



LEARNING MANAGEMENT SYSTEM (LMS) CLOSING A COMPETENCY GAP

This QRG will guide you through the steps to close a competency gap.

1. Log into the LMS.

NOTE: For instructions about logging on, refer to the [Log-On Instructions \(TS02-L\)](#) QRG.

2. Click the **Competencies** link in the left navigation menu.

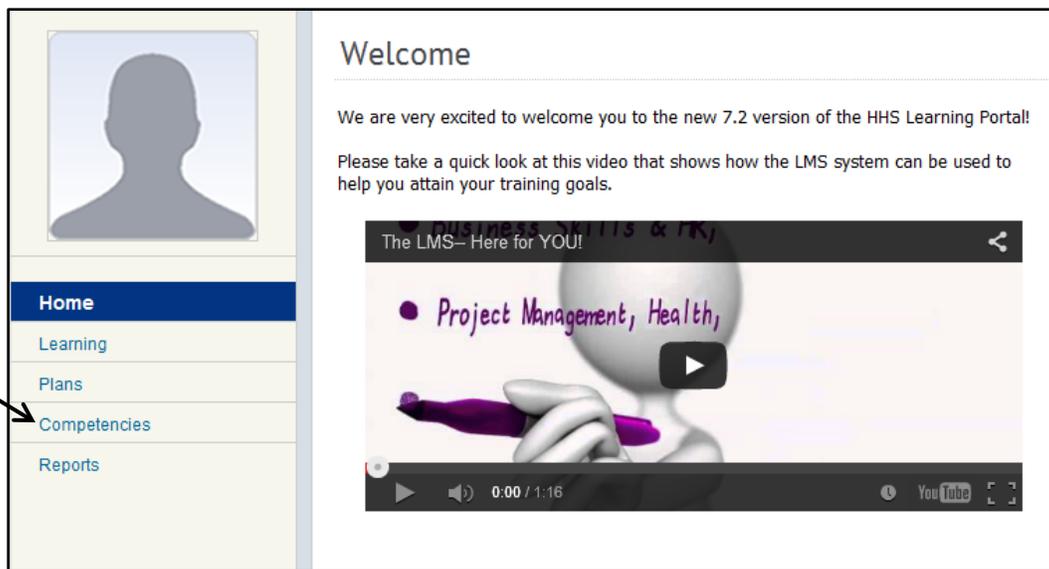


Figure 1 – Competencies link in the left menu on the LMS home page

3. Click the **Required Competencies** link.

Required Competencies link

All Competencies

A competency is a skill, knowledge, ability, or behavior that can be rated at a certain proficiency level. Competencies can be assessed by yourself, your manager, or by others.

View By: All Competencies

New Self-Assessment | New MRA

1 2 Next

All Competencies | Add Held Competencies | Add Required Competencies | Print | Export | Modify Table

Showing first 25 out of 49 results

<input type="checkbox"/>	Competency Name	Source	Required Level	Held Level	Gap	Expert	Pending Approvals	Group	Actions
<input type="checkbox"/>	NIH Financial Budget and Program Analysis			1 - Fundamental Awareness	1			NIH Finance, NIH Accounting (GS-510)	Actions
<input type="checkbox"/>	NIH Reconciliation and Financial Reporting			2 - Novice	2			NIH Finance, NIH Accounting (GS-510)	Actions
<input type="checkbox"/>	Leveraging Diversity (HHS)			3 - Intermediate	3			Basic Leadership Competencies (HHS)	Actions

Figure 2 – Required Competencies link

4. Click the **Actions** link.

Required Competencies | Add Required Competencies | Print | Export | Modify Table

Showing first 25 out of 43 results

<input type="checkbox"/>	Expert	Competency Name	Source	Required Level	Held Level	Gap	Pending Approvals	Group	Actions
<input type="checkbox"/>		Flexibility (HHS)	Manager: NIH Manager (more)	3 - Intermediate	4 - Advanced	1		Basic Leadership Competencies (HHS)	Actions
<input type="checkbox"/>		Interpersonal Skills (HHS)	Self: NIH Learner	3 - Intermediate	5 - Expert	2		Basic Leadership Competencies (HHS)	Actions
<input type="checkbox"/>		NIH Acquisition Planning	Person: Jaime MARTINEZ-BORRERO (more)	5 - Expert	4 - Advanced	-1		NIH Finance, NIH Administrative Officer (GS-341), NIH Contracting Specialist (GS-1102)	Actions

Actions link

Figure 3 – Actions link for a competency on the All Competencies page

- On the Actions activity menu, click the **Close Gap** link.

Required Competencies [Add Required Competencies](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing first 25 out of 43 results

<input type="checkbox"/>	Expert	Competency Name	Source	Required Level	Held Level	Gap	Pending Approvals	Group	Actions
<input type="checkbox"/>		Flexibility (HHS)	Manager: NIH Manager (more)	3 - Intermediate	4 - Advanced	1		Basic Leadership	Actions
<input type="checkbox"/>		Interpersonal Skills (HHS)	Self: NIH Learner	3 - Intermediate	5 - Expert	2			Actions
<input type="checkbox"/>		NIH Acquisition Planning	Person: Jaime MARTINEZ- BARRERO (more)	5 - Expert	4 - Advanced	-1		Administrative Officer (GS-341), NIH Contracting Specialist (GS- 1102)	Actions

Actions

- [Delete](#)
- [Close Gap](#)
- [View Assessments](#)
- [New Self Assessment](#)
- [New MRA](#)

**Close
Gap link**

Figure 4 – Close Gap link on the Actions activity menu

NOTE: A gap is the difference between the Required Level and the Held Level. A negative Gap indicates areas that need improvement. The **Close Gap** link will only be available on the Actions activity menu where you have a negative Gap.

- The Close Competency Gap screen will display a listing of courses that could be taken in order to close the current gap.

NOTE: Taking training from the list does NOT mean you will automatically move to the next competency level.

- Click the **Register** link of the course you would like to attend.

Close Competency Gap: NIH Acquisition Planning

Competency Name: NIH Acquisition Planning
 Required Level: 5 - Expert
 Current Level: 3 - Intermediate

Recommended Learning

Learning	Type of Learning	Actions
NIH Negotiation Strategies for Simpl. Acquisitions	Course	Register
NIH Price Reasonableness in Simpl. Acquisitions	Course	Register
NIH Professional Services	Course	Register
NIH Purchase Card Training (NBS)	Course	Register
NIH Simplified Acq. & Delegated Procurement (NBS)	Course	Registe

Expert List
 No items found

Register link (with arrow pointing to the first 'Register' link)

Figure 5 – Register link for the Recommended Learning courses

- The next screen will show a listing of all the current offerings that are available for registration. Register for the offering you would like to attend.

NOTE: If there are no offerings available, the Learning Offerings screen will say No Items Found. You may send a learning request to the administrator and request another offering. For instructions about learning requests, please refer to the Learner User Guide.

NOTE: Online courses will only list one offering on the Learning Offerings screen.

- Once you register, you will receive a registration confirmation.

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>