

FEB HUMAN RESOURCE DEVELOPMENT COMMITTEE REPORT 2000

ACCOMPLISHMENTS

KINGDOMALITY SESSION

A special assessment and team building was coordinated and open to the entire federal community on April 14, 2000. The session was presented by Peter Linden from Career Management International located in Houston, Texas. The session was very well attended and received by the Training community.

FEB GENERAL BOARD MEETING BRIEFING

Presented a special briefing on the Lifelong Learning Initiative was presented by Nancy Borrell, Chair of the FEB Human Resource Committee.

LEARN2UNIVERSITY

A special demonstration of a multimedia on line training tool was coordinated for the federal training community and presented by Debra Ferris a vendor of Learn2.com software program. The program was very well received and served as a federal model for implementation of the Executive order 3111 Integrating Training and Technology.

CAC MINI WORKSHOPS

CAREER ASSISTANCE & LIFELONG LEARNING CENTER FY 2001 MINI-WORKSHOP SCHEDULE

The Perfect Government Application

October 18, 2000, Room 8B25, 1:00pm to 4:00pm

Description: This workshop reviews current Federal Application procedures and present techniques for preparation of the SF-171, OF-612, Federal Resume, and KSA's (Knowledge, Skills, and Abilities). Emphasis is on the use of accomplishment statements in making applications as competitive as Possible.

Interviewing Techniques

November 15, 2000, Room 8B25, 1:00pm to 4:00pm

Description: Practicing successful interviewing techniques before you tackle the interview can enhance your self-confidence and significantly improve your performance. This workshop emphasizes accomplishment Statements as a means of developing articulate answers to the most difficult interview questions.

Preparing an Individual Development Plan (IDP)

December 13, 2000, Room 8B25, 1:00pm to 4:00pm

Description: This workshop focuses on the procedures involved in writing an IDP - identifying developmental objectives and activities to reach career goals.

Professional Image

January 24, 2001, Room 8B25, 1:00pm to 4:00pm

Description: This workshop explores the professional issues of Self-confidence, professional appearance and your professional attitudes and behaviors.

Listening Skills

February 21, 2001, Room 8B25, 9:00am to 12:00Noon

Description: This workshop is designed to help you enhance one of the most important communication skills - listening. Topics covered include barriers to effective listening, tools for active listening and techniques for handling poor listeners.

Conflict Resolution

March 21, 2001, Room 8B25, from 1:00pm to 4:00pm

Description: This workshop is designed to teach you alternative ways of handling conflict. It covers negotiation skills, self-assessment of conflict management skills and new ways of managing conflict.

Stress Management

April 18, 2001, Room 8B25, from 1:00pm to 4:00pm

Description: Stress has a definite impact on employee performance in the workplace. This workshop helps employees learn how to stop the signs of stress and develop a personal stress reduction plan.

The Ingredients of Success

May 16, 2001, Room 8B25 1:00pm to 4:00pm

Description: This workshop motivates you to improve key elements needed for your success. Topics include self-esteem, attitude, goal setting and other success tips.

KSAs - What they are, and how to write them:

June 20, 2001, Room 8B25, 1:00pm to 4:00pm

Description: KSA's (Knowledge, Skills and Abilities) have become a fact of life for federal job seekers. Learn how to construct your KSA's so that they work to your individual advantage and significantly increase your chances of being selected.

Time Management

July 18, 2001, Room 8B25, 1:00pm to 4:00pm

Description: This workshop will help to prepare participants to understand the principles of time management and strengthen their abilities to (1.) Assess individual strengths and areas for development; (2) Identify time wasters and generate action steps; and (3) Establish goals and set priorities.

Goal Setting and Action Planning

August 22, 2001, Room 8B25, 1:00pm to 4:00pm

Description: Action plans are the means by which goals are achieved. This workshop addresses the process of short and long-term goal setting, and developing action plans needed to meet these goals.

Dealing With Difficult People

September 19, 2001, Room 8B25, 1:00pm to 4:00pm

Description: You will learn techniques for dealing with a variety of difficult people. You will also learn how to:

- * Recognize how you can influence a person's behavior deliberately and inadvertently.**
- * Take charge of the situation by controlling your emotions and responding with a level head rather than fanning the flames with reciprocating difficult behavior.**
- * Calmly communicates how a person's problem behavior affects you and the organization.**

RETIREMENT SEMINAR

A retirement seminar was sponsored by the USDA Graduate School during the month of April 200.

WELFARE TO WORK SEMINARS

The Human Resource Development Committee Chair served as a consultant and partner of the Welfare to Work committee co-sponsoring a variety of seminars.

Specifically through the Career Assistance and Lifelong Learning Center coordinated the Financial Aid for School and Financial Management portion of the program. The committee marketed and produced the flyers.

The Career Assistance and Lifelong Learning Center sponsored a variety of career and educational fairs at the Atlanta Federal Center in support of the HRD Committee sharing of resources initiative.

The U. S. Department of Education's Atlanta Regional Training and Development Center sponsored Reading and Writing at Work for Employees Who are Deaf and Hard of Hearing on the following dates: January 9; 23; February 6; 20; March 13; 27; April 10; 24; May 1; 8 Course Time 11:30 a.m. - 1:00 p.m. Room, Bldg. HR Conference Room - 18T50

GOALS FOR 2001

My primary goal for 2001 is to re-activate the FEB Committee Team. Focus on Management Development planning to meet the federal government succession planning needs.

DO YOU THINK THE COMMITTEE SHOULD CONTINUE AS A STAND UP COMMITTEE OF THE FEB? WHY?

I think career development plays a critical role in federal executives and merit individual attention. I believe that all committees must interface to work integratively. My experience so far is that we are very fragmented therefore lacking the exposure we need with the policy committee. I see the HRD Committee being an integral part of the policy.