

## Get email announcements about preferred courses sent to you automatically.

If you would like to receive course announcements about specific types of courses as they are scheduled, consider the USGS Listserv. This system puts you in the "driver's seat" to get only course announcements that are of interest to you. Subscribe to the appropriate Listserv below.

Listserve announcements technical courses sponsored by the Office of Organizational and Employee Development, Regions, and Water Science Centers in addition to other training and employee development opportunities. Instructions for announcing Regional or Water Science Center courses through the Listserv subscription process are also provided. The 14 Listservs below are sorted by general topic area. Subscribe to as many Listservs as you wish (instructions are provided below). "Unsubscribing" is as simple as subscribing.

### USGS Course Announcement Listservs include:

- GWHydrologyCourses (Ground-Water Hydrology Courses)
- SWHydrologyCourses (Surface-Water Hydrology Courses)
- WQHydrologyCourses (Water-Quality Hydrology Courses)
- InterDiscHydrologyCourses (Interdisciplinary Hydrology Courses)
- AdministrativeCourses (Administrative Courses)
- GISCourses (Geographic Information System Courses)
- ITCourses (Computer/Information Technology Courses)
- SafetyCourses (Safety Courses)
- Pubs-GraphicsCourses (Publications, Editing, Grammar, Graphics Design, etc. Courses)
- Mngmt-LeadershipCourses (Management, Supervisory, and Leadership Courses)
- BiologyCourses (Biology Courses)
- GeographyCourses (Geography Courses)
- GeologyCourses (Geology Courses)
- HumanResourcesCourses (Pre-Retirement Planning, Time Management, Employee Benefits, Interpersonal Communication Courses, etc.)

**To Subscribe, e-mail:** [listproc@listserver.usgs.gov](mailto:listproc@listserver.usgs.gov)

In the body of the e-mail document type:

"Subscribe" "Listserv Name" "Requestor First Name" "Requestor Last Name"  
(e.g., ***subscribe ITCourses Theresa Lane***). **Note** that this is your formal first name.

If, for example, you wanted to get all hydrology course announcements, you could list all the hydrology Listservs in the body of the memo, on separate lines as such:

subscribe InterDiscHydrologyCourses OED Support Services  
subscribe WQHydrologyCourses OED Support Services  
subscribe SWHydrologyCourses OED Support Services  
subscribe GWHydrologyCourses OED Support Services

**IMPORTANT:** You will need to delete any other graphics or text you may have in the e-mail (such as "signatures," logos, etc.) or the Listserv will not be able to process your request.

Once you have subscribed, you will receive e-mail from "ListProc System" welcoming you to the discussion (subscription) list. This e-mail will also give details on how to unsubscribe from the listserv(s).

**To Announce a Scheduled Course Via Listservs:**

Contact Nancy Gregory at [ngregory@usgs.gov](mailto:ngregory@usgs.gov) (303) 445-4668.

If you have questions regarding the Listserv process, or need information on our courses, please contact Nancy Gregory at [ngregory@usgs.gov](mailto:ngregory@usgs.gov) or (303) 445- 4668.