

TRAINING FOR NEW NSIR SECRETARIES  
TO BE COMPLETED WITHIN SIX MONTHS OF ENTRY

TOPIC	DESCRIPTION/USE	TRAINING	NOTES
Corel WordPerfect 10	Word Processing	a. WordPerfect 10: Formatting Agency Documents  b. WordPerfect 10: Formatting for Multiple Page Documents  c. WordPerfect 10: Tables: An Intro	Two classes on formatting, use tools, such as styles, to eliminate inconsistencies from one typist to another.
Microsoft Word	Word Processing	PDC	
GroupWise/ Communication Techniques	E-Mail	New Skills for the New Technology (IT) Upgrade	Creating emails, groups, schedulers, posting meetings, and more
ADAMS	Document Management	Full Training	Essential training for saving documents to NRC's electronic record system
HRMS	T&A and RITS System	Full Training	Payroll - processing and verifying staff input to certify time and attendance
Information Security	Protecting Sensitive Information	Required On-Line Training (Upon Entry and Annually Thereafter)	
Incident Response Training	Training for potential terrorist incident	Conducted by DPR in Op Center	
Ethics		Training provided by OGC	Yearly
Allegation Training	Training for incoming allegations of unsafe practice that endanger workers and the public	Required On-Line Training (Upon Entry and Annually Thereafter)	Yearly

Suggestions to aid in career advancement:

Find a mentor  
Develop an IDP - Strongly encouraged, but not required

Attachment

TRAINING FOR NSIR SECRETARIES  
TO BE COMPLETED WITHIN TWO YEARS OF ENTRY

TOPIC	DESCRIPTION/USE	TRAINING	NOTES
PowerPoint	Presentation slide/shows Vugraphs	PDC	
Access	Database	PDC	Intro Training
Excel	Spreadsheet/Financial	PDC	Lower Priority
Adobe Acrobat		PDC	
Grammar/Writing	To be developed		
Proof Reading	To be developed		
Record Management	Record Custodian Training	PDC/ On-Line Training	staff with record-related duties should take this class. There is a Web-based version for other staff
Improving Employment Application	How to prepare a better application	PDC	Taught by Mel Leach
NRC, What It Is and What It Does		About twice a year	
Time Management		PDC/Self Learning	
Stress Management		PDC/Self Learning	
Difficult Employees		PDC/Self Learning	

TRAINING FOR EXPERIENCED SECRETARIES

FOR GG-8 AND ABOVE, WITH MORE THAN 2 YEARS OF NRC EXPERIENCE

TOPIC	DESCRIPTION/USE	TRAINING	NOTES
PowerPoint	Slides/ Briefing Notes	Advanced	
Microsoft Access	Database Management System	<ul style="list-style-type: none"> <li>a. Access: Defining a Relational Database</li> <li>b. Access: An Overview</li> <li>c. Access: Creating Tables</li> <li>d. Access: Simple Forms and Reports</li> <li>e. Access: Crating Filters and Basic Queries</li> <li>f. Access: Intermediate Queries</li> <li>g. Access: Advanced Queries</li> <li>h. Access: Advanced Forms and Reports</li> </ul>	
Excel	Spread Sheet		
Microsoft Project	Project Management	<ul style="list-style-type: none"> <li>a. Microsoft Project for Windows</li> <li>b. Microsoft Project 4.0</li> </ul>	
NRC and Its Environment	To be developed by NSIR, if OHR cannot support	OHR course is 2 days. NSIR course - to be developed	