PROFESSIONAL DEVELOPMENT

Professional development is key to recruiting, growing and maintaining an effective workforce. Each Civilian Marine is crucial to the successful accomplishment of our missions:

Marine Corps Air Ground Combat Center (MCAGCC): "*Provide a standard of excellence in managing facilities, services and support to the operating forces, and families in order to ensure readiness of the tenant and resident commands aboard the Combat Center*."

Marine Air Ground Task Force Training Command: "*Manage the Marine Air Ground Task Force Training Program (MAGTFTP) and conduct service level Marine Air Ground Task Force (MAGTF) combined arms training to enhance the combat readiness of the operating forces and support the Marine Corps' responsibilities to national security*".

Marine Corps Mountain Warfare Training Command: "*The Marine Corps Mountain Warfare Training Center conducts service-level MAGTF integrated exercises and supporting formal schools, develops warfighting doctrine, supports RDT&E for specialized equipment for use in mountain warfare operations, and maintains installation infrastructure and services in order to facilitate increased USMC readiness.*"

The following information is provided to assist you in planning your own "road map" or "map to success". This resource list is a beginning, use your innovation and creativity to fulfill your professional goals.

An **Individual Development Plan (IDP)** is integral to employee development and is required within the first 30 days of your appointment to a position. It is renewed annually between 1-30 April. An IDP is a collaboration between you and your supervisor and both parties sign the (electronic) document. Step by step guides "My IDP Help" and "IDP for Supervisors and Managers" are posted at the Civilian Human Resources Office page at: https://www.29palms.marines.mil/Staff-Offices/Civilian-Human-Resources/ . Your plan includes annually mandated training, mandated career field training (if any) and additional items you/your supervisor enter.

TOTAL WORKFORCE MANAGEMENT SYSTEM (TWMS) TWMS is the Department of Navy's online tool that provides not only training but gives you access to your personnel record information. This is where you complete the Individual Development Plan. Training taken on TWMS will be reflected on your personal file in the Defense Civilian Personnel Database System (DCPDS). The website for TWMS: https://mytwms.dc3n.navy.mil/login.asp

ON-BASE CLASSES   The CHRO offers in person training opportunities throughout the year. The announcements are emailed through your government email account and posted at the CHRO website above.

SELF-ASSESSMENTS   It's easier than ever to increase your professional and personal productivity in order to enrich your career path by assessing, planning, and developing your critical skills needed today and for the future through the Civilian Workforce Professional Development Self-Assessment Program (CWPDAP). A self- assessment is a necessary step in personal and professional development as it allows you to develop internal diagnostics, feelings of empowerment, and a sense of direction in one's career. Upon completion of an assessment, you will receive a personalized report, which acts as a guide identifying both the skills you are strong in as well as those you may wish to strengthen or improve. Moreover, the report includes access to professional development activities that may assist you in addressing those areas. CWPDAP assessments are online and available to all civilian Marines. These online assessments are questionnaires that enable you to use a structured, objective approach to determine your strengths and developmental needs. The self-assessment program, grouped by six focus areas, includes 24 separate assessments, which are either stand-alone where you are the only source of review or a 360 degree review where you may invite others to participate in the assessment process.

Focus Areas   - Leadership Assessment   - Customer Focus Assessment
                       - Change Management Assessment   - Communications Assessment
                       - Managing People & Tasks Assessment   - Managing Self-Assessment

To Request Access: Go to https://www.manpower.usmc.mil/wfd , Complete the Request for Access Email, and send the Email to USMC_HR_COl@usmc.mil

COMMUNITY OF INTEREST (COI)   The Communities of Interest were created to provide occupational sponsorship and professional identity for all jobs available to the Civilian Marine workforce. The ultimate objective of the COIs is to increase opportunities for professional development, technical competency development, networking, and information sharing. One key element is the Foundational Skills Training Program (FSTP): these are the skills and knowledge identified by senior personnel as critical to your field. The training is at no cost through the LINKED-IN Knowledge website. A limited number of accounts are available. More information may be found by reading MCO 12410.25, MARADMIN 013/16, and going to https://www.manpower.usmc.mil/COI

MENTORS   Mentoring links employees with experienced professionals for technical and career development. A Mentor facilitates personal and professional growth in employees by sharing knowledge and insight learned over the years. A Mentor may be available to you through the Mentor Match Services in TWMS. Click the "Mentoring" button on the left hand side of your page. It will prompt you to take the initial training before allowing you to register as a mentee or mentor.

CENTRALLY MANAGED PROGRAMS   Part of the Leadership Development Program. Individuals should be nominated by their supervisor based on both their leadership potential and their motivation to fully participate in and complete all program requirements. These programs may include multiple 1 week seminars, developmental assignments, shadow assignments, Interviews etc. Please contact Virginia Sulick Virginia.h.sulick@usmc.mil or 830·4723 for more information.

Programs provided through Graduate School*

    Aspiring Leader: GS-5-7 or equivalent   Executive Leadership: GS-11-13 or equivalent
    New Leader: GS-7-11 or equivalent   Executive Leadership Potential Leadership: GS-13-15 or equivalent
***These can be competed for at HQMC to be "funded" or locally funded.**

Programs provided by the Lejeune Leadership Institute https://www.usmcu.edu/Academic-Programs/Lejeune-Leadership-Institute/Marine-Corps-Civilian-Leadership-Development-Program/MCCLDP-Programs/

    Lead Self – 3 day seminar   Lead Teams – 3 day seminar   Lead People (coming 2022)

Other leadership programs are solicited for through the Lejeune Leadership Institute and are announced via email and employee newsletter.

MARINE NET   MarineNet hosts several online training opportunities for civilians. If you are registered in the Defense Enrollment Eligibility Reporting System (DEERS), you will likely have access to MarineNet.

- Career Field training: IT, General Studies (writing, project planning, budgets, communication etc.), Education, Environmental, Legal, Safety and Occupational Health, Security and Law Enforcement training
- Professional Development: Based on position you may take Lead Teams / Projects, Lead the Institution, Leading People, Interpersonal Skills, Lead Self, Leadership Essentials, Lead Organizations/Programs. Each track consists of multiple online courses.
- Other include: Basic Grammar and Composition, Punctuation, Spelling etc.

The website for MarineNet is: https://www.marinenet.usmc.mil/

ACADEMIC DEGREE PROGRAM (ADP)   The Marine Corps provides, based on available funds, an opportunity to have some costs associated with obtaining an academic degree or professional license/certification paid for that directly support workforce development and organizational objectives. This is a reimbursement program and funding is **NOT** guaranteed. Details of the program are contained in MARADMINs 433/10 and 203/15. For more information contact the Human Resources Strategic Development Advisor by emailing: SMBPLMSHROTRAINING@usmc.mil

NAVY e-LEARNING (NeL)   Naval Training and Education Command Learning Management System. Source for online training, including some mandatory civilian training. Accessible with a CAC here: https://learning.nel.navy.mil/ Note: Also accessible via My Navy Portal: https://my.navy.mil/

JOINT KNOWLEDGE ONLINE (JKO)   JKO is an enterprise training system that delivers joint' web-based training courses, products, and services. Joint training courses are available via the JKO Learning Content Management System (LCMS). The website for JKO is here: https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf

DEFENSE ACQUISITION UNIVERSITY (DAU)   DAU is a best-in-class corporate university for the Defense Acquisition Workforce. The university provides a full range of basic, intermediate, and advanced certification training, assignment-specific training, applied research, and continuous learning opportunities. The website for DAU is here: https://www.dau.edu/ (NOTE: use Internet Edge to access)

***   ***   ***   ***   ***   ***   ***   ***   ***   ***   ***   ***   ***   ***

Professional Development is an interactive, collaborative effort. Communication with your supervisor is vital to the success of any plan. If you have questions about the resources listed, email SMBPLMSHROTRAINING@usmc.mil for assistance.