

CT's Lunch and Learn Series



As part of the DEIA Action Plan (Objective 2.1 - *Develop and retain talent through mentoring, career-enhancing rotational assignments, and standing up a leadership committee*), the Professional Development, Mentoring, and Retention working group started the Lunch and Learn series.

So far, we have hosted two sessions (Panel on Mentoring and Sponsorship in October and Integrating DEIA Principles in Your Performance Reviews in December) with a third session planned for February on "Conflict Resolution: How to Package a Message So it Will be Heard."

Before scheduling additional sessions, the working group wanted to gauge the level of interest in bureau, as well as identify session topics that would be of most interest.

* Required

1. *

- ☐ Civil Service
- ☐ Foreign Service
- ☐ Contractor
- ☐ USG Detailee

2. Do you have any interest in a monthly lunch and learn series for professional development? *

☐ Yes

☐ No

☐ Other

3. Do you prefer if the sessions are hosted in-person, virtual, or hybrid? *

☐ In-person

☐ Virtual

☐ Hybrid

4. Would you be interested in sessions focused on skills? *

☐ Yes

☐ No

5. Which of these "skill" sessions would you be interested in? (*multiple answers allowed*)

- ☐ **Time Management:** 8-hour work days when there always seems to be 9 hours of work
- ☐ **Managing Up:** They really do need help managing you.
- ☐ **Persuasive Storytelling:** Did your work really exist if no one knows about it?
- ☐ **Creating Effective Presentations:** Getting the DoD Powerpoint Ranger tab is not the way.
- ☐ **Giving Effective Briefings to Principals:** No one wants to be the one rambling while they're staring at you with dead eyes.
- ☐ **Getting to Yes/Influencing Others:** Jedi mind trick your way through life.
- ☐ **Knowing and Navigating the Building:** The HST corridors have ears.
- ☐ **How to be a Good Team Member:** Teamwork makes the dream work.
- ☐ **Thinking Tactically:** Strategy without tactics is the slowest route to victory.
- ☐ **Thinking Strategically:** Tactics without strategy is the noise before defeat.
- ☐ **Thinking Critically:** Or is it overthinking?
- ☐ **Thinking Creatively:** Think outside but right up against the box.
- ☐ **Learning from Mistakes:** So you'll run out and make a few more!
- ☐ **Celebrate Your Successes:** Sometimes you need to learn how to pat your own back.
- ☐ **How to Run/Facilitate Efficient Meetings:** Don't waste everybody's time with meetings that could've been an email.
- ☐ **Goal Setting (and IDPs):** A goal without a plan is just a wish.

- ☐ **Understanding (enough) about the Federal Budget Process:** You always follow the money to find the bodies!

6. Would you be interested in sessions focused on career mobility? *

- ☐ Yes
- ☐ No

7. Which of these "career mobility" sessions would you be interested in?
(multiple answers allowed)

- ☐ **Civil Service to Foreign Service:** Give yourself to the dark side.
- ☐ **The Foreign Service Application Process:** Once you start down the dark path, forever will it dominate your destiny.
- ☐ **Foreign Service to Civil Service:** The force will be with us.
- ☐ **Contractor to FTE:** What is this force you speak of?
- ☐ **Getting into SES/SFS:** Impressive. Most impressive. But you are not a Jedi yet.
- ☐ **Asking Someone to Be a Mentor or Sponsor:** It's not always what you know, but who you know.
- ☐ **Defining Terms:** What Is Mentorship, Allyship, Sponsorship? What does it mean to me?

8. Would you be interested in sessions focused on expanding your work experiences? *

☐ Yes

☐ No

9. Which of these "expanding experience" sessions would you be interested in? *(multiple answers allowed)*

☐ **Life as a 7th Floor Staffer:** One step away from power.

☐ **Life at the NSC:** The power to spin up the interagency on a whim.

☐ **Life in a Fellowship or Rotational Assignment:** The Hill? The private sector? Academia? A think tank? Random trips? A year without dealing with paper? Where do I sign up?

☐ **Working at [insert another agency]:** Is the grass greener?

☐ **Life as a Desk Officer:** You must pass the gatekeeper to enter!

☐ **How to Tap into Another Office's Network:** When the sales team runs out of leads.

10. Would you be interested in sessions focused on DEIA? *

☐ Yes

☐ No

11. Which of these DEIA sessions would you be interested in? *(multiple answers allowed)*

- ☐ **Developing intercultural competency skills:** Because it might matter overseas and we are the foreign policy arm of the USG. (See 23 STATE 43416 for more about this topic and existing pilots)
- ☐ **Writing to the DEIA objective in performance reviews:** Experience sharing from this performance period
- ☐ **Practicing civility as good co-worker (panel):** Managing relationships when you feel passionately about a topic.
- ☐ **Developing standard DEIA language for civil service performance goals:** A pilot for the Department?

12. Do you have any ideas for session that you would like to share?

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