

# Training Status: Community Involvement Coordinators

Training required as of 01/15/09

Name: \_\_\_\_\_ Employee Start Date: \_\_\_\_\_

Employee Mail Code: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date(s) Completed:	Priority*	Mandatory Training [Requirement Reference]	Frequency
_____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Fundamentals of Superfund [EO 3500.1, OSWER Directive 9295.9-05]	_____
_____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Public Involvement [OSWER Directive 9295.9-05]	_____
_____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Risk Communication [OSWER Directive 9295.9-05]	_____
_____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Working With the News Media [EO 3500.1, OSWER Directive 9295.9-05]	_____

\*PRIORITY RANGE: 1 = As soon as available; 3 = Lowest priority

Date(s) Completed:	Additional Training	Frequency
_____	Advanced Reader-Focused Writing	_____
_____	Attitude Function and Style: Leadership Development for Superfund Staff	_____
_____	Basic Facilitation	_____
_____	Building Trust and Resolving Differences	_____
_____	Community Culture and the Environment: Understanding a Sense of Place	_____
_____	Community Involvement: Tools and Techniques	_____
_____	Cross-Cultural Effectiveness	_____
_____	Dealing with Hostile Meetings and Difficult Situations	_____
_____	Effects and Management of Superfund Stress	_____
_____	Health and Safety (40-Hour)	<b>Initial</b>
_____	Health and Safety Refresher (8-Hour)	<b>Every 2 years</b>
_____	Identification, Collection, Organization and Communication of Data on Societal, Cultural and Economic Impacts of Superfund Sites	_____
_____	Know What to Say and How to Say It	_____
_____	Mastering Meetings	_____
_____	Reader-Focused Writing: Writing Made Easy, Reading Made Easy	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Notice:**  
Training requirements vary by region. Questions or concerns about training requirements should be addressed to your supervisor or regional training coordinator.