



Learning Resolutions Campaign (LRC) Overview

OFFICE OF HUMAN RESOURCES MANAGEMENT (OHRM)

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A Message from the Chief Human Capital Officer (CHCO)

Dear Commerce Community,

As the summer approaches, I would like to invite and encourage Department of Commerce (DOC) employees to participate in the Learning Resolutions Campaign (LRC) from May through the end of 2023. LRC is one of five REACH: Recognize, Engage, Access, and Help campaigns during 2023. For more information on REACH, see page 11.

LRC is an employee development campaign designed to encourage employees across all DOC levels and organizations to set personal career goals and participate in meaningful individual learning & development (L&D) activities. This packet and the LRC tracker will help you to identify one or two career development goals and periodically track your progress towards those goals.

Participating in the LRC will allow you to take control of your development and fully utilize the resources available to you within and outside of DOC.

Unlike [individual development plans](#) (IDPs), the LRC provides employees with a unique opportunity to pursue *any* topic related to career development. LRC encourages employees to pursue career development goals that interest them, regardless of the extent to which they apply to an employee's current role. Progress made during the LRC should help inform employee goal setting for calendar year 2024 and beyond.

Speak with your supervisor or coach about setting up recurring time to work towards your LRC goal(s).

Please contact the [Office of Learning & Development \(L&D\)](#) with questions about the LRC.

Your Partner in Learning,

Jessica Palatka

Chief Human Capital Officer (CHCO)



Setting LRC Goals

To complete the Learning Resolutions Campaign (LRC), you should consider your long-term professional goals and identify one or two employee development goals to work towards for the remainder of calendar year 2023. You may wish to connect with your supervisor or coach for help identifying goals.

If your DOC organization has designated Commerce L&D Champions, they can help you identify goals and resources to achieve goals.¹

Use the **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound (SMART) framework to set tangible and actionable goals.

S	Specific	<i>Make your goals clear and narrow – someone else should be able to understand your goal</i>
M	Measurable	<i>Define what evidence will prove you're making progress and will help you evaluate if you have reached your goal</i>
A	Achievable	<i>Set a goal that "stretches" your abilities but remains feasible for someone with your current skill levels</i>
R	Relevant	<i>Align your goals with your professional development areas, leadership values, and interests</i>
T	Time-bound	<i>Set a realistic, ambitious timeframe for when you will complete parts or all of your goal</i>

Examples of LRC goals using the SMART method include:



Learn a new technical skill, like programming or Microsoft Excel (e.g., *"I will learn HTML coding and create a public website by the end of the year."*)



Obtain a professional certificate in a topic like leadership, project management, or conflict resolution (e.g., *"I will obtain a project management certification from the Project Management Institute by the end of the year."*)

¹ L&D Champions began distributing employee development materials via email to organization staff in March. If you are unsure if your organization has a designated L&D Champion, ask the Office of L&D via email at learningdevelopment@doc.gov.



Complete an online course on an employee development topic like identifying risk or understanding customer needs (e.g., *"I will complete an 8-week course on understanding customer needs and compile a report on my team's customer service approach in August."*)



Develop a professional online presence (e.g., *"I will create a LinkedIn profile and make 20 new LinkedIn connections with others in my industry by the end of the month."*)



Expand your professional network (e.g., *"I will schedule a coffee chat or introductory call with a new connection every other week until the end of the summer."*)

Once you identify one or two LRC goals for the remainder of 2023, record them in the LRC Tracker.

Using the LRC Tracker

The LRC Tracker is a one-stop-shop for recording your LRC goals and measuring your progress towards those goals. You will also use the tracker to summarize your LRC journey at the end of 2023.

To access the tracker, download it from your DOC email and save the document to your DOC computer. You may wish to share the tracker with your supervisor, your organization's Chief Learning Officer (CLO), or your organization's L&D Champion so they can follow your LRC journey.

Learning Resolutions Campaign Tracker

Department of Commerce (DOC) Logo

Instructions: After reading the Learning Resolutions Campaign Overview:

1. Use the Learning Resolutions Campaign (LRC) Tracker to document your personal employee development goals and track your progress from May to December 2023.
2. Use the LRC overview to identify 1 or 2 career development goals in May that you would like to work towards for the remainder of 2023.
3. At the start of each month, describe specific objectives that you would like to achieve during that month to help you achieve your goals. Document these objectives in section A.
4. At the end of each month, access the tracker to record your progress towards the objectives in section B.
5. In December, complete the "Final Reflection" section to summarize your overall progress towards goals.

Career Development Goal 1 Describe your career development goal for the remainder of 2023. (For additional information about setting goals, refer to the LRC overview.)

Career Development Goal 2 (optional)

Month	(A) Objectives for Month	(B) Progress for Month
May	One of your May objectives should be to complete the Commerce Learning Center (CLC) Bingo Game to become familiar with CLC functionality.	
June		
July		
August		
September		
October		
November		
December		

Final Reflection In December, reflect on the most rewarding part of your LRC journey and document any future learning goals. (What was the most rewarding part of your career development, and what are your future learning goals?)

Callout Boxes:

- Record 1-2 career development goals
- Determine monthly objectives at the beginning of each month
- Record progress made towards objectives at the end of each month
- Summarize your overall progress towards or achievement of your LRC goal(s) in December

Finding Tools and Templates

The Commerce Learning Center (CLC) provides an extensive library of career development courses and resources for DOC employees. Search for topics related to your LRC goal(s) in the CLC library. You may also wish to use external employee development resources. Consider utilizing the following resources to help you achieve your LRC goal(s):

Resource	Description
Commerce Learning Center (CLC) courses	Percipio, a system within the CLC, contains many courses for DOC employees including Communication Essentials , Building & Leading Teams , Essential Customer Service Skills , and more. You can explore Percipio to find additional trainings that are relevant to your bureau's workforce needs.
Partnership for Public Service	The Partnership for Public Service provides resources for federal employees with the goal of strengthening government institutions.
Harvard Business School (HBS) free online courses	HBS offers a variety of free online courses related to employee development, including leadership, identifying risks, customer service, and time management.
Project Management Institute (PMI)	PMI includes a variety of resources for project management. Many PMI tools and templates are free to access. PMI also publishes information about industry-standard project management practices.
GovLoop Academy	GovLoop Academy provides tools for federal employees to solve problems in agencies, as well as resources for career development.

CLC Bingo Game

Participants in the LRC are encouraged to complete the Commerce Learning Month (CLM) Bingo Game. The Bingo Game will familiarize you with CLC functionality to support you in achieving your goals. Identify your LRC goal(s) before completing the Bingo Game and keep your goal(s) in mind as you complete the game.

The CLC Bingo Game and instructions were sent via email to all DOC employees. If you cannot locate the game and instructions, email the [Office of L&D](#). To complete the CLC Bingo Game, aim to complete at least one row or column of activities in May or at the beginning of your participation in LRC.

**Commerce Learning Center
(CLC) BINGO Game**

Are you ready to expand your knowledge of the CLC and find new development resources? Complete the CLC BINGO Game by completing five activities in a row. To play, download this card, check off completed activities and submit to learningdevelopment@doc.gov.

The CLC Bingo Game is a suggested activity for the Learning Resolutions Campaign (LRC).

B	I	N	G	O
Locate your transcript in CLC	Send a CLC training to a colleague	Earn a digital badge in the CLC	Learn on the go by completing a mobile-enabled training	Share CLC content or a CLC badge to your social media
Locate the CLC live support page	Locate the CLC events calendar	Ask your mentor or supervisor to suggest trainings topics for you	Explore "Professional Development Quick Links" in CLC	Create a learning "playlist" in CLC
Find the instructor-led events page in CLC	Identify a CLC course to support your LRC goal(s)	Share your BINGO card with a mentor or supervisor	Watch four CLC video tutorials (hint: find "HCHB University")	Complete two < 15 minute trainings
Update your personal summary and skills under "Bio"	Complete any outstanding required trainings	Connect your LinkedIn profile to CLC	Leave a review for a training in CLC	Locate your total aggregate training hours completed
Set a learning reminder in CLC	Find the "Percipio Quick Start Guide for DOC Learners"	Locate your organization's homepage in CLC (if applicable)	Complete one recommended training on your CLC homepage	Explore the "ask a mentor" feature in CLC

CLC Bingo Game

LRC Next Steps

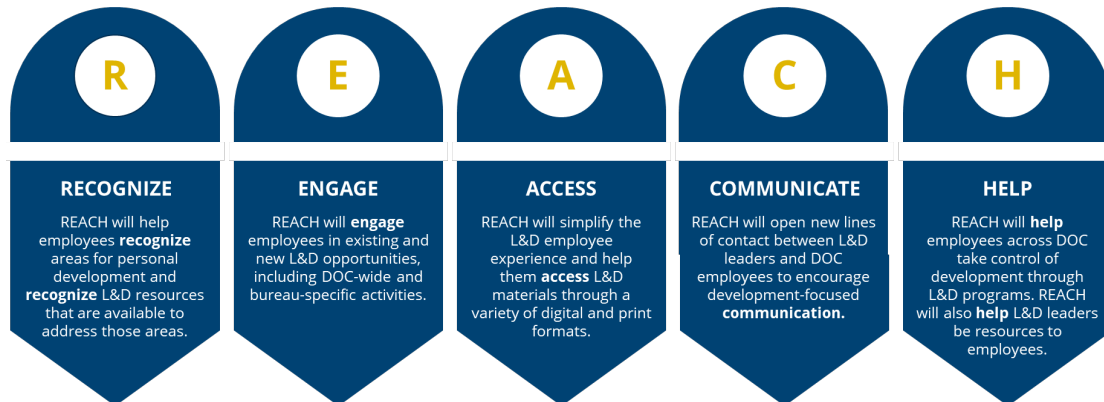
You should use the following checklist to get started with the LRC.

Action Items	
1	Read the LRC overview packet and access the LRC Tracker
2	Download and save the LRC Tracker to your DOC computer
3	Use the SMART method to develop 1-2 career development goals to work towards for the remainder of 2023
4	Determine your goal objectives for May. One of your May objectives should be to complete the CLC Bingo Game
5	At the end of May, record your progress towards your monthly objectives
6	Repeat steps 4-5 each month through December
7	In December, complete the final reflection section in the LRC Tracker and share results with your supervisor or mentor

Appendix

About REACH

REACH (Recognize, Engage, Access, Communicate, and Help) is a strategic communications initiative sponsored by DOC OHRM. The goal of REACH is to present existing employee development resources in new and engaging formats to increase L&D participation across DOC.



REACH includes plans for five DOC-wide campaigns to enhance employee awareness and participation in L&D activities:



Commerce Learning Month

A month-long initiative to advertise existing L&D resources at DOC and launch new L&D opportunities



L&D Lunch-and-Learn Series

Bimonthly lunch-and-learn sessions on a variety of L&D topics, hosted via webinar and open to all DOC employees



Learning Resolutions Campaign

A DOC-wide opportunity for individual employees to make personal L&D goals and track progress



L&D Resources Hub

A shared database, available to L&D leaders, that houses L&D materials taken from across DOC



"Take Control of Your Development" CLC Course

A new CLC course, available in October 2023, to provide an overview of CLC functionality to DOC new hires and existing employees