

Maybe add a graphic like this one.



*"Our commitment is simple - provide developmental resources and opportunities to help staff achieve their collective and individual goals." - Thomas Kuhns*

**I know we talked about adding an infographic but I don't have the information.**

## Organizational Development and Learning

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Archives II

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College Park, Maryland 20740

## Organizational Development and Learning

New logo

THIS IS THE MOST IMPORTANT PART and the pictures throughout the brochure

*Tagline ... can it be added at the end?*

## About Us

Organizational Development and Learning (HL) is part of NARA's Office of Human Capital (H). Our office is located at Archives II - College Park, MD. We are responsible for agency-wide training and development initiatives.

### Our Vision

To build a world class workforce prepared to meet the increasingly complex and constantly evolving needs of the National Archives and Records Administration.

### Our Mission

To provide high quality training, education and experiential activities consistent with NARA competency models, organizational goals, position expectation/outcomes and employee goals.

### Executive and Leadership Development Program

- Leadership Courses for All Staff Levels
- Online Leadership Courses, Videos, Books, etc.
- OPM's Emerging Leaders Program
- Partnership for Public Service's Excellence in Government Fellowship
- Development Advice and Planning
- Leadership Seminars

### Manager and Supervisor Development Program

- Is Supervision for Me Workshop
- Supervisor Essentials Course
- Manager & Supervisor Seminars
- Manager & Supervisor Toolkit
- Coaching & Consulting Services

### Career Development Services

- Career Counseling
- Development Planning Assistance
- Career Development Webinars
- Training Needs Assessments
- Resume Reviews and Interview Preparation
- Cross Training

## Development Resources

### Skillsoft E-Learning

<https://nara.skillport.com>

Free 24/7/365 access to topics such as:

- Business & Professional Skills
- Leadership Advantage
- Information Technology Skills
- E-Books (Books 24/7)

### NARA University (LMS)

<https://nara.learn.com/nara>

- Required training
- Self-paced courses
- Track External Training

### Career One-Stop

<http://www.careeronestop.org>

Free 24/7/365 access to :

- Career Self-Assessments
- Industry & Public Job Forecasts
- Resume Tips & Templates