

Introduction to Staff Studies (ISS)

COURSE NUMBER **FAA01247**

For information about this course, contact:
 FAA Program Manager
 (386) 446-7154

DESCRIPTION AND LEARNING STRATEGY

Introduction to Staff Studies enhances the skills needed to effectively execute the increasingly critical and expanding requirements for staff studies. Participants will examine the major components of a staff study and identify methods to increase both their efficiency when doing a study and the effectiveness of the study. The session will consist of mini-lecturettes, interactive discussion, and small group work. Participants will gain a clear and consistent understanding of suggested skills and processes, have an opportunity to practice those skills and expand their awareness of available resources by learning from each other. A single case situation, designed to facilitate session activities, will be provided and worked during the session.

Through these processes, participants will develop skills in developing and writing a purpose statement, analyzing data and options, and selecting a recommendation. They will come to understand the value of specific processes and workflow models and become more comfortable operating independently to execute projects requiring an effective staff study.

OBJECTIVES

- Demonstrate the procedures to conduct an effective staff study.
- Write a purpose statement that meets provided criteria.
- Demonstrate the techniques for gathering, organizing, and analyzing data.
- Demonstrate generating, narrowing, and analyzing options.
- Demonstrate the procedures for selecting a recommendation.
- Identify the components of a staff study written report and a staff study briefing.

KEY COMPETENCIES

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| • Agility | • Innovation |
| • Building Alliances | • Integrity and Honesty |
| • Building Teamwork and Cooperation | • Interpersonal Relations and Influence |
| • Business Acumen | • Problem Solving |
| • Communication | • Strategy Formulation |

CLASS SIZE

24 participants

LENGTH

8 hours

(8:00 a.m. – 5:00 p.m.)

LOCATION

Customer site or
 FAA Center for
 Management and
 Executive Leadership
 Palm Coast, Florida

UPCOMING DELIVERIES

This course is currently available only as a fee-for-service delivery.

WHO SHOULD ATTEND

Administrative support staff and others responsible for executive research and recommending action

ENROLLMENT

To arrange a **fee-for-service delivery**, call (386) 446-7154.

PREREQUISITE

None

PRECOURSE

None

RELATED COURSES

Staff Study Fundamentals
 (FAA01259)

Strategy Formulation
 and Implementation
 (FAA01200015)

Systems Thinking
 (FAA01277)