



### Facts and Key Messages

(As of April 30, 2001)

#### **Facts**

- The Career Zone, sponsored by SFA Human Resources and SFA University, is SFA's employee development center that will:
  - Provide a variety of optional learning programs/opportunities focused on individual career development, including: formal classroom training, action learning events (brown bag topical discussions), mentoring/buddy programs, peer information sharing, etc.
  - Serve as a resource/broker for securing training that meets individual development needs defined in an employee's Individual Development Plan (as part of the new PDP) or career plan
  - Provide one-on-one, confidential transition counseling to help employees manage the challenges of personal job change
  - Provide one-on-one, confidential career counseling which includes the creation of a career action plan and support for internal placement/reassignment. Career Counselors will:
    - Conduct voluntary skills and interests inventories to help employees develop a career plan
    - Help employees create individual career plans and identify potential job opportunities
    - Provide access to career education materials and workshops
    - Provide support in resumé and SF-171 preparation
    - Coach employees in interviewing techniques
    - Provide retirement counseling for eligible employees
- The Career Zone will be physically located in SFA's new building with professional, certified Career Counselors and Transition Counselors on-site.
- Through focus groups with regional staff, the Career Zone is determining the most efficient and effective means for providing its services to the regions - - plans include routine visits by counselors as well as partnerships with the regional offices of the TDC.
- The Career Zone is currently "under construction" - - we hope transition and career counseling (through RCI contract) will be available by the end of May, with training offerings expected late summer. The May issue of InStep will introduce the Career Zone concept with additional communications to follow. \*

*\* Full implementation of the Career Zone is pending union review. Calvin Thomas and Anne Teresa have a detailed roll-out/communication plan which projects full services launched by the late summer with a series of July road shows to all regions and headquarters staff introducing the Counselors and detailed Career Zone curriculum.*

#### **Key Messages for Communicating with Employees**

- The Career Zone will help employees define the skill building activities that support their development needs (in accordance with their IDP and team scorecard)
- The organization is committed to supporting employees throughout transition
- SFA is committed to investing in the skill development of employees to ensure their success in new roles in the PBO
  - Employees will create Individual Development Plans as part of the new PDP – employees will receive guidance and assistance in creating and fulfilling these skill development plans
  - Employees may use their \$500 learning coupon to pursue skill development
  - XXX additional budget per employee is being created for training
- SFA employees take responsibility for accessing the above resources to support their own development

#### **Feedback Mechanism**

A Career Zone email address has been established as an initial point of contact for employees who may have questions or concerns regarding the Career Zone.