# Individual Training & Development Plan for

# NIH Equal Employment Opportunity Specialists (GS-260)

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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 |
| EEO Laws, Regulations, and Policies - Understands the principles of Federal EEO laws, regulations, and policies and facilitates the effective implementation of EEO requirements throughout the organization. | |  | |  |  |
| EEO Complaint Procedures and Alternative Dispute Resolution (ADR) - Demonstrates and applies knowledge and understanding of the Federal sector EEO complaint process and the use of ADR. | |  | |  |  |

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| 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 |
| Affirmative Employment and EEOC MD-715 - Understands and utilizes the EEOC and other Federal regulations to develop, implement and monitor agency EEO programs and to periodically report agency status to management officials. |  |  |  |
| EEO Special Emphasis Programs - Understands the functions of EEO Special Emphasis Programs and the application of measures to ensure that equal employment opportunity and treatment of employees exist in all occupations and at all levels of the organization. |  |  |  |
| Diversity Management - Understands and applies the principles of creating a diverse and inclusive work environment where people from diverse backgrounds feel respected, recognized, and valued. |  |  |  |

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| 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 | |