

**NATIONAL ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS**

**2015 ANNUAL CONFERENCE**

**APRIL 13-16, 2015**

**HONOLULU, HAWAII**

**CAREER DEVELOPMENT WORKSHOP**

This course will consist of 3 topics which every professional needs to know:

1. **The ABCs and XYZs of RFPs: Creating and Responding to RFPs**

Preparing and responding to a request for proposal (RFP) is one of the most common means by which agencies and organization in need of services find a consultant that best fits their needs. Those tasked with preparing an RFP, the ABCs, must understand the goals of the work and be able to prepare a document that clearly expresses what they want accomplished by the firm that is selected. Those responding to the RFP, the XYZs, want their response to stand above the others that are submitted so they will be selected. This session explores the complexities of the RFP process and provides insight on how you can improve your RFP skills.

1. **Top Client Skills Every Environmental Professional Should Have**

In establishing their credentials as environmental professionals, the course of study includes plenty of science, environmental management and related courses. That education gets you a an entry-level job. As your career progresses you eventually reach the point where you are in charge of a project and will be dealing directly with a client. Congratulations, you just accepted the role of being a businessperson. But, are you ready for this? Do you have the basic business skills needed in order to be successful at this level? In this session, you will hear from experienced environmental professionals who will explain and discuss the business skills needed by environmental professionals to take them to the next level.

1. **Facing The Challenges of the Job Market: How to Improve Your Skills to Get Ahead of Your Competition**

Our colleges are doing a better job than ever preparing the professionals of tomorrow for environmental science and planning fields. However, as many employers know, there are challenges hiring recent graduates because they are unprepared for the realities of the working world whether it is in an office setting or in the field. This session will discuss how employers can provide the best learning environment for their newly graduated employee and help students and recent graduates in understanding the skills they need to develop. We will provide concrete examples of the types of skills employers need to teach new hires, especially those that are coming straight from college.

**NEPA BASICS WORKSHOP**

This workshop will cover National Environmental Policy Act (NEPA) basics, including policies, procedures, and environmental documents necessary for successful compliance. It is primarily designed for new and mid-level NEPA practitioners and will inform agency staff, consultants, regulators, applicants, and other interested professionals about best NEPA practices.

NEPA is a far-reaching law that applies to virtually all U.S. federal agencies and most activities that affect the environment. Many state, local, and private undertakings must be evaluated pursuant to NEPA if they receive federal funding, require federal permits, or would take place on federal land.

The key to successfully implementing NEPA is attaining a working knowledge of the regulations, legal interpretations, and typical federal agency practices. This workshop will cover all of these aspects of NEPA. Workshop topics include:

* NEPA’s legal and regulatory framework
* Determining whether NEPA applies to a proposed action
* Key steps in the NEPA environmental review process
* Determining which type of NEPA document to prepare
* Scoping for NEPA analyses
* Successful integration of NEPA with other environmental laws
* Direct, indirect, and cumulative impact analysis
* Determining significance of impacts
* Developing and evaluating a reasonable range of alternatives
* Writing adequate and feasible mitigation measures
* Legal adequacy of NEPA documents and NEPA case law
* Most common NEPA mistakes