

# Office of Learning & Development Training News

Learn ▪ Discover ▪ Grow

**Unlock your career potential with Percipio! Explore training courses designed to boost your skills, advance your career, and achieve your professional goals.**

**Take a Skills Benchmark Today!** Discover your strengths, identify skill gaps, skip what you already know, and get a personalized learning path. See how you stack up!



**Skills Benchmark** (Select course link to launch)

**Building Collaborative Relationships** (12 mins)

Collaboration drives growth and innovation. Strengthen team collaboration and relationship-building skills to maintain a competitive edge. This benchmark identifies knowledge gaps, helping you tailor your learning path with recommended courses to enhance your skills.

**Career Planning** (7 mins)

Take charge of your career growth with strategies to plan your professional development, enhance your skills, and advance in your career. This benchmark helps identify knowledge gaps, allowing you to personalize your learning path with recommended courses to strengthen your skills.

**Leading Change** (5 mins)

Leading change involves uniting people and creating opportunities for growth. Learn how to manage and facilitate change for positive results. This benchmark identifies knowledge gaps, helping you customize your learning path with recommended courses to improve your skills.

**Presentation Skills** (6 mins)

Powerful presentations drive results. Master techniques to create and deliver impactful presentations today. This benchmark helps identify skill gaps, allowing you to tailor your learning path with recommended courses to boost your expertise.

**Stakeholder Management** (9 mins)

Effective stakeholder management is key to staying on track and meeting deadlines. Learn how to strengthen relationships with those who impact your work. This benchmark helps identify knowledge gaps, allowing you to personalize your learning path with recommended courses to improve your skills.



**Online Training** (Select course link to launch)

**Developing Personal Accountability** (19 mins)

Ready to take control of your success? Learn how to develop personal accountability, master key professional behaviors, overcome common pitfalls, and create an action plan to boost both individual and team accountability.

**Embracing Change at Work** (22 mins)

Embrace organizational change as an opportunity for growth. This course covers the causes and challenges of change, the six emotional stages, and the traits of successful change agents, helping you adapt and thrive through change.

### **Leading through Change** (19 mins)

Change is inevitable, whether in structure, processes, or technology. This course teaches you to manage and lead changes, guide your team through the emotional stages, and overcome resistance with effective tools and leadership actions.

### **Polishing Your Feedback Skills** (23 mins)

Master the art of giving constructive feedback to improve performance, motivate employees, and strengthen relationships. Learn how to plan effective feedback sessions, provide feedback with tact, handle tough reactions, and give feedback at all organizational levels.

## **Check out the December & January Learning & Development Opportunities!**

<b>TRAINING TITLE</b>	<b>DU<sup>E</sup> DATE(S)</b>
<b>MANADTORY TRAINING</b>	
Annual No Fear Act Training	December 16, 2024
Annual Ethics 2024 (For 450 Filers Only)	December 20, 2024
Cybersecurity Awareness Training (CSAT)	TBD in January 2025
USERRA, Veterans Employment & Disability Trainings	TBD in January 2025
<b>DEVELOPMENT OPPORTUNITIES</b>	
Senior Executive Service Candidate Development Program	December 31, 2024

The Office of Learning and Development is here to meet your training needs! Have questions?

Contact us at [Learningdevelopment@doc.gov](mailto:Learningdevelopment@doc.gov)