initiate the process, and the steps the Environmental Planning Function (EPF)—the environmental interdisciplinary staff, at any level of command, responsible for the Environmental Impact Analysis Process- takes to determine the level of NEPA analysis to be completed for a proposed action

Reviewing NEPA Documents - RND

Participants in this course learn how to systematically review the full range of NEPA documents: EISs, RODs, EAs, FONSIIs, and CEs/CATEXs. They also learn to present clear review findings for NEPA documents, which analyze a range of alternatives and disclose all potential impacts.

Reviewing NEPA Documents for Dept of Transportation - RND-DOT

This workshop is specifically designed and tailored for the Department of Transportation, using DOT regulations, guidance and examples. Participants in this course learn how to systematically review the full range of NEPA documents: EISs, RODs, EAs, FONSIIs, and CEs/CATEXs. They also learn to present clear review findings for NEPA documents, which analyze a range of alternatives and disclose all potential impacts.

Right Writing - RW

Participants in this course will learn how to ensure that their readers do not miss the main point or spend unnecessary time searching for key information. Although documents are varied and often complex; they must be clear, understandable, and accurate. 100% clarity is the primary goal.

Right Writing for Technical Specialists - RWTS

Participants in this course become more efficient writers/designers by learning how to analyze a writing situation, plan a document, write effectively, manage a review process, edit their work, and write in a variety of media, including online.

Shipley Group writing strategies agree with and illustrate many of the guidelines from www.plainlanguage.gov.

Risk Communications - Communicating Environmental Risk - RC-ENV

Participants learn the meaning and application of risk communication. They explore the full range of response communication, including developing a communication plan and strategy, standing before an audience, and responding in writing.

Strategic Communication: Planning Through Implementation - STRATCOMM

Learn how to make informed defensible decisions and communicate those decisions effectively. Shipley offers this course as an interactive workshop; taught at the introductory, intermediate, and executive levels. Shipley's 5-step process is designed to increase participant's ability to view the "Big Picture", improve the decision-making cycle, and to complete projects/processes in a cost-effective and timely manner.

Team Building for NEPA Specialists - TBNEPA

Participants learn how to effectively and efficiently establish and manage interdisciplinary teams (IDTs). From defining the project and decision maker to determining roles and responsibilities of the IDT leader and team in completing the analysis, participants will be much better prepared to manage the process. The workshop also emphasizes the importance of efficient document management and recordkeeping.

Technical Writing & Presentation Skills - TWP

Participants in this course learn how to design and deliver effective presentations to small and large groups both internally and externally.

Technical Writing - Department of Energy (DOE) Specific - TW-DOE

Participants in this course become more efficient writers/designers by learning how to analyze a writing situation, plan a document, write effectively, manage a review process, edit their work, and write in a variety of media, including online.

Temperament Intelligence - TI

This exciting new workshop integrates the powerful competencies of Emotional Intelligence with Four Lenses (personality assessment), into a learning environment that fosters intrinsic learning for long-term results!

Understanding and Preparing Preliminary EIAP Documents (DOPAA): Air Force Specific - DOPAA

Participants learn to complete AF Form 813 and write meaningful DOPAAs. A well-written Air Force Form 813 describes the proposed action as well as alternatives, to determine whether environmental issues are serious enough to delay or even stop the proposed project.

Understanding and Preparing Statements of Work and Specifications - SOW

Participants learn a systematic approach to writing and reviewing environmental SOWs. Providing hands-on experience, this course includes case studies and examples that apply to actual environmental projects. Principles taught in this course apply to preparing SOWs for all types of environmental projects.”