

## Creating Effective Work Environments

**COURSE NUMBER**    **FAA01200034**

For information about this course, contact:  
 FAA Program Manager  
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### DESCRIPTION AND LEARNING STRATEGY

An effective work environment is vital for success of the Federal Aviation Administration. This course, *Creating Effective Work Environments*, focuses on factors that can increase the performance of you and your employees. These factors include employee engagement, safety, accountability, trust, and increased productivity.

This course is comprised of eight lessons totaling 40 hours in length. Materials are skill-based and highly interactive using instructor facilitated sessions in a virtual classroom environment via Blackboard. All lessons in the course require reading assignments, a self-assessment, group discussion, quizzes, videos, and other activities. This e-course provides tools and increased knowledge that may be immediately used in your work environment.

### OBJECTIVES

- Use specific criteria to analyze a work culture.
- Assess workplace factors that detract from a positive work environment.
- Develop specific, realistic countermeasures which could overcome detractors from effective work environments.
- Use practical methods to implement key drivers, influence employees, and improve and maintain employee engagement in his or her unique work environment.
- Select appropriate methods of establishing accountability to create an effective work environment.
- Demonstrate the specific attributes and behaviors that promote a positive safety culture, while balancing accountability.
- Prescribe key practical methods to assess, create, improve, and maintain an effective work environment.
- Participate in a community of practice with peers to share lessons learned from initial implementation efforts.

### RELATED COMPETENCIES

- Accountability and Measurement
- Building Teamwork and Cooperation
- Interpersonal Relations and Influence
- Managing Organizational Performance

### CLASS SIZE

14 participants

### LENGTH

40 hours—  
*delivered over  
 an eight-week period*

### LOCATION

Online Virtual Classroom  
 via Blackboard

### UPCOMING DELIVERIES

(see [FY13 Schedule](#))

### WHO SHOULD ATTEND

Managers

### ENROLLMENT

To enroll, contact your organization's training coordinator.

### PREREQUISITE

None

### PRECOURSE

None

### RELATED COURSES

Influence, Inquiry,  
 and Implications  
 (FAA01249)

Leading Organizational  
 Change  
 (FAA01200016)