Attachment A

# Individual Training & Development Plan for

# NIH Administrative Officer

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| EMPLOYEE INFORMATION |

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| --- | --- | --- | --- | --- | --- | --- |
| NAME OF EMPLOYEE |  | | TRACK/TITLE |  | | |
| OP/DIV/OFFICE |  | | TELEPHONE NUMBER |  | | |
| SHORT-RANGE CAREER GOALS(1 YEAR) |  | | LONG-RANGE CAREER GOALS(2-4 YEARS) |  | | |
| SHORT- RANGE GOALS | | | | | | |
| Desired Skills/Competencies | Developmental Activities - - On-The-Job Training (OJT)  - - Self-Development Activities (SDA)  - - Classroom Training (CT) | | | Date of Training | | Cost |
| Communicate Effectively with Senior Leadership – Exchanges oral and written information effectively with upper levels of management. |  | | |  | |  |
| Project Management –  Creates and maintains an environment that guides a project to its successful completion. |  | | |  | |  |
| Create and Execute Annual Strategic and/or Operating Plans – Creates and executes strategic and/or operating plans for new fiscal years. |  | | |  | |  |
| Financial Management – Acquires and applies critical financial concepts and practices, based upon a thorough understanding of the Federal Government. |  | | |  | |  |
| General Management – Understands the level of responsibility for all projects, personnel and outcomes, and understands the tasks involved in managing assigned areas. |  | | |  | |  |
| Policy and Procedure Research – Compiles and analyzes regulations, policies, and processes in order to provide an organization with a consistent, well-defined infrastructure. |  | | |  | |  |
| LONG-RANGE GOALS | | | | | | |
| Desired Result(s) |  | | | Date of Training | Cost | |
| Employee’s specific goals here. |  | | |  |  | |
| Signature of Employee | | Date | Signature of Supervisor | | Date | |