

## EXTERNAL TRAINING

### Clarification:

**Resources FY 2001-2002:** Additional funding may be required for training/education for: (1) new hire that will fill the vacancy in the Civil Rights Program; (2) implementation of an Alternative Dispute Resolution (ADR)<sup>1</sup> process; and (3) additional staff (one FTE) that is requested for Fiscal Year 2001/2002. SBCR's five program areas are unique and specialized, and thus, new employee ADR training will be considered priority. The degree of training/education needed for new staff will be determined by their level of skill and expertise when hired. Although the current vacancy in the Civil Rights Program is expected to be filled no later than the fourth quarter of Fiscal Year 2000, the majority of training will be scheduled in Fiscal Years 2001 and 2002.

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<sup>1</sup>Revised regulations implemented by the EEOC (29 CFR Part 1614) require federal agencies make available an Alternative Dispute Resolution (ADR) process to resolve claims at the pre-complaint and formal stage of the discrimination complaint process.

**EXTERNAL TRAINING  
RESOURCE ASSESSMENT AND REQUEST  
FY 2002-2003**

**Office of Small Business and Civil Rights**

**Programs:**    **Affirmative Action (Management and Support Arena)**  
                   **Civil Rights (Management and Support Arena)**  
                   **Historically Black Colleges and Universities (Management and Support Arena)**  
                   **Managing Diversity (Management and Support Arena)**  
                   **Small Business (Management and Support Arena)**

Priority	Description of Training (Grouped by Categories)	Strategic Arena	Est. Resources Required (\$K)				Justification
			FY 2000	FY 2001 Benchmark	FY 2002 Benchmark	FY 2003 Est.	
1	Specialized training and education for implementing SBCR Programs, including training for new employees.	M&S	\$3,500	\$3,500K	\$3,500K	\$3,000K	Specialized training/education that is considered mission-essential and necessary for employees to effectively and efficiently carry out their responsibilities in SBCR's five major program areas. Priority will be given for training for new employee(s) and training for implementation of an ADR process. Also included in this category is information technology (IT) and business and financial management training that would assist the Office in operating in a more efficient and business-like manner.
2	Training and education that maintains or improves employees' skills.	M&S	\$1,500	\$1,500K	\$1,500K	\$2,000K	Training/education that is needed for employees to maintain or improve their performance in SBCR's five major program areas, including IT and financial management training.
3	Training and education to meet future skills and needs of SBCR Programs.	M&S	\$0K	\$0K	\$0K	\$0K	Training/education that addresses the future needs of SBCR's five major program areas, including IT and financial management training.
	TOTAL		\$5,000	\$5,000K	\$5,000K	\$5,000K	