# 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 | |