

Professional Development: Tips, Tools & Resources



Diversity, Recruitment, & Work/Life Division



United States
Department of
Agriculture



Alison Levy **Disability Employment** **Program Manager**

Disability Employment:

- Policies & Programs
- Inclusion Practices
- Recruitment & Hiring
- Reasonable Accommodations
- Advancement
- Retention
- Accessibility

Disability Employment Programs



Developing Careers



Different Toolboxes for Different Purposes



Do you have a career toolbox?



Career Development Tools

Virtual University Supports:

- Mentoring
- Details
- Coaching
- Individual Development Plans (IDPs)
- Professional Development Programs

Mentoring & Professional Development



Mentoring Program

- Facilitates the learning process
- Voluntary
- Mentors need only be one grade level above protégé
- Benefits include
 - Opportunities to translate skills developed in training programs into productive actions
 - Develop new/different perspectives

Mentoring Portal

<http://www.eservices.usda.gov/usdamentoring/>



United States Department of Agriculture

Mentoring Portal

Home

Mentor

Protégé

Contact Us



Detail Portal

<http://opportunities.usda.gov/Opportunities.aspx>



DETAIL OPPORTUNITY REGISTRY

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Welcome!!

Welcome to the USDA Office of Human Resources Management Detail Registry website. This website was established as part of the 2010 Cultural Transformation Initiative in response to the USDA Listening Sessions to provide employees and managers with a networking mechanism to publicize detail opportunities. Many employees across the country expressed interest in learning about cross-developmental detail opportunities to help broaden their USDA experience. The website provides USDA employees with information on noncompetitive developmental opportunities such as details, rotational and developmental assignments.

Location:

Headquartered in Washington, D.C., USDA's
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Coaching

<http://www.dm.usda.gov/employ/vu/coaching.htm>



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Networking



Networking

70 percent of all jobs are found through networking.*

- Keep in touch.
- Your networks will benefit you throughout your career;
- it's not just about finding your next job.

*U.S. Bureau of Labor Statistics

Individual Development Plan (IDP)

- A clear statement of an employee's career goals
- A map for attaining goals that specify immediate and long-range developmental needs
- An individually-tailored action plan to knowledge and skills needed to improve performance in the employee's present position or to prepare for new responsibilities

IDP, continued

- A written plan for scheduling and managing an employee's development
- A tool for a supervisor to estimate resources needed for employee development training.

USDA encourages every employee to use “My Plan” in AgLearn for developing an online IDP.



RESOURCES

- Professional Development Programs and Mentoring
 - Roderick Mance –
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- IDP and Coaching
 - Marisol Rodriguez –
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Your Next Steps

What will you do?