
Career Development Program

Upward mobility within organizations is important to all employees. The Career Development Program (CDP) is designed to enhance the professional development, leadership skills, and organizational knowledge of service/support personnel, grade levels GS-2 through GS-9. While not a placement or promotion program, the CDP is customized to provide focused staff development that supports the workforce and organizational goals of the agency.

Session 1

Kick-off Session & Assessment Workshop

Part 1: Welcome Ceremony/Meet & Greet

Part 2: Profiles and Assessment (online & hardcopy)

- Agenda
- Welcome
- Opening Remarks
- Introduction of the Program Participants
- Introduction of the participants Supervisors
- Program Overview

Session 2

Assessment Review Session

Learning Objectives

By the end of the session participants will be able to:

- Identify your values, skills and interests
- List seven career moves besides promotion and determine your best moves
- Develop a career action plan
- Establish career S.M.A.R.T. goals
- Be the best you can be now

Session 3

Teamwork & Collaboration

Learning Objectives

By the end of the session participants will be able to:

- Provide an opportunity for participants to get to know one another, and share ideas for developing their teams
- Understand the value of working as a team
- Recognize the critical role communication skills will play in building and maintaining a team atmosphere
- Explore your team player style and identify how it can be used effectively with your own team
- Develop and practice techniques for handling counterproductive team behavior
- Identify ways that team members can be involved and grow in a team setting
- Promote trust and rapport by exploring your team player style and how it impacts on group dynamics
- Recognize the key elements that move a team from involvement to empowerment and how to give these elements to your team

Session 4

Workplace Writing

This writing workshop will provide a grammar refresher and basic business writing rules. Exploring email rules, etiquette and formatting issues will also be addressed.

Learning Objectives

By the end of the session participants will have:

- Improved their ability to identify and correct errors
- Refreshed their understanding of punctuation and grammar rules
- Reviewed common grammar and usage problems
- Learned the difference between many commonly confused words
- Developed and practiced proofreading strategies
- Identify and correct run-on sentences and fragments
- Correct confusing, choppy and/or awkward sentences
- Identified and defined appropriate email format, structure, and etiquette

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Session 5

Basic Project Management (1/2 day)

This course is designed to take the mystery out of project management. Learn project management principles, guidelines and critical success factors. Understand the roles and key working parts of the project. Learn strategies for planning, executing and evaluating a project.

Learning objectives

By the end of these presentations participants will be able to:

- Understand the difference between working on a project and other typical work activities
- Identify how project management is a tool that can enhance performance
- Review key project documents to understand why they are important
- Explain what project management entails and what it does not
- Identify the different roles of the project team members
- Identify tips for communicating more effectively about project issues

Session 6

Presentation Skills

This session will address techniques to help improve confidence and delivery of presentations.

Learning objectives

By the end of these presentations participants will be able to:

- Explain why speaking abilities are important
- Discuss some of the basics of how to make an effective presentation
- List the steps involved to develop a presentation draft
- Outline the key steps on how to deliver a winning presentation
- Explain how to answer questions in an effective manner
- Create an action plan

Session 7

Resumes and KSA Writing

This hands-on training session will discuss techniques for writing effective KSAs, Federal Style Resumes and Individual Development Plans. Participants will have opportunity to write, have critiqued and rewrite these critical documents. This session is conducted by a Certified Federal Résumé Writer.

Learning objectives

By the end of the session participants will be able to:

- Write an effective resume and KSAs
- Prepare an IDP for discussion with supervisor
- Understand Performance Management program

Session 8

Professional Appearance and Interviewing Skills

This session will stress the importance of a professional appearance, making a good first impression and current interviewing techniques. The session will use role-plays and case studies to engage learners.

Session 9

Problem Solving

This session is designed to help participants understand that the power to find creative solutions lies in our ability to search and find facts that relate to the situation, and put them together in ways that work.

Learning objectives

By the end of the session participants will be able to:

- Increase your awareness of problem solving steps and problem-solving tools
- Distinguish root causes from symptoms to identify the right solution for the right problem
- Improve your problem-solving and decision making skills through identifying your own problem-solving style
- Improve your ability to participate in and communicate about a collaborative problem-solving process
- Recognize the top ten rules of good decision-making

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Session 10

Organizational Savvy & Networking

The overall objective is to prepare participants to attract positive attention to themselves through communication and lobbying efforts that will help them to convey their message and persuade others.

Learning objectives

By the end of these presentations participants will be able to:

- Discuss the importance of political savvy
- Develop a bigger picture perspective
- Identify decision makers and trends
- Explore ways to increase organizational exposure
- Introduce Network Nuances
- Practice networking and conversation skills in mock networking session
- Action Planning and Goal Setting