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 |