

**NATIONAL INDIAN PROGRAMS TRAINING CENTER
1011 Indian School Road NW
Albuquerque, New Mexico 87104**

**NEW EMPLOYEE ORIENTATION:
Our Mission...Your Career**

Date: January 26-27, 2010

Target

Audience: The course is open to all BIA employees with less than three years of BIA service. Employees must have supervisory approval to register.

Course

Description: In this course, participants will learn the benefits and opportunities associated with having chosen a career with the Department of the Interior and the Bureau of Indian Affairs (BIA). Historical information about the agency and how it impacts the overall mission and current goals of BIA provides a meaningful foundation for employees working to protect and improve the trust assets of Indian Country. In addition, participants will have the opportunity to interact with fellow employees and become familiar with various programs, jobs, and growth opportunities within the agency.

Course

Objectives: - Evolution of BIA
- Organizational mission/structure/programs
- BIA Performance Management
- Federal employee accountability – ethics/travel/security/motor vehicle
- Human Resource benefits
- Trust Management/working with Tribes/BIA initiatives
- Federal budget

Time: 8:00am - 4:30pm

To Register: Please fax a class registration form to (505) 563-5076. Supervisory approval is required. Registrations will be accepted on a first-come first-served basis.