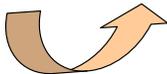


**Learning Academy
Process Flow Chart (Master)**

STEPS*

TOOLS*

1. Identify Business Needs



- Strategic/Business Plan
- Duty Statements

2. Develop Action Plan (For steps 3 – 9)



- Learning Academy Action Plan*

3. Identify Core Competencies
(se Assessment Tools & Model)



- Core Competency Assessment Tool*
- Core Competency Model*

4. Identify Required Training
(Meet core Competencies)



- Core Competency Training Requirements*

5. Identify Required Training
(Track Venues & Cost)



- Required Training*
(Venues & Cost Analysis)

6. Identify Individual Needs
(Assess each employee)



- Individual Training Plan*
- Individual Core Competency Model*

7. Complete Training Needs Analysis (Track training by Classification/Employee)



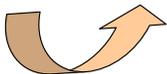
- Training Needs & Analysis*
- Individual Performance Analysis*

8. Monitor
• Track overall & individual progress
• Business/Strategic needs met



- Training Needs & Analysis*
- Individual Performance Analysis*

9. Evaluate
• Assess if business needs are met
• Redefine competencies/priorities (if needed)



- Strategic/Business Plan
- Duty Statements
- Individual Performance Analysis*

* Process overview and templates available by contacting DGS' Succession Planning Unit within Office of Human Resources

LEGEND



Preparation Phase

Research Phase

Application Phase