Attachment A

# Individual Training & Development Plan for

# NIH Program/Management Analyst

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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 |
| Process Management - Develops and monitors processes and organizes resources to achieve desired results. |  |  |  |
| Qualitative/Quantitative Analysis - Examines and evaluates data to manage and achieve results |  |  |  |
| Legislation, Policy and Procedure Research - Understands, researches and analyzes legislation, regulations, policies, and/or processes in order to provide an organization with a consistent, well-defined infrastructure |  |  |  |
| Management Analysis - Conducts research and solves organizational inefficiencies to increase the effectiveness of the organization |  |  |  |
| Program Management - Designs, implements and manages multiple or ongoing programs/projects, and directs the related resources, personnel and activities |  |  |  |
| Employee specific goals |  |  |  |
| LONG-RANGE GOALS |
| Desired Result(s) |  | Date of Training | Cost |
| Employee specific goals |  |  |  |
| Signature of Employee(Employee’s Name) | Date | Signature of Supervisor(Supervisor’s Name)(Title) | Date |