

Breadcrumb

1. [Home](#)
2. Print
3. Pdf
4. Node
5. Entity Print

HRDG 4413 - Career Enhancement Program - Exhibit E

Last Modified:

Section D-Documentation

Exhibit E--Sample Individual Training Plan

CAREER ENHANCEMENT PROGRAM INDIVIDUAL TRAINING PLAN (ITP)

TRAINEE: Betty Spencer

PREVIOUS POSITION: Office Automation Assistant, GS-326-5

ENTRY POSITION: Management Analyst, GS-345-5

TARGET POSITION: Management Analyst, GS-343-7

(This position has a career ladder to GS-12. Additional promotions beyond the target position will follow normal merit promotion procedures.)

PURPOSE OF TRAINING: In furtherance of the USDA Career Enhancement Program, to provide skills and development experiences that will qualify employee for the target position.

TARGET POSITION QUALIFICATION REQUIREMENT: Qualification Standards Operating Manual, GS-343 series

GENERAL EXPERIENCE: Three years experience in administrative, technical, or other responsible work which has provided a good general understanding of the management systems of an organization.

SPECIALIZED EXPERIENCE - A total of 1 year specialized experience is required and may be gained as follows:

1. Experience in substantive management analysis work of a type or in a combination of functions appropriate to the position filled, provided the candidate's total background and experience gives evidence of:
 - a. Understanding the relationship of work in that specialization to other areas; and
 - b. Ability to master the work of the other functional specialization involved in no more than 6 months.
2. Experience in substantive management analysis work in the predominant functional specialization, provided the candidate's total background and experience gives evidence of:
 - a. Understanding the relationship of work in that specialization to other areas; and
 - b. Ability to master the work of the other functional specialization involved in no more than 6 months.

[Return to 4413 Table of Contents](#)

[Print](#)