

The Organizational Stewardship Additional Resources Guide

Using the Learning Program Self-Assessment for each All Employee Competency, you can determine various recommended courses to assist you in developing your employee proficiencies. To determine these recommended AEC courses, please utilize the various Learning Program Self-Assessments.

In addition to the recommended writing courses from the Organizational Stewardship Self-Assessment, the following list provides you with additional courses and books, which may also help on your journey to developing your organizational stewardship skills.



Exemplifies Integrity, Organizes and Prioritizes Work, Demonstrates Accountability, Makes Effective Use of Resources

Foundational Courses

Code of Conduct Awareness

<https://www.tms.va.gov> A company's Code of Conduct is a key part of its ethical framework. Outlining an organization's key ethical principles and providing guidance on the expected standards of behavior for employees, the Code serves as an important resource for employees as they navigate the sometimes challenging waters of the workplace. This course will introduce employees to the uses and benefits of their organization's Code of Conduct, and offer practical advice on how to apply the Code to ethical dilemmas they may encounter in the business environment. NFED 1276048 Skillsoft .5 hrs

Do You Share Your Organization's Values?

When your values and beliefs align with the values of your organization, going to work each day can feel like a rewarding, enriching experience. But what if they don't? How do you overcome feelings of value misalignment or conflict, and do so without affecting your work or your professional relationships? This

Impact Series product explores ways of identifying and addressing areas of personal and organizational value conflict. NFE 3768924 Skillsoft .1 hr

[Avoid Procrastination by Getting Organized Instead](#)

The last time you were faced with a list of tasks, which one did you do first? Was it the most difficult? Was it a random choice, or did you choose the easiest task first? The latter points toward procrastination – a habit that causes urgent and difficult tasks to pile up as you avoid them.

Procrastinators typically focus on the reasons not to do something, rather than just doing it. Don't think about working more hours, think about working better hours. Use your time to get organized and avoid procrastination. In this course, you'll discover some tips to become more organized and combat time wasters. You'll learn about the causes of procrastination, and the ways to develop your self-discipline. You'll also learn how to set your priorities and know when to say yes to a new task and when to say no. NFE 4501128 Skillsoft .4 hrs

[The Dangers of Multitasking](#)

Multitasking: We all do it. It's an accepted and often expected practice in our hectic personal and professional lives. But is it a vice or a virtue? This Business Impact explores some unexpected consequences of juggling multiple tasks simultaneously. NFE 3936920 Skillsoft .1 hr

[Setting Goals](#)

Goals provide a roadmap for your performance and development, but setting goals requires you to consider more than your own objectives. You must keep your company's mission and vision in mind. This Challenge product explores setting appropriate goals. During this exercise, you will play the role of a research analyst for a consumer and market research firm. NFE 3486006 Skillsoft .3 hrs

[Intermediate Courses](#)

[Emergency Response and Spill Control \(HAZWOPER\)](#)

<https://www.tms.va.gov> This training describes how to respond to various emergency situations and describes control of situations both by the workers involved and by trained emergency personnel. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to: define hazardous materials, recognize where spills are likely to occur, identify the elements of an emergency response plan, identify equipment and supplies in response to a spill, define levels of emergency response personnel specify spill prevention measures, identify methods to contain or confine chemical material, identify post-response actions after a spill. NFE 38686306 Skillsoft

[Make the Time You Need: Get Organized](#)

You don't have to manage your time, but the stress and potential for mistakes grows when you don't. To manage time, you need to be organized. In this course, you'll learn strategies for improving your productivity depending on what type of time management personality you have. You'll also learn how to

deal with time stealers, create manageable to-do lists, and maintain an organized time management approach. NFE 4501279 Skillsoft .5 hrs

Maximize Your Productivity by Managing Time and Tasks

The amount of time available to you is constant – you can't buy more and you can't save it for later. What you can do is increase your productivity – the value you produce in the time you have. And the better you understand your own personal productivity, the easier it will be to manage your time effectively. In this course, you'll learn about managing tasks in a way that maximizes your productivity. You'll discover the benefits of setting goals and how productivity is tied to your ability to assess time and set priorities. You'll learn about the process of "chunking" your time and the principles of efficient scheduling. You'll also learn about the different types of to-do lists and how to use them effectively. NFE 4501186 Skillsoft .4 hrs

Managing Goals

The various models of organizational learning enable individuals or groups to systematically enhance abilities to produce a desired outcome. This Business Impact considers the benefits of one specific form of organizational learning: Personal Mastery. NFE 1365316 Skillsoft

Advanced Courses

Business Ethics

The recent economic downturn has heightened the public's scrutiny of corporations and contributed to the perception that some firms have lost their commitment to operating with integrity. This course considers the concept of ethics and its role in today's corporate culture. It looks at the impact of business ethics on both the individual employee and the organization as a whole, and explores how the use of an ethical framework can promote ethically-driven behavior. The course also focuses on how employees can use an ethical filter to help resolve ethical dilemmas. NFE 3854820 Skillsoft .5 hrs

Ethics, Integrity, and Trust

<https://www.tms.va.gov> 15 minute interactive, media-rich case study focused on content analysis, problem solving and decision making. Managers often face complex ethical dilemmas. This Challenge examines a situation that requires taking obligations, duties, and responsibilities into consideration. NFE 3227022 Skillsoft .25 hrs

Project Management Activity: Author and Share a Report on Project Management Best Practices (OJT)

This is a self-paced on-the-job learning activity. Consult your supervisor to coordinate execution and customize as appropriate. Your supervisor should review and approve your work before you self-certify its completion in TMS. NFE 3980467 8 hrs VA

TMS Books on Organizational Stewardship

TMS Skillsoft Books Deep Link=

https://www.tms.va.gov/learning/user/deeplink_redirect.jsp?linkId=ONLINE_CONTENT_STRUCTURE&componentID=30086&componentTypeID=NFED&revisionDate=1099321320000

Advanced Project Management: A Complete Guide to the Key Processes, Models and Techniques (Book) NFED 4279490 5 hrs

Advanced Project Management: Best Practices on Implementation, Second Edition (Book) NFED 4279483 17 hrs

Agile Project Management for Dummies by Mark C. Layton Publisher Gildan Media AUDIO BOOK

Business Ethics: How to Design and Manage Ethical Organizations (Book) NFED 3882214

Essentials of Business Ethics-Creating an Org of High Integrity and Superior Performance (Book) NFED 1524313 VA IT

Extreme Trust: Honesty as a Competitive Advantage By Don Peppers Publisher Gildan Media ISBN 9781469087498 Audio Book ID 58316 copyright 2013 This audio edition shows you how to earn — and keep — the extreme trust of everyone with whom your company interacts. Read by the authors.

Goal Setting: How to Create an Action Plan and Achieve Your Goals By Susan B. Wilson Publisher Brilliance Audio ISBN 9781423363934 Audio Book ID 45621 copyright 2008 This audio edition presents powerful techniques you can use to set a goal; make a plan; and acquire the resources and power necessary to achieve your objective.

How Honesty Pays: Restoring Integrity to the Workplace (Book) NFED 4185155 VA IT

Making Yourself Indispensable: The Power of Personal Accountability By Mark Samuel Publisher Gildan Media ISBN 9781469000596 Audio Book ID 121010 Copyright 2017 This audio edition shows why the key to becoming indispensable is to embrace accountability rather than run from it; in everything you do at work and in your personal life.

No Excuses! The Power of Self-Discipline By Brian Tracy Publisher Gildan Media ISBN 9781596595729 Audio Book ID 115244 copyright 2011 This audio edition will show you how to be more successful in everything you do-- instead of wistfully envying others you think are just "luckier" than you. Read by the author.

Nothing Is Impossible: 7 Easy and Effective Steps to Realize Your True Power and Maximize Your Results By Tom Oliver Publisher McGraw-Hill Audio ISBN 9780071838078 Audio Book ID 66942 copyright 2014 This audio edition presents a proven seven-step whole-brain plan anyone can use to improve his or her business; life; and career. Read by the author.

Personal Effectiveness in Project Management: Tools, Tips & Strategies to Improve decisions (Book) NFED 3882227 4.5 hrs VA IT

Project Management: A Systems Approach to Planning, Scheduling, and Controlling, Twelfth Edition By: Harold Kerzner Publisher: John Wiley & Sons © 2017 Book

Project Management: Concepts, Methodologies, Tools, and Applications, Volume I By: Information Resources Management Association (IRMA) Publisher: IGI Global © 2016 Book

Project Management ToolBox, Second Edition By: Russ J. Martinelli, Dragan Z. Milosevic Publisher: John Wiley & Sons © 2016 Book

Public Relations Ethics: How To Practice PR Without Losing Your Soul by Dick Martin Donald K. Wright Publisher Business Expert Press BOOK

The Road To Character By David Brooks Publisher Penguin Audio ISBN 9780553551877 Audio Book ID 117333 copyright 2015 This audio edition blends psychology; politics; spirituality; and confessional to provide an opportunity for us to rethink our priorities; and strive to build rich inner lives marked by humility and moral depth.

Time Management (The Brian Tracy Success Library) By Brian Tracy Publisher Gildan Media ISBN 9781469029276 Audio Book ID 115253 copyright 2014 Featuring the strategies that business expert Brian Tracy has identified as the most effective and that he himself employs; this audio edition reveals 21 proven time management techniques you can use immediately to gain two or more productive hours every day. Read by the author.

Time Management Made Simple By Brian Tracy Publisher Gildan Media ISBN 9781596598249 Audio Book ID 45475 copyright 2011 This audio edition explains how to master your time so you can double your productivity; prioritize your key tasks; and spend more time doing what you enjoy. Read by the author.

Time Power: A Proven System for Getting More Done in Less Time Than You Ever Thought Possible By Brian Tracy Publisher Gildan Media ISBN 9781596595873 Audio Book ID 115254 copyright 2010 This audio edition reveals personal success expert Brian Tracy's comprehensive system designed to help you increase your productivity and income exponentially -- in just weeks! Read by the author.