Attachment A

# Individual Training & Development Plan for

# NIH Information Technology Specialist

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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 |
| Information Technology (IT) Adeptness - Possesses the ability to learn new technologies and the aptitude to understand IT concepts |  | | |  | |  |
| Information Technology Awareness - Keeps up to date with trends and changes in the technology market that are relevant to one’s area of professional expertise. |  | | |  | |  |
| Project Management - Creates and maintains an environment that guides a project to its successful completion. |  | | |  | |  |
| Technical Information Communication - Communicates technical information in a manner consistent with the level of the target audience |  | | |  | |  |
| Information Technology Expertise - Able to use the technologies needed to perform in one’s IT-specific area and understands the technologies of importance to NIH Institutes. |  | | |  | |  |
| Information Technology Legislative Requirements - Understands and applies comprehensive knowledge of government IT laws, regulations, policies and procedures. |  | | |  | |  |
| Employee specific goals |  | | |  | |  |
| **LONG-RANGE GOALS** | | | | | | |
| Desired Result(s) |  | | | Date of Training | Cost | |
| Employee’s specific goals |  | | |  |  | |
| Signature of Employee(Employee’s Name) | | Date | Signature of Supervisor(Supervisor’s Name)(Title) | | Date | |