Marketing & Regulatory Programs

HR BROADCAST

February 2012 Issue

Meet the New HR Director

The Human Resources Division welcomed Ms. Marsha Wiggins, the new HR Director, on December 5, 2011. Marsha comes to us from the Department of Homeland Security, Office of the Secretary. Marsha spent a significant portion of her career in the U.S. Customs Service, and then DHS' Customs and Border Protection (CBP), before moving to the DHS Office of the Secretary as Deputy Executive Director of HR Management Services. Ms. Wiggins has held numerous management positions in the Human Capital Field during her career with CBP to include Human Resources Branch Chief, Pacific Region, Staffing Services Director, Labor & Employee Relations Director, Employee Services Director, and Deputy Executive Director, Container Security Initiative.

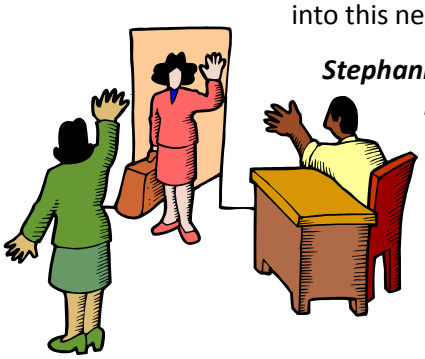
Photo taken by Tina Furnkranz

As part of her leadership development program with CBP through Columbia University, she served as Port Director of the Los Angeles International Airport (LAX) during the attacks of September 11, 2001. Her background is in human resources operations, change management, and organizational problem solving. Marsha shares in the HR philosophy of providing value-added customer service and she looks forward to working with you and learning about the diverse missions' of the MRP Agencies.

Marsha is located in the 7th wing of the South Building and also will share her time at the Riverdale, MD office. She has an open door policy and looks forward to meeting the customers of HRD!

Farewell to a few HRD employees

Please join us in congratulating these Human Resources employees on their December 30, 2011 retirements! We wish them well as they move forward into this next chapter of their lives.



Stephanie Donoghue, Program Management Specialist
Debra Busch, Operations & Policy Branch Chief
Del Roberts, Senior Investigative Specialist
Arlene Fancher, Staffing Assistant
Sheila Gibson, Staffing Specialist
Sue Esse, Classification Assistant
Diane Dynon, Benefits Assistant
Adele Dixon, Staffing Specialist

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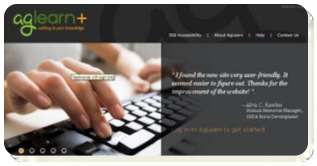
We hope that the HR Broadcast is meeting your needs and communicating topics of interest, but if there are items you would like to see included in future issues, please contact our HR Broadcast editor, Christina Furnkranz, at Christina.S.Furnkranz@aphis.usda.gov

Understanding MRP Hiring Promotion Processes

By Martha Gravagna (Martha.L.Gravagna@aphis.usda.gov, 612-336-3355)



In 2011, an MRP Management Review and employee listening sessions revealed that employees wanted more information about merit promotion and hiring. To help meet that need, MRP Human Resources is pleased to announce that a new course, *Understanding MRP Hiring and Promotion Processes*, is now available to all employees in AgLearn.

This hour long course provides an overview of the two competitive application and selection processes used to fill positions in MRP-- merit promotion and case examining-- and is intended to help employees gain a better understanding of how each process works, e.g., how applications are evaluated, when veterans are given preference in the hiring process, when time-in-grade requirements apply, etc. Please access the course using your eAuth ID and password:

https://aglearn.usda.gov/plateau/user/deeplink.do?linkId=ITEM_DETAILS&componentID=APHIS%2dUMHPP&componentTypeID=Web+Based&revisionDate=1322678220000

If, after taking the course, you still have questions, please contact your servicing Human Resources Staffing Specialist for assistance: https://www.aphis.usda.gov/mrpbs/contact_us/downloads/Staffing_Assignments.pdf

FY 2012 Mid-Year Performance Reviews

By Gwen Montgomery (Gwen.Montgomery@aphis.usda.gov, 301-851-2928)

It's not too early to prepare for FY 2012 Mid-Year Performance Reviews!

The midpoint of the **FY2012** performance cycle is **March 31, 2012**. Supervisors and managers must conduct mid-year performance reviews with all eligible employees. MRP has a "best practice" goal of **April 30, 2012** as the deadline for completing the mid-year performance reviews.

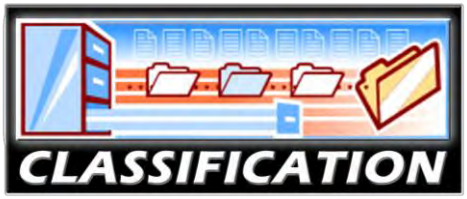
Supervisors and employees are encouraged to maintain ongoing two-way communication throughout the entire performance cycle. These conversations are crucial to accomplishing performance expectations, and may ease anxiety often associated with preparing for performance reviews. Employees are also encouraged to prepare and submit summary reports to supervisors to ensure their accomplishments are captured during the mid-year and end-of-the-year performance reviews.

Additional information on performance management is available on the Intranet at https://my.aphis.usda.gov/myportal/myaphis/employeeresources/human-resources/Performance_Appraisals. Items posted on the webpage include USDA and MRP Directives, performance management calendar, accomplishment report tip sheet, and other helpful guides and web links for both supervisors and employees.

For additional information, please contact Gwen Montgomery at (301) 851-2928 or via email at Gwen.Montgomery@aphis.usda.gov.

Standard Jobs – Check These Out Before Filling Your Next Vacancy

By David Zingler (David.L.Zingler@aphis.usda.gov, 612-336-3297)

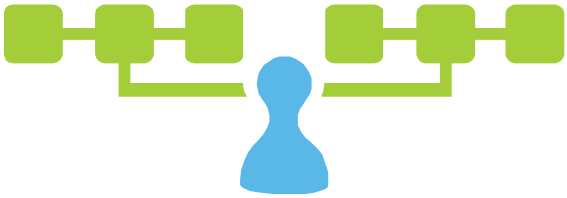


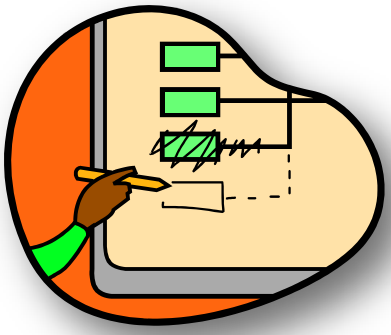
Standard Jobs are designed to make the classification process quick and easy. They cover multiple employees in more than one organizational entity. Standard Jobs are program, and in some cases, agency-wide. These position descriptions can be found on https://my.aphis.usda.gov/myportal/myaphis/employeeresources/human-resources/classification/pds/pds_online and are sorted by agency and program. Because these positions are already classified and are written to cover many situations, be sure to check out our Standard Job page before filling your next vacancy.

If you need additional information on Standard Jobs, please contact your servicing Classification Specialist - https://www.aphis.usda.gov/aphis/ourfocus/business-services/HRD/Contact_Us

Realignments

By David Zingler (David.L.Zingler@aphis.usda.gov, 612-336-3297)





If 2011 was a year of change, 2012 promises more of the same. With change, comes possible reorganizations and realignments. Realignments, unlike reassignments, do not require you to submit a Request for Personnel Action (SF-52) to make the change because they do not impact the title, series, or grade level of a position. Realignments may include a consolidation of a specific function and/or a change in reporting lines where the employee stays in the same agency, program, duty location and position, but is "moved" into a new organizational code.

If your office needs to realign employees or has questions about the process, contact your servicing Classification Specialist.

https://www.aphis.usda.gov/aphis/ourfocus/business-services/HRD/Contact_Us

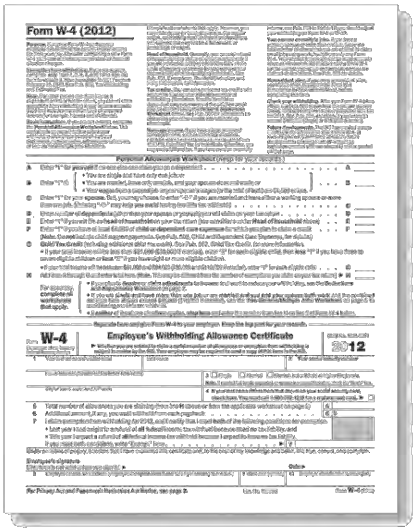
Technology At Work

Persons with disabilities who need program information in alternate formats (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TTY).

Time to file a new W-4

By Margaret McKinney
(Margaret.K.McKinney@aphis.usda.gov,612-336-3334)

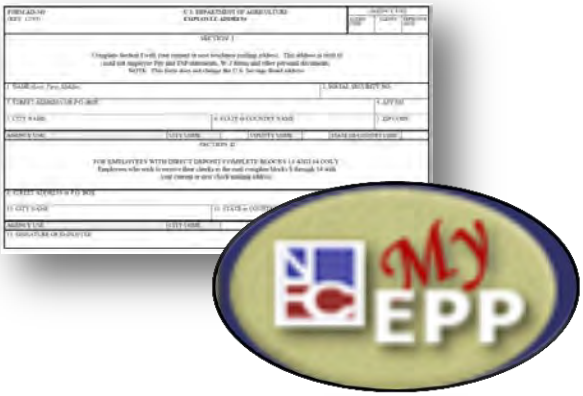
If you were exempt from Federal Tax in 2011, and do not expect to owe taxes in 2012, you MUST file a *new* W-4 restating your exempt status for the 2012 tax year. The new form must be completed and submitted **before February 12, 2012 (pay period 4).** If you do not file a new W-4, your 2012 tax withholding will default to an exemption status of Single with zero exemptions. After the February 12, 2012 deadline, no adjustment will be made to reimburse you for taxes withheld at the single rate. Please submit your 2012 W-4 by accessing the NFC Employee Personal Page (EPP) at https://www.nfc.usda.gov/personal/. Alternately, you can access the form at https://www.aphis.usda.gov/mrpbs/downloads/forms/other/fw4.pdf and send via fax, email, or mail in a timely manner to your Processing Service provider, which can be found at https://www.aphis.usda.gov/aphis/ourfocus/business-services/HRD/Contact_Us


Form W-4 (2012)

Employee's Withholding Allowance Certificate

Now is the time to verify your home address

By Margaret McKinney (Margaret.K.McKinney@aphis.usda.gov,612-336-3334)



The National Finance Center (NFC) will be mailing 2011 W-2 forms in early January, so now is a good time to verify your home address to ensure that your W-2 arrives. If you have moved, please be sure that you complete an AD-349 form, Change of Address, and submit it to your Processing Service provider via fax, email, or mail.

Alternatively, you can make the address change yourself via the NFC Employee Personal Page (EPP) at: https://www.nfc.usda.gov/personal/.

Announcing Periodic Reinvestigations on Public Trust Positions under Executive Order (E.O.) 13488

By Dru Dukart
(Dru.J.Dukart@aphis.usda.gov, 612-336-3289)

On November 9, 2011, the U.S. Office of Personnel Management (OPM) announced they will be issuing final regulations under *5 CFR Part 731, Suitability* covering new requirements to reinvestigate individuals in public trust positions. This rule became effective December 9, 2011.

What does that mean to MRP employees?

Employees in positions designated as either moderate or high risk public trust will now be required to have periodic reinvestigations conducted every five years. Previously only the National Security positions required periodic reinvestigations. HR is in the process of identifying the affected employees and will be contacting them to begin the reinvestigation process within the next several months.

If you have any additional questions, please contact Dru at dru.j.dukart@aphis.usda.gov or 612-336-3289

Recent Changes: Fingerprint Requirements for New Hires

By Dru Dukart
(Dru.J.Dukart@aphis.usda.gov, 612-336-3289)

In order for employees to receive their LincPass credentials in a more timely and efficient manner, Personnel Security is asking that the SF-87 Fingerprint Charts for new employees be administered as soon as possible and then submitted as a part of the new hire (on-boarding) paperwork. For those already doing this, *"thank you"* but for those who aren't; please make this a part of your standard on-boarding process. As always, the following form should be included with all your new hire submissions: https://www.aphis.usda.gov/mrpbs/downloads/forms/mrp/hro1197.pdf

If you have any additional questions, please contact Dru at dru.j.dukart@aphis.usda.gov or 612-336-3289

Winter Weather Is Ahead!

Now is the time for managers and employees to discuss the MRP policies on unscheduled leave or telework as inclement weather conditions can occur at any time and can extend for multiple days.

In these situations, MRP officials must accomplish their respective program missions in a cost-effective and efficient manner, while simultaneously giving full regard to the safety and well-being of their employees. Weather conditions can vary from one part of the country to another and, under severe weather conditions, all employees are urged to watch for local media announcements, to stay in contact with their management to obtain any necessary guidance, and to be responsible for their own safety. Also, weather announcement terminology has changed. For this reason, it's important for employees to familiarize themselves with the new terms and their definitions, i.e., staggered early departure, staggered early departure with a final departure time, immediate departure and shelter-in-place.

Headquarter employees are reminded that OPM will make announcements to the media as to the status of Federal Agencies in the Washington, DC, area. Field locations that have a local, active Federal Executive Board (FEB) must follow the FEB decision on Federal operating status. Field locations without FEBs are delegated the authority to make decisions regarding weather related or emergency dismissals. MRP field functions that are co-located with other USDA agencies must collaborate with those agencies and make a dismissal decision applicable to all USDA employees assigned to that duty station.

Please Remember:

A. Employees are to presume that their office will be open each regular workday regardless of any weather conditions that may develop
B. Programs are to designate, in writing, emergency employees who are required to work in emergency situations, including inclement weather. These employees must be notified annually and advised that they are to continue working in the event of hazardous weather
C. Programs are to make unscheduled leave and unscheduled telework, if applicable, available to employees
D. When telework is utilized, time is recorded as 01-01 Reg Time Telework on the timesheet
E. When delayed arrival, early dismissal, or closures are declared, authorized time is recorded as administrative leave (TC 66) on the timesheet

For more information regarding Telework, please follow this link:
https://my.aphis.usda.gov/myportal/myaphis/employeeresources/applications/Teleworks

If you have any questions regarding webTA, please contact the Leave and Compensation Team: https://www.aphis.usda.gov/mrpbs/contact_us/downloads/lct.pdf

MRP 11-1 MRP INCLEMENT WEATHER PROCEDURES
https://www.aphis.usda.gov/library/admin_notices/pdf/MRP11_1.pdf

Telework: Definitions and Clarification

By Cindy Hadlich (Cindy.L.Hadlich@aphis.usda.gov, 612-336-3310) and
By Tara Coker (Tara.L.Coker@aphis.usda.gov, 301-851-2883)

The Department has issued a clarification regarding the appropriate definition of Telework. Effective immediately, employees with a home Official Duty Station (ODS) should code their T&A's using **01-01 Reg Time Telework.**

The Department has determined that home ODS could be defined as Full-Time Teleworkers. Please see the definition of Telework as OPM describes it below:

- **Telework** is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g., home, telework center). This definition of telework includes what is generally referred to as remote work but does not include any part of work done while on official travel or mobile work.
- **Remote Work** is (1) A work arrangement in which the employee resides and works at a location beyond the local commuting area of the employing organization's worksite. (2) A full-time telework arrangement.
- **Mobile Work** is (1) Work which is characterized by routine and regular travel to conduct work in customer or other worksites as opposed to a single authorized alternative worksite. Examples include site audits, site inspections, investigations, property management, and work performed while commuting, traveling between worksites, or on Temporary Duty (TDY).

Because the Department is tracking Agency telework percentages via webTA, it is very important that all T&A's are coded appropriately.

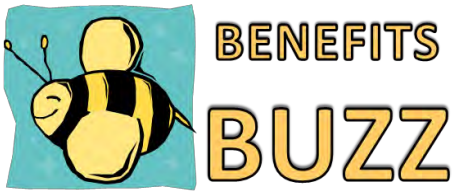
If	Then
You work at your home ODS for the entire 80 hour pay period.	You will code your T&A 01-01 Reg Time Telework for those hours.
You work at your home ODS for 16 hours of the work week and then work the additional 24 hours off site providing site audits, site inspections, investigations, etc.	You will code the 16 hours as 01-01 Reg Time Telework and the 24 hours as 01 Regular Time.

For more information regarding Telework, please click on the link below.
https://my.aphis.usda.gov/myportal/myaphis/employeeresources/applications/Teleworks

If you have any questions regarding webTA, please contact the Leave and Compensation Team. https://www.aphis.usda.gov/mrpbs/contact_us/downloads/lct.pdf

Important Roles in Filing a Designation of Beneficiary Form

By Jill Pravatiner (Jill.Pravatiner@aphis.usda.gov, 612-336-3407)
and Peigi Enzler (Peigi.Enzler@aphis.usda.gov, 612-336-3283)



Employees, office administrative staff, and the Human Resources Operations (HRO) staff all play an important role in the designation of beneficiary process. HRO wants to make sure that your wishes are carried out in the event your beneficiary designations are needed. Here are our tips for ensuring your beneficiary forms are up-to-date, complete, and valid. If you are a new employee, you may submit designation of beneficiary forms along with your new employee paperwork. If you are a current employee, you can view your designation beneficiary forms in your eOPF. Although, HRO suggests you not fill out a designation form unless you would like to designate someone outside the normal order of precedence; by not completing designation forms, payment is not made to an ex-spouse or a child who is unintentionally left out from payment because of an old form on file.

At the time of death, payment will be made according to the normal order of precedence, if there is no designation of beneficiary form or court order on file:

- First to a widow or widower;
- If none, to a child or children in equal parts;
- If none, to parents of the deceased in equal parts or surviving parent;
- If none, to an appointed executor or administrator of your estate;
- If none, to the next of kin

If you choose to complete or change a designation form, you should:

- Make sure that designation forms are filled out with all of the requested information - names are spelled correctly and addresses are kept up-to-date. Examples are provided in the instructions on the form;
- Make sure to sign the form;
- Make sure to have two individuals who witness your signature sign and complete their personal information on the form. The witnesses may not be designated as a beneficiary.

If information or a signature is missing, your forms will have to be returned to you, delaying the effective date of your designation. It is important for everyone involved in this process to make sure that the forms are complete, accurate, and filed in a timely manner. Forms that are not properly filed in Minneapolis prior to death are considered invalid.

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Important Roles in Filing a Designation of Beneficiary Form
Continued from page 8

Time is of the essence in getting the forms sent to HRO in Minneapolis. In order to assist both the Human Resources staff and employees in this process, Administrative employees should use the transmittal form **HRO Form 444d** located at https://www.aphis.usda.gov/mrpbs/downloads/forms/mrp/hro444d.pdf to attach and forward the original form directly to the following address:

USDA MRP HRO Benefits
Benefits Assistant
Butler Square, 100 N. 6th Street
Minneapolis, MN 55403-1588

The designation of beneficiary form for the Civil Service Retirement System (SF-2808) and the Thrift Savings Plan (TSP-3) should be mailed to the address located in the instructions on the forms.

You may view the following designation of beneficiary forms on file in your electronic Official Personnel File (eOPF):

- SF-1152, Designation of Beneficiary for Unpaid Compensation
- SF-2823, Designation of Beneficiary for Federal Employee's Group Life Insurance (FEGLI)
- SF-3107, Designation of Beneficiary for the Federal Employee's Retirement System (FERS)

For additional information on designating a beneficiary and the forms, please visit https://www.aphis.usda.gov/aphis/ourfocus/business-services/HRD/Benefits/Designations_Beneficiary

If you have additional questions, you may contact a member of the HRO Benefits section https://www.aphis.usda.gov/mrpbs/contact_us/downloads/benefits.pdf.

The following training articles (pages 10-14) apply to APHIS Employees Only…

Mentoring

By Cindy Pericak
(Cynthia.M.Pericak@aphis.usda.gov, 919-855-7801)

"January was National Mentoring Month and the Human Resources Division, Training and Development Branch wants you to know about the mentoring opportunities available to all APHIS employees. APHIS strongly supports mentoring as a development option and encourages employees to participate as a mentor or a mentee.

A mentoring partnership can help you achieve your personal and professional goals. It will provide you with career guidance, skills to improve your leadership competencies, and develop your interpersonal communication and problem-solving skills. All mentoring relationships share the common goal of helping people grow."

To find out more about the APHIS Mentoring Program, visit the website at https://ems-team.usda.gov/sites/aphis-svc-ctod/SitePages/APHIS%20Mentoring%20Program.aspx

Coaching

By Carol Roller (Carol.A.Roller@aphis.usda.gov, 301-851-2892)

February is recognized as coaching month at APHIS. The coaching program at APHIS, began in 2009, and has continued to provide leaders the support needed to develop alternative perspectives for the new challenges that lie ahead.

Last month (January), we recognized the value of mentors in leadership development. Coaching is similar to mentoring in several ways – both are learning opportunities that help people develop, but the approaches are different.

A coach acts by helping create awareness, asking questions, and holding people accountable for their goals. Coaches offer their perspectives and reflections, but don't provide advice or give answers. Coaches are not subject matter experts in any particular field – they don't need to be. Their job is to help a person uncover their own answers and develop their own plans. People often report coaching as a very empowering experience because they discover through the process that they already have many of the answers they seek.

Here is a list of some activities that highlight coaching that are available during the month of February:

- ***Anytime Coaching**: Unleashing Performance* by Teresa Wedding Kloster and Wendy Sherwin Swire.
  Are you interested in developing coaching skills as a way of developing your staff? If so, come join us for a 90-minute presentation by the authors of Anytime Coaching: Unleashing Employee Performance.
  The authors of this book will lead you through an overview of their practical model that managers can use to coach their employees to improved performance. By attending you will have the opportunity to participate in several exercises that demonstrate the power of these simple effective coaching moves.
  February 7, 2012, live in Riverdale, MD

- **Type and Coaching**
  This webinar is open to all APHIS employees and explores using the Myers-Briggs Type Indicator (MBTI), a tool commonly used at APHIS, as a tool to use in coaching.
  February 8, 2012, at 11:30 am ET – by webinar

- **Kinds of Conversations**
  Conversation is the primary tool used in coaching. It's also the primary tool you use at work to get things done with other people. The results you want are impacted by the kinds of conversation you have. A conversation for brainstorming is different than a conversation to coordinate action. A conversation to understand the different perspectives of the people involved is critical if it's necessary to be operating on the same page in an important project. By being intentional about the kinds of conversation you have, you can improve the results and decrease misunderstandings and frustration.

  Join us in this opportunity to learn which conversation to have for the results you want.
  February 28 , 2012 at 11 am ET – by webinar

Please stay tuned, as we will be sending out several newsletters during the month that highlight APHIS employees who have had successful experiences in coaching, articles on different coaching approaches and other coaching-related topics. To learn more about Coaching within APHIS,
please contact Carol Roller, Coaching Program Manager, at (301) 851-2892.

Training Requirements and Resources for APHIS Supervisors, Managers, and Executives

By Kathy Trickey (Kathy.Trickey@aphis.usda.gov, 301-851-2932)

Are you a new or experienced APHIS supervisor, manager, or executive? Are you familiar with the training requirements for your position and the resources available to you to meet those requirements? Recently revised APHIS Directive 4315.1, *Training Policy for Supervisors, Managers, and Executives* provides guidance on this topic.

The goal of the requirements in this policy is to support APHIS supervisors, managers, and executives, both new and experienced, in acquiring the skills and knowledge needed for their individual and organizational success. Your role is essential for accomplishing the APHIS mission and for doing it in a way that engages employees for high performance. While APHIS has several requirements and monitors compliance with those requirements, our hope is that you will find learning experiences that excite and engage you in ongoing learning and application of that learning. The MRPBS-Training and Development and Executive Support and Leadership Development Branches, along with program training functions, are here to support you in making that happen.

Policy Requirements:

1. *All APHIS supervisors, managers, and executives*:
   a) Use the core OPM Leadership Competencies as guidance for your development
   b) Complete an Individual Development Plan every year
2. *Probationary supervisors*:
   a) Take a minimum of 40 hours of basic supervisory training through the agency-sponsored mandatory training program (Fundamentals of APHIS Human Resource Management – FAHRM) within one year of appointment to the position
   b) Take the APHIS 360 Leadership Competency Assessment after completing six months in the new position as input for achieving success during the probationary period.
3. *Probationary managers*:
   a) Complete the requirements of the APHIS-sponsored mandatory training program for new managers within one year of appointment to the position to support your transition from supervisor to manager. Attending the course, Situational Frontline Leadership, offered in classroom and virtual format by the MPRBS-HRD-Training and Development Branch, currently meets that requirement.
   b) Take the APHIS 360 Leadership Competency Assessment after completing six months in the new position as input for achieving success during the probationary period.
4. *Probationary executives*:
   a) Complete the USDA mandatory training requirements within one year of appointment to the position to support your transition into the executive position
   b) Take the APHIS 360 Leadership Competency Assessment after completing six months in the new position as input for achieving success during the probationary period.

5. *All Experienced supervisors, managers, and executives*:
   a) Take the APHIS 360 Leadership Competency Assessment once every five years as input for completing an Individual Development Plan
   b) Complete a minimum of 24 hours of continual learning per year related to one or more of the core leadership competencies.

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Training Requirements and Resources for APHIS Supervisors, Managers, and Executives
Continued from page 14

Policy Revision Highlights:

- You can now certify and record completion of the 24-hour annual continual learning requirement in AgLearn. See the Instructions for Recording and Certifying Completion of the 24-our Training Requirement on the APHIS website.
- We want to emphasize that you can meet the policy requirements in many ways. You will find almost 30 **Sample Leadership Competency-Related Learning Activities** in Attachment 2 to the Directive. For example, you can coach or be coached, conduct informational interviews, sponsor action learning projects, read books – only a few examples of pursuits that may work best for your learning style and needs.

Resources: The resources available to you are almost endless, and what you pursue depends on your learning style, needs and time available. Some resources to get you started are:

- APHIS Leadership Development Toolkit
- TDB-ESLS calendar organized by topic, date, competency, and suite for your ease in choosing relevant opportunities. Suites include categories, such as:
  - Change
  - Communication
  - Developing Self & Others
  - Experienced Supervisor
  - MBTI Application Series
  - Modernization
  - New Supervisor
  - Virtual Workplace Environment
- Webinar (projected to be offered three times in FY 2012) on Training Requirements and Resources for APHIS supervisors, managers, and executives
  - February 29
  - March 20
  - July 17
- AgLearn: Courses, Books 24/7, QuickTalks, videos, and more.

Stay Tuned For Information On: More virtual offerings, Book clubs and forums, Mentoring Month (January), Coaching Month (February), and Executive Onboarding Program.

Also, please stay tuned to both the HR Broadcast and email messages, as we provide updates on how the APHIS 360 Assessment and annual 24-hour continual learning requirement will appear in your AgLearn To-Do list.

We salute our supervisors, managers and executives for guiding our success! For questions on the training policy, please contact Kathy Trickey, MRPBS-Training and Development Branch, on 301-851-2932 or at Kathy.Trickey@aphis.usda.gov.

GlobeSmart

By Kathy Trickey (Kathy.Trickey@aphis.usda.gov, 301-851-2932)

Did you know that, as an APHIS employee, you have ready access to one of the leading assessment tools in the intercultural field? If you would like to improve and leverage your ability to work effectively with people from many cultures and countries, please check out ***GlobeSmart®*** at www.aperianglobal.com/globesmart. There, in addition to viewing the many useful features of the website, you'll be able to view a short introductory video, a good starting point for exploring the GlobeSmart features and how you can put them to work to enhance individual and organization success. This resource is available to all APHIS employees at no cost.

If you are already familiar with ***GlobeSmart,*** you'll notice right away the new design of the site. In particular, we want you to be aware of some recent updates:

The Aperian Global® Learning Portal

Now when you return to ***GlobeSmart***, you will be redirected to a Portal page. If you have registered previously with ***GlobeSmart***, log in using your work email address and GlobeSmart password. New users must first register for an account. From the Portal you will be able to access not only ***GlobeSmart***, but also other features such as a global holiday calendar, Learning Paths for many countries with which APHIS employees interact, and Global Advice. Learning Paths contain several short activities designed to help you gain knowledge and skill about interacting with people from many countries in the world. In less than 45 minutes, you acquire just-in-time learning for enhanced success.

GAP changes

The ***GlobeSmart*** Assessment Profile, aka GAP, has been revised to meet higher standards of statistical validity and reliability. When you re-do your new and improved GAP, you'll notice that the survey has gotten shorter. ***Due to the changes to survey, all users will need to retake the assessment.*** Be sure to invite colleagues and team members to share their profiles with you; this way you can build on your new self-awareness and learn how to adjust your style to achieve more effective communication with others.

GlobeSmart Community

Do you have a question that is not already answered by ***GlobeSmart***? Now you can submit your question from each country topic page to be answered by an expert from Aperian Global's advisor network. Both questions and answers will be viewable by the entire ***GlobeSmart*** community. Users can also share their experiences, photos, and videos with the greater ***GlobeSmart*** community.

To get a live view of the new ***GlobeSmart***, sign up for a complementary on-line tour.
To find available dates and register, go to www.globesmart.com/go/opendemo.

Click here for a flyer on ***Getting Started with GlobeSmart*.**

For more information on ***GlobeSmart*** and how you can leverage the site for individual and organizational success, please contact Kathy Trickey, MRPBS-Training and Development Branch (TDB), at Kathy.Trickey@aphis.usda.gov or 301-851-2932 or the main TDB number at 301-734-4949.