

MANAGER'S CORNER.....

HUMAN CAPITAL: THE SELF-INVESTMENT

Planning for professional growth is an important part of our professional responsibility and is essential for every individual. Effective planning involves looking beyond the present and taking a long-term, holistic look at our careers. During this planning process, we articulate both our personal and professional goals and then select those developmental opportunities that are most effective in helping us reach those goals. Arguably, most of us understand the value of professional development through the lens of our organization – aligning organizational mission and objectives with employee's aspirations; however, how many of us can adjust our kaleidoscope and focus on our personal motivators driving our pursuit of obtaining the skills, qualifications, and experience that allow us to make progress in our career. The term "professional development" takes on several meanings as we adjust our kaleidoscope - a comprehensive, sustained and intensive approach to improving our ' effectiveness in raising achievement – both in our personal and professional arenas – an advancement of skills, knowledge, or expertise to succeed in our given or desired profession – especially through a lifelong commitment of continued education.

Professional development is essential for every individual – professional development encompasses various forms of learning ranging from formal facilitated learning opportunities such as college degrees and graduate certificates as well as informal learning opportunities situated in everyday practice. Moreover, it is often these informal learning opportunities such as, independent reading and research, observations of colleague's and peer work - contributing to our success. When we engage in professional development we share the common goal of enhancing our: Job Capabilities; Leadership; Problem-Solving; Expanding Professional Networks; Coaching; Mentoring and so much more. To this end, our community leader, Mr. Bearor, Terra, and I encourage you to explore a few of the online career development opportunities found in this newsletter for their potential value in achieving your professional development aspirations. We encourage you to share with us and the community your success stories in your pursuit of professional development.

COMMUNITY RESOURCE GUIDE

MARCH/2013

[HR UNIVERSITY](#)

Did you know that HR University offers some free online course for federal employees?

More importantly, please note that the courses are not limited to just HR professionals. The courses below will meet the following competency areas: **Communication, Problem-Solving, Decision-Making, Interpersonal Skills, Reasoning, Oral Communication, Writing, Organizational Awareness and Influencing/Negotiating** (just click on the course for more details- you will find registration and POC info)

Courses:

- [COACH for SUCCESS: How to Hold Performance Conversations Like a PRO](#)
- [How to Rate Performance and Write an Effective Narrative](#)
- [How to Write an Effective Self-Report of Accomplishments](#)
- [Managing Your Manager](#)
- [Overcoming Challenges in Writing Performance Objectives](#)
- [Performance Management Overview](#)
- [Performance Management: The Key to Leading Your Mission](#)
- [Putting Yourself In The Other Person's Shoes](#)
- [Setting Performance Expectations](#)

-Nonverbal Behavior in Interpersonal Relations (7th Edition)

-Author: Virginia Peck Richmond, James C. McCroskey, and Mark L. Hickson III

-What People Want: A Manager's Guide to Building Relationships that Work

-Author: Terry R. Bacon

READING LIST

- Becoming a Technical Leader: An Organic Problem Solving

-Author: Gerald M. Weinberg and Ken Orr

Motivation in the Workplace: Inspiring Your Employees (How To Book)

-Author: Lydia Banks

READING LIST

1001 Ways To Take Initiative at Work

-Author: Bob Nelson Ph.D

DigitalGov University

DigitalGov University (DGU) is the federal government's training program for digital media and citizen engagement. DGU provides high-quality, cost-effective training to thousands of federal employees each year.

Explore their features on-demand raining which allows you to learn anytime

RESOURCE TOOLS

○ NewsBank America's News

Great source of information!

The most comprehensive U.S. Newspaper resource that offers tens of millions of current and archived full-text articles from news sources nationwide.

○ Academic OneFile

Ideal for extensive research!

Academic OneFile is the premier source for peer-reviewed, full-text articles from the world's leading journals and reference sources. This site is both authoritative and comprehensive with articles in both PDF and HTML and it is updated daily.

○ The Office of Government Ethics- Education Resources for Federal Employees

Federal Employees can use this information to supplement annual ethics training or to educate themselves on novel issues.

○ Self Made Scholar- Learn Free

Self Made Scholar is a free online directory of web based classes and courses.

○ Synergize Training Resources

Another take on networking... explore this site.

Synergize Training resources is a place for trainers to swap training material -free.

COMMUNITY RESOURCE GUIDE

[Government Technology](#)

Free online webinar training in IT-related subjects

[Plain Language- Improving Communication for the Federal Government to the Public](#)

Free half-day plain language and writing for federal agencies. Note: For training outside the DC area, trainer's expenses are your obligation

[EDUCATION Insider](#)

Free online courses that are offered by real well-known schools such as Carnegie Mellon University, MIT, and Yale to name a few. Some of these may lead to potential college credit. Check out the topics ...

[ASTD Article: Job Characteristics key To Motivating Federal Employees by ASTD Staff](#)

[FREE WEBCAST: TO SELL IS HUMAN](#) By Daniel Pink Bestselling Author of *Drive, A Whole New Mind*

March 14, 2013 (Time: 1:00pm-2:00pm)

CWDA

Please consult the **[Civilian Workforce development Application \(CWDA\)](#)** for your career roadmaps and competencies

*Contact us for a CWDA Quick Guide

Education Community of Interest
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