

A VALUABLE RESOURCE

The HR Academy is your source for learning, collaboration and support.

FOR DETAILS

Visit the HR Academy website at <http://www.vahracademy.com>.

Have a question or comment? Contact the HR Academy Team at vaco@hracademy.va.gov.

HR2U UPDATE

HR2U — our four-day Strategic Human Capital Planning Service (SHCPS) outreach and learning workshop — kicked off February 13-16 in Washington, D.C. We also held HR2U workshops in Miami, FL March 19-22 and in Detroit, MI April 16-19. Thank you to everyone who participated!

To request **HR2U** training in your area or for more information about a scheduled workshop, contact vaco@hracademy.va.gov.

THE HR ACADEMY CONNECTION

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HR Academy's Roadmap for Career Development

If you are seeking new ways to advance your HR career, the HR Academy has the tools you need. Our online career mapping resource, combined with your Individual Development Plan (IDP), will help you create a strategy to achieve your goals. Here are a few recommended steps to get you started.

1. Determine Your Focus
What aspect of HR inspires you? For example, if you are passionate about hiring the most talented

candidates to VA's workforce, perhaps focusing on an area such as recruitment and placement is the right choice for you.

Think about which HR job function will offer you the most opportunities related to your professional interests and career goals.

2. Download a Career Map
Once you have aligned your professional interests to a particular job function, download a

[career map](#) from the HR Academy website.

Reviewing your career map will help you pinpoint the distance between your current and future roles by providing a snapshot of where you need to develop additional expertise.

3. Plot Your Next Move
Once you have an idea of the competencies required to accelerate your career, begin to explore how you can acquire those skills.

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HR Academy Springs into a New Season of Training

With winter behind us and the warmer months moving in, the HR Academy is excited to announce a slew of new courses that will make you forget all about your spring fever. Our instructor-led classes offer you personalized attention on topics that pertain specifically to your professional interests.

Here is a snapshot of the courses scheduled in late April and May. Also, in the coming weeks, be sure to check the HR Academy website for information

about our virtual training classes, which are scheduled to launch in the summer of 2012.

Qualifications Analysis
April 24-26 in Phoenix, AZ
Learning how to effectively evaluate and assess the



Increase your knowledge with HR Academy training classes.

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HR Academy's Roadmap for Career Development (cont'd)

The HR Academy sponsors a wide variety of instructor-led courses that are designed to teach you how to apply HR best practices to real-life scenarios. The VA TMS also gives you access to free online courses that provide information on career maps. With your career map in hand, review and take note of upcoming course options to discuss with your supervisor.

4. Create an IDP

The IDP helps identify your goals for professional growth in the context of VA's mission. Talk to your supervisor about developing your IDP in conjunction with your performance goals (typically this occurs prior to each new fiscal year). Refer to the career map and corresponding HR courses to aid your discussion. Together, you can confirm the necessary skills and training opportunities you will need to meet your goals. For more details on IDPs, please review the following [VA document](#). (You will need to log in to the VA intranet to access the document.)

5. Register, Track and Follow Up

Register for the courses that you discussed with your supervisor. Track your new proficiencies against the goals outlined in your IDP.

Check back with your supervisor after completing each course to keep him or her informed of your progress.

6. Attend Your Local HR2U Workshop

HR2U is our four-day outreach and learning workshop that brings HR information, tools and training directly to you, at your location. At HR2U, you will learn about HR best practices and have the opportunity to network with other HR professionals in your local area.

The power to plan a successful HR career is in your hands. Take advantage of the HR Academy's resources today. For more information, visit the HR Academy website at <http://www.vahracademy.com>.

DID YOU KNOW?

According to the Office of Human Resources and Administration, training as a retention tool has helped VA avoid \$200 million in turnover costs last year.

HR Academy Springs into a New Season of Training (cont'd)

qualifications of federal job candidates is an important skill to have at VA. Following OPM's Qualifications Standards, this course will teach you legal and regulatory requirements, such as basic eligibility, minimum qualification and specialized experience requirements, positive education requirements and the substitution of education for experience.

The Power of Influence Over Authority*

May 1 in Indianapolis, IN

Great leaders use their power to influence others and earn their commitment. In this course, you will explore the strategic use of power and effective employee motivation, while learning how to build trust among team members.

Federal Workforce Analysis and Planning*

May 2-3 in Indianapolis, IN

Discover how to align workforce planning with VA's mission. In this course, you will learn how to forecast and plan for future human resources needs by analyzing mission requirements, collecting workforce data and addressing workforce surpluses or gaps.

**Note: These courses should be taken together. Please register for both courses in the VA TMS.*

Pay Setting

May 8-9 in Phoenix, AZ

Get an introduction to the regulations, provisions and tools

needed to ensure employees are paid properly. You will learn about pay associated with new hires, promotion, and transfer within locality and severance.

EEO in the Federal Sector

May 8-10 in St. Louis, MO

Find out the basics of Equal Employment Opportunity (EEO) laws and how they affect federal employment, including prohibited forms of discrimination, the EEO complaint process, and how to identify and mitigate workplace discrimination, harassment and retaliation.

For more information, please visit the HR Academy website at <http://www.vahracademy.com>.