# Individual Training & Development Plan for

# NIH Equal Employment Opportunity Assistant (GS-361)

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| EMPLOYEE INFORMATION |
| 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 |
| Program Support and Automation - Provides technical and administrative support to all functions and programs. |       |       |       |
| EEO Laws - Understands and executes the practical application of Federal EEO laws, regulations, and policies. |       |       |       |
| EEO Complaint Procedures Assistance - Demonstrates and applies knowledge and understanding of the procedures for EEO complaint processing. |       |       |  |
| Affirmative Employment and EEOC MD-715 Assistance - Understands and utilizes the EEOC procedures and report guidelines as a standard for developing affirmative program reports and assists in the preparation of annual reports. |       |       |       |
| SHORT-RANGE GOALS (cont.) |
| Desired Skills/Competencies | Developmental Activities— On-The-Job Training (OJT)— Self-Development Activities (SDA)— Classroom Training (CT) | Date of Training | Cost |
| Employee-specific goals |       |       |       |
| LONG-RANGE GOALS |
| Desired Result(s) |       |       |       |
| Employee-specific goals |       |       |       |
| Signature of Employee     (Intern’s Name) | Date      | Signature of Supervisor     (Employee’s Name) / (Title) | Date      |
| Signature of Mentor     (Mentor’s Name) / (Title) | Date      | Signature of the Program Manager | Date      |