### FY 2022 Training Calendar
March 8, 2022

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<th>Key</th>
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<td>IM</td>
<td>Inspection Methods</td>
<td>IPSR</td>
<td>In-Plant Safety Refresher</td>
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<tr>
<td>PHV</td>
<td>Public Health Veterinarian Training Program</td>
<td>IMR</td>
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<td>CEIAO</td>
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<td>TP</td>
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<td>OIEA SIEM</td>
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<td>IIIR</td>
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<td>IMC</td>
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<tr>
<td>Week of</td>
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<tr>
<td>October 4, 2021</td>
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<tr>
<td>October 11, 2021</td>
<td>Columbus Day Holiday (10/11)</td>
<td>PHV 1100 Week1</td>
<td>EIAO 6000 Week 1 (starts 10/13)</td>
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<td>October 18, 2021</td>
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<td>PHV 1100 Week 2</td>
<td>IM 1800 Week 1</td>
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<tr>
<td>October 25, 2021</td>
<td>In-Plant Mentoring Week 1</td>
<td>IM 1800 Week 2</td>
<td>EIAO 6000 Week 3</td>
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<tr>
<td>Week of November 1, 2021</td>
<td>In-Plant Mentoring Week 2</td>
<td>PHV Mentor 1200</td>
<td>Thermal Processing 4100</td>
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<tr>
<td>November 8, 2021</td>
<td>Veteran's Day Holiday (11/11)</td>
<td>In-Plant Mentoring Week 3</td>
<td>PHV 1101 Week 1</td>
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<tr>
<td>November 15, 2021</td>
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<td>PHV 1100 Final Week</td>
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<tr>
<td>November 22, 2021</td>
<td>Thanksgiving Holiday (11/25)</td>
<td>In-Plant Mentoring Week 1</td>
<td>IM 1801 Week 1</td>
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<tr>
<td>November 29, 2021</td>
<td>In-Plant Mentoring Week 2</td>
<td>IM 1801 Week 1</td>
<td>Import Sanitation 7100 (class ends at 1 pm ET on 11/30)</td>
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<td>Week of December 6, 2021</td>
<td>In-Plant Mentoring Week 3</td>
<td>IM 1801 Week 2</td>
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<td>PHV 1101 Final Week</td>
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<tr>
<td>December 20, 2021</td>
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<tr>
<td>December 27, 2021</td>
<td>Holiday New Year's Day Holiday Observance (12/31)</td>
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### Week of January 3, 2022
- **PHV 1106 Week 1 (Tentative)**
- Import Sanitation 7101
- Import Inspection 7001
- RTE/SS 1901 Week 1

### January 10, 2022
- **PHV 1106 Week 2**
- In-Plant Mentoring Week 1
- Import Inspection 7001
- RTE/SS 1901 Week 2
- In-Plant Safety Refresher 4401 Week 1

**MLK Holiday Observance (1/17)**
- In-Plant Mentoring Week 1
- Inspection Methods 1802 Week 1
- In-Plant Safety Refresher 4401 Week 2

### January 24, 2022
- In-Plant Mentoring Week 2
- Inspection Methods 1802 Week 1

### January 31, 2022
- In-Plant Mentoring Week 3
- Inspection Methods 1802 Week 2

### Week of February 7, 2022
- **PHV 1106 Final Week**
- Slaughter Inspection Refresher 1301
- Condensed EIAO 6100

### February 14, 2022
- **PHV 1102 Week 1**
- PHV Mentor 1201

**President’s Day Holiday (2/21)**
- **PHV 1102 Week 2**
- Electronic Export 9001 Week 1

### February 28, 2022
- In-Plant Mentoring Week 1
- Further Processing & Labeling 9501
- Electronic Export 9001 Week 2

### Week of March 7, 2022
- In-Plant Mentoring Week 2
- Inspection Methods 1803 Week 1
- Thermal Processing 4101
- Import Inspection Refresher 7201 Week 1

### March 14, 2022
- In-Plant Mentoring Week 3
- Inspection Methods 1803 Week 2
- Import Inspection Refresher 7201 Week 2

### March 21, 2022
- **PHV 1102 Final Week**
- Egg Product Inspection 9701
- IM Refresher 8802

### March 28, 2022
- **PHV 1103 Week 1**
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<thead>
<tr>
<th>Week of April 4, 2022</th>
<th>PHV 1103 Week 2</th>
<th>IM Condensed 8101</th>
<th>EIAO 6001 Week 1 (starts on 4/6)</th>
<th>In-Plant Safety Refresher 4402 Week 1</th>
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<tr>
<td>April 11, 2022</td>
<td>In-Plant Mentoring Week 1</td>
<td>EIAO 6001 Week 2</td>
<td>In-Plant Safety Refresher 4402 Week 2</td>
<td>Further Processing 9504</td>
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<tr>
<td>April 18, 2022</td>
<td>In-Plant Mentoring Week 2</td>
<td>Inspection Methods 1804 Week 1</td>
<td>RTE/SS 1902 Week 1</td>
<td>EIAO 6001 Week 3</td>
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<tr>
<td>April 25, 2022</td>
<td>In-Plant Mentoring Week 3</td>
<td>Inspection Methods 1804 Week 2</td>
<td>RTE/SS 1902 Week 2</td>
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<thead>
<tr>
<th>Week of May 2, 2022</th>
<th>PHV 1103 Final Week</th>
<th>IM Refresher 8803</th>
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<tr>
<td>May 9, 2022</td>
<td>Thermal Processing 4104</td>
<td>Import Sanitation 7102</td>
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<td>May 16, 2022</td>
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<tr>
<td>May 23, 2022</td>
<td>Further Processing &amp; Labeling 9502</td>
<td>Slaughter Inspection Refresher 1302</td>
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<tr>
<td>May 30, 2022</td>
<td>Memorial Day Holiday (5/30)</td>
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<tr>
<th>Week of June 6, 2022</th>
<th>Inspection Methods 1805 Week 1</th>
<th>Thermal Processing 4102</th>
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<td>June 13, 2022</td>
<td>Inspection Methods 1805 Week 2</td>
<td>Import Inspection Refresher 7202 Week 1</td>
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<tr>
<td>June 20, 2022</td>
<td>Juneteenth Holiday Observance (6/20)</td>
<td>Import Inspection Refresher 7202 Week 2</td>
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<tr>
<td>June 27, 2022</td>
<td>PHV 1104 Week 1</td>
<td>PHV Mentor 1202</td>
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<thead>
<tr>
<th>Week of June 6, 2022</th>
<th>Inspection Methods 1805 Week 1</th>
<th>Thermal Processing 4102</th>
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<tbody>
<tr>
<td>June 13, 2022</td>
<td>Inspection Methods 1805 Week 2</td>
<td>Import Inspection Refresher 7202 Week 1</td>
</tr>
<tr>
<td>June 20, 2022</td>
<td>Juneteenth Holiday Observance (6/20)</td>
<td>Import Inspection Refresher 7202 Week 2</td>
</tr>
<tr>
<td>June 27, 2022</td>
<td>PHV 1104 Week 1</td>
<td>PHV Mentor 1202</td>
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<tr>
<td>Week of:</td>
<td>PHV 1104</td>
<td>PHV 1105</td>
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</tr>
<tr>
<td>July 4, 2022 Independence Day Holiday (7/4)</td>
<td>PHV 1104 Week 2</td>
<td>PHV 1105 Week 1</td>
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<tr>
<td>July 11, 2021 In-Plant Mentoring Week 1</td>
<td>Inspection Methods 1806 Week 1</td>
<td>RTE/SS 1903 Week 1</td>
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<tr>
<td>July 18, 2022 In-Plant Mentoring Week 2</td>
<td>Inspection Methods 1806 Week 2</td>
<td>RTE/SS 1903 Week 2</td>
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<tr>
<td>July 25, 2022 In-Plant Mentoring Week 3</td>
<td>Inspection Methods 1806 Week 3</td>
<td>Further Processing &amp; Labeling 9503</td>
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<tr>
<td>August 1, 2022 PHV 1104 Final Week</td>
<td>PHV 1105 Week 1</td>
<td>PHV 1105 Week 2</td>
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<tr>
<td>August 6, 2022 PHV 1105 Week 1</td>
<td>IM Condensed 8102</td>
<td>Electronic Export 9003 Week 1</td>
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<tr>
<td>August 15, 2022 PHV 1105 Week 2</td>
<td>PHV 1105 Week 2</td>
<td>IM Condensed 8102</td>
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<td>August 22, 2022 In-Plant Mentoring Week 1</td>
<td>In-Plant Mentoring Week 1</td>
<td>PHV 1105 Week 2</td>
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<tr>
<td>August 29, 2022 In-Plant Mentoring Week 2</td>
<td>Import Sanitation 7103</td>
<td>Import Inspection 7003</td>
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<tr>
<td>September 5, 2022 Labor Day Holiday (9/5)</td>
<td>In-Plant Mentoring Week 3</td>
<td>In-Plant Mentoring Week 3</td>
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<tr>
<td>September 12, 2022 PHV 1105 Final Week</td>
<td>Inspection Methods 1807 Week 1</td>
<td>Egg Products Inspection 9703</td>
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<tr>
<td>September 19, 2022 Inspection Methods 1807 Week 2</td>
<td>PHV 1105 Final Week</td>
<td>Egg Products Inspection 9703</td>
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<tr>
<td>September 26, 2022 PHV Mentor 1203</td>
<td>PHV Mentor 1203</td>
<td>Slaughter Inspection Refresher 1303</td>
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## FY 2022 Course Description & Logistics

### Training Operation Branch (TOB) & Training Management Branch (TMB) Classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Description and TTDLS Needed Technical Support</th>
<th>Course</th>
<th>Course Description and TTDLS Needed Technical Support</th>
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<tbody>
<tr>
<td>**Inspection Methods IM (120) * **&lt;br&gt;TTO</td>
<td>• Delivery via WEBEX Webinar / Event Services&lt;br&gt;• Instructor led two-week class; live instruction on WebEx webinars with corresponding course materials in an online trainingsite “MOODLE Platform”.&lt;br&gt;• MOODLE usernames and passwords are needed&lt;br&gt;• All students need training computers&lt;br&gt;• MIFI or phone may be needed for few students&lt;br&gt;• TTDLS technical support during the sessions and the backend are needed (Phone Technical Support).&lt;br&gt;• PHIS OJT, following this course, provides training on PHIS.&lt;br&gt;• IM course is also part of the PHV training program.&lt;br&gt;• Topics covered during the training include statutes, rules of practice, the PHIS establishment profile and the task calendar, sanitation, Hazard Analysis Verification, HACCP verification, sampling, sanitary dressing procedures, humane handling, raw,ready-to-eat, and shelf stable product hazards and preventive measures, the Listeria regulations, export certification, and food defense</td>
<td>Electronic Export EE (300)*&lt;br&gt;<strong>Target Audience:</strong>&lt;br&gt;This course is required for CSIs and PHVs with export responsibilities.&lt;br&gt;Clinical and Public Health Inspectors who did not complete this self-course previously or did not complete the live webinars version of the course that were conducted in previous years.&lt;br&gt;Clinical and Public Health Inspectors who completed this self-paced course or the PHIS Export Live webinars version of it 3 years ago or more.</td>
<td>• 2-week open window, approximately 6 hours Self-Paced training, students work independently on the training site platform “MOODLE”&lt;br&gt;• Participants do not have to complete this training in a single day. This training may be accessed on multiple days as long as it is completed prior to the two-week period.&lt;br&gt;• MOODLE usernames and passwords are needed.&lt;br&gt;• All students have government computers&lt;br&gt;• TTDLS backend phone technical support is needed&lt;br&gt;• Topics covered during this training include how to perform the Export Certification functions in PHIS as outlined in Directive 13,000.5, how to perform the Export Certification task (CSI and PHV roles), approve or reject export applications, issue replacement certificates, sign/upload/print the export certificate, and review of form 9080-3</td>
</tr>
<tr>
<td>**Entry Training for the Public Health Veterinarian PHV (50) * **&lt;br&gt;TTO</td>
<td>• Delivery via WEBEX Training Platform with CFL Event Producer or TTDLS event Producer if needed&lt;br&gt;• Instructor-led course delivered by live instruction on WebEx Training Platform with corresponding course materials in an online training site “MOODLE Platform”&lt;br&gt;• Week 1&amp;2 9-day class &amp; final week 4-day class&lt;br&gt;• Moodle course&lt;br&gt;• All students need PHV training computers&lt;br&gt;• MIFI or phone may be needed for few students&lt;br&gt;• TTDLS backend phone technical support is needed&lt;br&gt;• Topics covered during the training include animal dispositions/food safety, humane handling, and FSIS administrative overview.&lt;br&gt;• The program also includes three weeks spent in the in-plant environment with an assigned PHV Mentor to complete the PHV Mentoring Checklist</td>
<td>Import Inspection Refresher IIR (100)&lt;br&gt;<strong>Target Audience:</strong>&lt;br&gt;Import Inspectors who didn’t take this course in FY2021.&lt;br&gt;Import Inspectors who completed the Import Inspection training 3 years ago or more.</td>
<td>• 2-week open window, approximately 4 hours Self-Paced training, students work independently on the training site platform “MOODLE”&lt;br&gt;• Participants do not have to complete this training in a single day. This training may be accessed on multiple days as long as it is completed prior to the two-week period.&lt;br&gt;• MOODLE usernames and passwords are needed.&lt;br&gt;• All students have government computers&lt;br&gt;• TTDLS backend phone technical support is needed&lt;br&gt;• Topics covered during this training include review of the regulatory basis and procedures for some of the most important types of inspection (TOI) they perform daily</td>
</tr>
</tbody>
</table>
| Public Health Veterinarian Mentor PHVM (50) * | • All students have government computers  
• Delivery via WebEx Training Platform with CFL  
• Topics covered during this training include Mentor | • Delivery via Microsoft Team  
• All students have government computers  
• Topics covered during this training include Overview of the responsibilities of the inspection workforce. This overview includes a mid-level review of the food safety regulations, slaughter activities, and familiarization of processing environments. Quizzes and workshops will           | • 2 week, 4 hours Self-Paced & students work  
• Participants do not have to complete this training in a days as long as it is completed prior to the two-week  
• Several students may need training computers  
• TTDLS backend phone technical support is needed  
• MOODLE usernames and passwords are needed.  
• Topics covered during this training include FSIS Health         |
| --- | --- | --- | --- |
| | • All students have government computers, some  
• Topics covered during this training include how to programs, e.g., generic E. coli written procedures; | | • Instructor led five-day class  
• Delivery via WebEx Training Platform with CFL Event  
• Some students may need training computers  
• TTDLS backend support may be needed if students  
• Topics covered during this training include review of SPS, SSOP, Raw HACCP, RTE, NRs, Sampling, and Labeling. It will include scenarios and case studies covering topics such as Egg Products, Slaughter | |
| | • Delivery via WEBEX Events with CFL Event  
• Most students need training computers.  
• MIFI or phone may be needed for few students  
• Topics covered during this training include Ante | | |
## Further Processing and Labeling (FPL) *(80)*

**Target Audience:**
CSIs with limited or simple processing experience that may or will temporarily cover a complex processing establishment. CSIs moving from a simple processing assignment to a complex processing assignment.

Frontline supervisors and Enforcement Investigation Analysts in the circuit or district are also encouraged to attend.

### Self-Paced Version *(New)*

4 week, 40 hours Self-Paced version. This training may be accessed on multiple days as long as it is completed prior to the four-week. TTDLS backend technical support is needed (Phone Technical Support). Few students may need training computers. Course will be available FY2022 quarter 4.

### Thermal Processing *(TP)* *(80)*

**Target Audience:**
Consumer Safety Inspectors who have been assigned to establishments that conduct thermal processing.

Prior to attending, CSIs must have attended TTDLS technical support at the backend is needed (Phone Technical Support).

Topics covered during this training include sanitation and raw processing, cured meat, and poultry products and ready-to-eat and shelf-stable products.

**Self-Paced Version *(New)***

4 week, 60 hours Self-Paced version. This training may be accessed on multiple days as long as it is completed prior to the four-week. TTDLS backend technical support is needed (Phone Technical Support). Few students may need training computers. Course will be available FY2022 quarter 4.

### Ready-to-Eat / Shelf Stable RTE/SS *(80)*

**Target Audience:**
Consumer Safety Inspectors who have been assigned to produce ready-to-eat or shelf stable products.

Prior to attending, CSIs must have attended TTDLS technical support at the backend (Phone Technical Support).

System (PHIS) training. Also, CSI can be enrolled in this class per supervisor.

**Note:** Employees who are enrolled in this class per supervisor do not need to enroll in this course.

## Egg Products Inspection (EPI) *(50)*

**Target Audience:**
Newly hired Egg Products Inspectors who are assigned to plants that conduct egg products processing, or Relief CSIs.

Frontline supervisors and Enforcement Investigation Analysts who have egg products processing assignments in the circuit are encouraged to attend.

### Self-Paced Version *(New)*

4 week, 16 hours Self-Paced. Students work independently on the MOODLE platform. This training may be accessed on multiple days as long as it is completed prior to the two-week. TTDLS backend technical support is needed (Phone Technical Support). Several students may need training computers. Course will be available FY2022 quarter 4.

### Thermal Processing *(TP)* *(80)*

Consumer Safety Inspectors who have been assigned to establishments that conduct thermal processing.

Prior to attending, CSIs must have attended TTDLS technical support at the backend (Phone Technical Support).

Topics covered during this training include RTE and SS activities for fresh and cooked sausage, shelf stable products, processes, hazards, controls and preventive measures, inspection verification for Listeria monocytogenes regulations, RTE sanitation, RTE sampling, Lethality, and Stabilization and Food Ingredients of Public Health.

### Ready-to-Eat / Shelf Stable RTE/SS *(80)*

Consumer Safety Inspectors who have been assigned to produce ready-to-eat or shelf stable products.

Prior to attending, CSIs must have attended TTDLS technical support at the backend (Phone Technical Support).

System (PHIS) training. Also, CSI can be enrolled in this class per supervisor.

**Note:** Employees who are enrolled in this class per supervisor do not need to enroll in this course.

## Import Sanitation (IS) *(50)*

- Delivery via **WEBEX Events** with CFL Event Producer or TTDLS if needed.
- Instructor led 1.5-day class.

## Import Inspection (II) *(50)*

- Delivery via **WEBEX Events** with CFL Event Producer or TTDLS if needed.
- Instructor led 3.5-day class.
### Target Audience:
Newly hired import inspectors who have not previously completed SPS, and Sanitation SOP training by attending FSRE (Week 1) or Inspection Method.

- Several students need training computers
- MIFI or phone may be needed for few students
- TTDLs technical support at the backend is needed (Phone Technical Support)
- Topics covered during this training include policy on inspection verification of sanitation performance standards (SPS) and sanitation standard operating procedures (Sanitation SOPs) in import facilities. This course will only address the aspects of sanitation that are pertinent to a meat inspection room in an import facility.

### Target Audience:
Newly hired import inspectors and relief CSIs assigned to official import establishments.

- Several students need training computers
- MIFI or phone may be needed for few students
- TTDLs technical support at the backend is needed (Phone Technical Support)
- Topics covered during this training include essential import reinspection policy and procedures. It includes tutorials for how to enter application data, reinspection results, and sample information in PHIS. This training has been updated to include catfish reinspection and the data transfer of the health certificates including those in electronic format.

### Surveillance, Investigations & Enforcement Methods Training for OIEA SIEM (50) *

- All students have government computers.
- Instructor led five-day class
- Delivery via WEBEX Events with CFL Event Producer
- TTDLs backend support may be needed

### Condensed Enforcement, Investigations, and Analysis Officer CEIAO (50) *(New)

- Delivery via Microsoft Team
- Instructor led 4-day class
- Topics covered during this training primarily focusses on FSA, the design and validity of the hazard analysis, HACCP plan; Sanitation Standard Operating Procedures(Sanitation SOPs); pre-requisite programs; testing programs, e.g., generic *E. coli* written procedures; and any other programs that constitute the establishment’s food safety,

### Table Key

| (1) * Some Students may have Computers. (1) Estimated Class Number and Needed MIFI or Phones. * Class Lead |

**Note:** District can enroll IPP to any of the courses if the IPP supervisor determined a particular need for training.
### Overview:
- ESTP meets Office of Personnel Management mandates, Department of Agriculture 5 CFR Parts 410 and 412, and technical managerial knowledge requirements to:
  - Strengthen leadership skills of supervisors with at least one year of FSIS supervisory experience
  - Address management issues that impact the way employees carry out supervisory duties and responsibilities

### Program Structure:
- Content designed, developed, and delivered in partnership with FSIS subject experts and external business partners
- A 5-day program consisting of application exercises, presentations, and lectures
- Skill training for personal leadership abilities:
  - Assist employees with unacceptable performance
  - Improve employee performance and productivity
  - Conduct employee performance appraisals
  - Coach/Mentor employees
- Detailed information on supervisory subjects including:
  - FSIS Performance Management
  - Labor and Employee Relations

### Technical Support Needed:
- Webinar support potentially on WebEx or Microsoft Teams platforms for 1-week virtual program in June 2022

### FSIS 2022 New Supervisor Training Program (NSTP):
*On-demand curriculum*

**Target Audience:**
- Permanent FSIS First-Year Supervisors
- The Office of Personnel Management (OPM) defines supervisors as employees who oversee the work of other employees, such as conducting performance appraisals and approving leave

**Overview:**
- The NSTP consists of on-demand sessions developed and delivered in partnership with FSIS subject experts and contracted business partners.
  - The curriculum is designed to prepare new supervisors for the challenges of their supervisory roles.
  - The program emphasizes supervisory behaviors that encompass knowledge, skills, behaviors, and other attributes required to build high-performance teams within the overall organization, capable of meeting current and future management challenges.

**Technical Support Needed:**
- TTDL assistance with all Supervisor Help technical support and event producing support of 1.5-hour virtual Town Hall with Agency leadership – 1-3 per quarter

* Hybrid NSTP 1-week face-to-face pilot component to be added to on-demand curriculum in March 2022.
| FSIS 2022 Escalade Leadership Development Program Dates: April 18-22, 2022 | Program Structure: The competitive 2022 FSIS Escalade Leadership Development Program supports FSIS employee engagement; enhances the leadership competencies within FSIS; and is responsive to changing demands including the need for succession planning. The leadership development program offers development to current leaders and aspiring leaders within FSIS who may or may not assume positions of formal leadership in the future. Through the 2022 Escalade Leadership Development Program participants will:  
- Gain knowledge and skills that enhance resilience  
- Increase understanding of need for change and support efforts to positively facilitate it  
- Effectively respond to emerging customer needs and increased complexities | FSIS Supervisor Information Sessions Dates: Monthly 2020-2022  
Session topics to be announced via FSIS Food for Thought and FSIS Gateway distributions  
Target Audience: New and Experienced FSIS Supervisors | Program Structure: FSIS program offices partner with OEED to facilitate monthly information sessions on subjects pertinent to new and experienced FSIS supervisors through the Gateway Program. FSIS program offices determine topics and develop and deliver training material. OEED drafts announcements, moderates sessions, administers participants' evaluations, and coordinates posting of recordings via the Supervisor Info Sessions & FAQs tile within Supervisor Help  
Supervisor information sessions offer:  
- Current Agency policies and procedures  
- Relevant supervisory topics such as Reasonable Accommodations & COVID-19, Documentation to Support Disciplinary Requests, etc.  
- Settings to ask questions during sessions and learn from peers' comments  
- Opportunities to suggest future information session topics  
Technical Support Needed:  
- Delivery via WebEx training platform with KPC support.  
- 1-2 sessions/month. 2.5 hours/session.  
- TTDLS uploads recordings to Supervisor Help. |

Target Audience: GS-9-13 Non-supervisors, Supervisors and Commissioned Corps O-3 and O-4

Technical Support Not Needed

Revised 2-14-22