Managing by Network:

2019 Supervisor Recommendation

Introduction

This form should be completed by the Applicant's Supervisor.

If you are an Applicant, please forward this link to your Supervisor for completion.

Managing by Network is cohosted by the:

- Partnership and Community Collaboration Academy
- BLM, National Training Center and Division of Education, Interpretation and Partnerships
- US Forest Service, National Partnership Office
- USFWS, National Conservation Training Center
- DOI, Office of Collaborative Action and Dispute Resolution

The *Managing by Network* course is designed to strengthen the individual knowledge and skills of managers, specialists, and front line supervisors working with partners, permittees, or community stakeholders.

For applicants in positions that require Supervisory Approval for training, this Supervisor Recommendation form is due by November 2, 2019 as part of the application process.

Your recommendation is a significant factor in the selection of course participants. Your response will complete your employee's application.

Selection for *Managing by Network* is competitive. Space is limited to 125 seats for this interagency course.

Managing by Network:

2019 Supervisor Recommendation

Contact Information: Supervisor

Please provide the following information about yourself.

1. Name

First Name

Last Name

Job Title

Work Unit Affiliation
(i.e. Mojave Trails National
Monument, Colville
National Forest,
Buenos Aires National
Wildlife Refuge)

* 2. Email Address

Government Email
(required)

Alternate Email (optional)

* 3. Phone Number

Office Phone (required)

Alternate Phone (optional)

4. Agency/Organization

- ( ) BLM
- ( ) US Forest Service
- ( ) USFWS
- ( ) DOI, CADR
- ( ) DOD and service branches
- ( ) EPA
- ( ) FL FWC

- ( ) NOAA
- ( ) NPS
- ( ) USDA, NRCS
- ( ) USDA, OPPE
- ( ) USACE
- ( ) USBR
- ( ) USGS

Other, please specify

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Contact Information: Applicant

Please provide the following information about the applicant.

* 5. Name of applicant under your supervision.

First Name	
Last Name	
Job Title	
Work Unit Affiliation (i.e. Mojave Trails National Monument, Colville National Forest, Buenos Aires National Wildlife Refuge)	

6. What percentage of the applicant's time is dedicated to working in partnership or community collaboration?

○ 0-10%   ○ 26-50%   ○ 76-100%

○ 11-25%   ○ 51-75%

○ Other (please specify)

Supervisor's Recommendation

Please review the following course information and provide us with your recommendation for the applicant.

Required Time Commitment

Managing by Network is a six month, 17 webinar course. Participants should expect to spend approximately 2 hours a week in a webinar or applying skills learned in the class during this time period.

- Start Date: January 16 and 17, 2019
- End Date: June 12 and 13, 2019

Managing by Network is designed to help participants apply course content to their current position responsibilities associated with partners, permittees and community stakeholders.

Each session includes:

- 2 hours of instruction, case study presentations, interactive exercises, and facilitated discussion;
- Pre-webinar assignments that will take less than an hour to complete. Not every session includes a pre-webinar assignment.

Participants are required to complete an individual Training Needs Self-Assessment and the course Evaluation; each survey takes about 30-45 minutes. Participants should plan on spending 36 contact hours completing the requirements for this course.

Please note the following participation requirements:

- We do not record Managing by Network webinars in order to allow participants to speak freely in the classroom.
- Participants are required to attend 10 or more live webinars to earn a certificate of course completion.
- Participants will not receive a certificate by completing self-study in place of attending 10 live webinars.
- Self-Study materials are provided to support learning and development and allow participants to catch up on missed sessions.

Voluntary Time Commitment

Participants attend a live webinar each week for three consecutive weeks. On the fourth week, participants have a "free" week to voluntarily complete Study Hall activities.

Study hall work is optional and is designed to help apply the materials learned in class to work responsibilities. Activities include:

- Office Hours: Chat with an instructor and classmates, 2-3 pm ET Thursdays
- Self Study: Catch up or dive deeper on instructional materials for additional credit
- Homework: Use self-assessments and workbook exercises to apply practices and lessons learned from the course
- Network: Reach out to classmates and instructors

The Case Study Program is voluntary and gives participants the opportunity to speak to a success, failure, challenge, opportunity, work-in-progress or vision relative to their work.

These presentations promote peer-learning and networking, and are posted to the Academy's case study catalog.

In 2019, 12 course participants will have the opportunity to present a case study.

* 7. What is your recommendation for this applicant?

○ APPROVE applicant participation in Managing by Network

○ DECLINE applicant participation in Managing by Network

* 8. How do you expect this training to benefit the applicant's professional development, current position responsibilities and the agency?

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Tuition and Scholarships

Please review the following information and acknowledge the applicant's eligibility.

2019 Tuition and Application Information

The tuition fee for Managing by Network is $1,600.

National Scholarships
As cohost agencies, the BLM, USFWS, and US Forest Service provide a limited number of National Scholarships for participants from their respective agencies, funding the $1,600 tuition fee.

Funding is provided by:

- BLM, National Partnership Office
- BLM, National Training Center
- US Forest Service, National Partnership Office
- USFWS, National Conservation Training Center

All applicants from these cohost agencies are eligible for a National Scholarship. Scholarship selection is competitive. Read more about the job responsibility criteria for applicants here.

National Scholarship applications and Supervisor Recommendation forms, as applicable, are due November 2, 2018.

Incomplete applications, including those submitted without a Supervisor Approval form when applicable, will be withdrawn from the selection process after November 2. Complete applications received after November 2 may be considered on a case by case basis, subject to the number of scholarship seats still available in the course.

National Scholarship applicants will be notified of their status via email no later than December 14, 2018. Applicants may be Selected, designated as an Alternate, or placed on the Wait List.

National Scholarship applicants selected for *Managing by Network* incur no direct expenses to their work unit.

To complete the registration process, National Scholarship applicants selected for *Managing by Network* will be asked via email to accept the scholarship and confirm their participation.

The acceptance of a National Scholarship obligates the course participant to fulfill the course requirements on behalf of their work unit (MBN FAQ, "What is the required time commitment?"). If a course participant must withdraw from the course prior to completing certificate requirements, work unit reimbursement of the scholarship may apply, specific to the policies of the BLM, USFWS or US Forest Service.

If a selected applicant declines a scholarship seat or does not confirm participation, their application will be withdrawn and an alternate may take their place in the course. Alternates may be admitted into the class up until the start date, January 16, 2019.

After selection notification, available open seats may be offered to National Scholarship alternates. The Academy will contact alternates directly; alternates may choose to wait for a Scholarship seat to become available, or confirm funding for an open seat from their work unit.

Wait listed applicants and applicants who withdraw from selection for Managing by Network may apply again in a subsequent year.

Open Seats

Open seats are available to:

- federal employees or consultants
- state, county, and municipal agency employees
- representatives of tribes
- representatives of nonprofit organizations

For open seats, the $1,600 tuition fee is funded by the individual's agency work unit or organization, or by the individual.

Open seat applicants must work with at least one of the cohost agencies and meet the same job responsibility criteria as National Scholarship applicants (MBN FAQ, "Who should apply to Managing by Network?").

Open seats selection is competitive. Employees from EPA, NOAA, USACE and USBR will receive preference in the competitive selection process for open seats.

Open seat applications and Supervisor's Recommendation, as applicable, are due November 2, 2018. If open seats are still available after this date, applicants may be admitted into Managing by Network at the discretion of the *Managing by Network* cohosts.

Upon receipt of the completed application, the Academy will contact open seat applicants directly regarding their selection and arrange for a tuition payment process that complies with the agency's or organization's needs.

To complete the registration process, open seat applicants selected for Managing by Network will be asked to confirm the tuition payment process AND confirm their participation.

Tuition invoices will be submitted for payment in January 2019, coinciding with the start of the course.

The Academy provides on-line, secure credit card processing of tuition payments.

9. The applicant is eligible to apply for a:

○ National Scholarship: Applicant is a federal employee of BLM, USFWS, or US Forest Service.

○ Open Seat: Applicant's agency/organization works with at least one cohost agency and will provide tuition funding.

Complete your Recommendation

Thank you for completing a recommendation for your employee's application to *Managing by Network*.

Applicants will be notified of their status (Selected, Alternate, or Wait List) by December 14, 2018.

Alternates for National Scholarships may be admitted into the class of 2019, if a scholarship becomes available or the candidate is selected for an open seat, funded by their work unit.

Wait Listed Applicants will be invited to apply again in 2020.

You will be added to our mailing list to receive updates about Managing by Network.

Please click "Submit Recommendation" to complete this process.