



# Civilian Workforce Development Self-Assessment Program

## Workforce Benefit:

- ◆ Develop individual strengths
- ◆ Build competence
- ◆ Increase workforce inventory of Knowledge, Skills, Abilities

## 26 ONLINE ASSESSMENTS

- ⇒ Diagnose performance in specific competencies such as goal setting, time-management or leadership effectiveness or produce style profiles in areas including emotional intelligence, learning style, and assertiveness.

## SKILLBUILDER BOOKLETS

- ⇒ SkillBuilder Booklets are 12-page training snapshots that present each competency in logical steps. SkillBuilders provide the individual with self-paced learning and easy transition to on-the-job practice.

**Civilian Employees:** In a continuing effort to provide professional development opportunities for the Civilian Marine employees, the Director, Civilian Human Resources is providing each Civilian Marine with the capability to utilize online assessments through a commercial -off-the-shelf vendor.

It's easier than ever increase your professional and personal productivity, capability and capacity in order to enrich your career path by assessing, planning, and developing your critical skills needed today and for the future.

In order to **Register** for access to the online assessment library, submit:

First Name  
Last Name  
Installation Name  
Work Email Address  
to: MPC30@usmc.mil.

Upon registration the user will receive a **Confirmation Email** that provides an assessment access link. This link will allow the assessment user to complete a selected assessment profile as well as **Return** to complete a previously unfinished assessment, select another online assessment profile, or view the report for any completed assessment pro-

**USER FRIENDLY • COMPREHENSIVE • ALWAYS AVAILABLE**

## Enterprise Benefit:

- ◆ Increased retention
- ◆ Enhanced mission effectiveness and efficiency in an economical austere environment

## ONE-PAGE COACH HANDOUTS

- ⇒ The One-Page Coach Handout is a concise job aid containing the steps required to improve on a competency, all on a single page. The reverse side provides an application job-aid that outlines specific actions for improvement on the job.

## MANAGER'S POCKET GUIDES

- ⇒ Pocket guides take a more comprehensive approach to topic areas and provide a view of problems and objectives from a manager's perspective. Ideal for team leaders as a starting or finishing point for skill and knowledge development.