NOAA PMF IDP Guidance:
Examples of Skills to be Developed throughout the Fellowship for “Learning Objectives” Section

Overview:

The third section of the NOAA PMF IDP Template is “Learning Objectives.” These are skills that are developed throughout the fellowship as opposed to skills needed in order to transition from one level to another as identified in the “target position” section. The skills listed in the learning objectives section should be ones that will be developed through the Fellow’s job experience, training, and developmental assignments. By working to enhance these skills throughout the fellowship, the PMF will be prepared for his/her target position at the end of the two-year program.

This section has two components; “General Management Areas” and “Technical Skills.” General Management Areas are skills that will benefit the PMF as a future manager and leader within NOAA. Technical Skills may pertain to developing knowledge of software, systems and/or operating platforms necessary to create viable outputs and products in the Fellow’s work environment. Technical Skills may also include increased familiarity with templates used in the Fellow’s office to produce presentations and reports, and/or enhanced knowledge of web design and website maintenance.

Instructions:

Learning objectives must be written in bulleted form. Each statement must begin with an action verb. The IDP should contain approximately 6 learning objectives. At least one of those must be a technical skill. Learning objectives can be numbered so that they can easily be referenced later in the IDP in the “targeted learning objectives” columns in the training portfolios and developmental assignment table. Below are additional examples beyond those provided in the NOAA PMF IDP Template.

Learning Objective Examples – General Management Areas:

- Ability to apply analytical skills to advise management on changes in policies and resources that could impact program objectives.
- Ability to link day to day activities to organizational vision.
- Ability to negotiate effectively.
- Deliver briefings that include the key points of an issue that result in an accurate and improved understanding of the issue by the audience.
- Develop the ability to formulate effective long-term strategies and translate a vision into action.
- Develop the ability to identify the internal and external politics that impact the work of the agency.
- Develop the ability to prepare, justify, and administer a budget for a program or project as well as identify cost-effective alternatives.
- Develop documents that are written in a clear and concise manner.
- Develop an understanding of the Congressional process and legislation regarding ocean and atmospheric issues.
- Develop innovative ideas and solve problems creatively.
- Gain insights into the executive decision making process and become proficient in understanding how policy is implemented at NOAA.
• Gain practical supervisory, management and leadership skills.
• Gain a working knowledge of how NOAA conducts business including legislative, regulatory, and budget processes.
• Identify the "political" implications of a course of action.
• Identify key agency policies and priorities and external economic, political, and social trends affecting NOAA.
• Identify programmatic deficiencies and shortfalls through critical thinking and recommend action for achieving resolution.
• Lead a team of peers in a project including establishing a vision, developing an implementation plan, monitoring progress, and evaluating the outcome.
• Manage and resolve conflicts and disagreements in a positive and constructive manner by identifying possible causes and applying techniques to mitigate them.
• Provide concise oral and written reports to leadership on areas of interest or concern.
• Provide constructive feedback that maintains the self-esteem of the recipient.
• Provide constructive feedback on Question & Answers, Questions for the Record, budget presentations, and other budget-cycle related products to Line Office contacts.
• Recognize and identify programmatic deficiencies, critical issues, and potential shortfalls through critical thinking and recommend action to mitigate impacts and achieve intended outcomes.
• Recognize and understand the main components of strategic planning and organizational change, how to implement change, and how to assess impacts/results.
• Write documents that require minimal editing.

Learning Objective Examples – Technical Skills:

• Develop cohesive presentations using Microsoft power point in the required NOAA Executive Panel/NOAA Executive Council briefing format.
• Develop, contribute to and maintain the office website by enhancing knowledge of Dreamweaver software.
• Gain proficiency in budget software including Monument and E2E.
• Gain proficiency in conducting cost/benefit analyses.
• Increase proficiency using Microsoft Office applications such as Word, Excel, and PowerPoint.