Preview PDP

Below is the preview of the PDP for the selected job title. Where applicable, your skills survey data and progress data are included.

Name

Job Title Recreation Assistant - Sports - NF03 ***

Period

More Data ☐ **Score Details**

☐ **Learning Elements**

Refresh PDP

Core PDP

Records found: 6

		Model
⊞		Business and Technical Proficiency Level 3
⊞		Change and Continuous Improvement Level 3
⊞		Communication Level 3
⊞		Drive for Results Level 3
⊞		Functional Proficiency Level 3 - Rec Assistant Sports
⊞		Leading People Level 3

Below is the preview of the PDP for the selected job title. Where applicable, your skills survey data and progress data are included.

Name
Job Title Recreation Assistant - Sports - NF03
Period
More Data

☐ Score Details
☑ Learning Elements

Refresh PDP

Model

Core

Learning Element

Knowledge
Skill
Ability

ds found: 6

Model				
⊟	Business and Technical Proficiency Level 3			

Competency				
⊟	Organizational Awareness Level 3			

	Learning Element	Content Type	Progress St	
ⓘ	Family & MWR Orientation Course		Not Started	Cancel Enrollment Go
ⓘ	Family and MWR Basic Management Cou LINE (Version 3.0)	Curriculum	Not Started	Save Shortcut Go

	KSA
☑	Ability to follow the policies and procedures of own work unit
☑	Knowledge of Army mission, goals, organizations, and functions
☑	Knowledge of historical background of FMWR programs and direction
☑	Knowledge of organizational goals
☑	Knowledge of organizational structure
☑	Knowledge of organizational structure and chain of command

	Competency			
⊟	Resource Management Level 3			

	Learning Element	Content Type	Progress Status	Action
ⓘ	AR 215-1 Nonappropriated Fund Instrumentalities and Morale, Welfare,	Document	Not Started	Save Shortcut Go
ⓘ	Army FMWR Applied Financial Planning - Income Statement Analysis	Online	Not Started	Cancel Enrollment Go
ⓘ	Family and MWR Basic Management Course ONLINE (Version 3.0)	Curriculum	Not Started	Save Shortcut Go
ⓘ	NAF Basic Contracting	Online	Not Started	Cancel Enrollment Go

KSA
Ability to estimate in advance the resources needed to meet objectives.
Knowledge of Army MWR NAF accounting system
Knowledge of NAF acquisition, procurement, and contracting
Knowledge of the budget process
Skill in management of space, equipment and material resources

Systems Thinking Level 3

KSA
Ability to determine when important changes have occurred or are likely to occur in a system.
Ability to see patterns of inter-dependency underlying problems

Technology Management Level 3

KSA
Ability to use the world wide web as a resource
Knowledge of office automation applications (e.g. Microsoft Word, Excel, etc)
Skill in office automation systems, general office machines, software, and the Internet
Skill in using basic office automation software such as Microsoft Office, Excel and electronic calendars

Change and Continuous Improvement Level 3

Competency	Weighted Score	Baseline Score	Skills Gap	Priority

Continual Learning Level 3

Learning Element	Content Type	Progress Status	Action
Achieving Success: the Help of a Mentor	Document	Not Started	Save Shortcut Go
Army Civilian Training & Leader Development	Document	Not Started	Save Shortcut Go
Fast-tracking Your Career Simulation	Document	Not Started	Save Shortcut Go
Get Your Career on the Fast Track	Document	Not Started	Save Shortcut Go
Goals and Setting Goals	Document	Not Started	Save Shortcut Go

KSA

Ability to identify gaps in own knowledge and skill
Ability to perform job related research
Knowledge of career programs and opportunities
Skill in creating, acquiring, and transferring knowledge throughout the program
Skill in identifying and completing training for job proficiency
Skill in using the Academy online learning resources at www.imcomacademy.com

Creativity/Innovation Level 3

	Learning Element	Content Type	Progress Status	Action
	Generating Creative and Innovative Ideas	Document	Not Started	Save Shortcut Go
	Implementing Creative and Innovative Ideas	Document	Not Started	Save Shortcut Go
	Programming and Special Events	Classroom	Not Started	View Sections Go
	The Foundations of Creativity and Innovation	Document	Not Started	Save Shortcut Go

KSA
Ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
Ability to conduct brainstorming sessions with a team
Ability to create and implement new skills and ideas
Knowledge of techniques that encourage creative thinking

External Awareness Level 3

KSA
Ability to collect and analyze relevant market information
Ability to determine what other organizations need from a relationship or partnership
Ability to foster goodwill between groups and organizations
Knowledge of external developments and trends, their opportunities and threats as they apply to the work place
Knowledge of partnership models, i.e. NERV Model
Knowledge of partnership theories and principles
Skill in identifying internal and external partnership opportunities and building effective collaboration

Flexibility Level 3

	Learning Element	Content	Progress Status	Action

			Type		
		Perseverance: Flexibility in Action	Online	Not Started	Save Shortcut Go

		KSA
		Ability to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.
		Ability to change strategies and procedures to meet changing work environment
		Ability to handle uncertainty or shifts in direction, priorities, or schedules

Leading and Managing Change Level 3

		Learning Element	Content Type	Progress Status	Action
		Leading Change from the Front Line	Document	Not Started	Save Shortcut Go
		Starting the Change Process	Document	Not Started	Save Shortcut Go

		KSA
		Ability to accept and anticipate change
		Ability to change strategies and procedures to meet changing work environment
		Ability to monitor progress of others and redirect efforts when goals change or are not met
		Ability to recognize need for change and modification in own actions and practice
		Ability to recognize the need for change in the work place
		Knowledge of changes that impact your work environment
		Skill in considering the impact on others before making changes to a work process
		Skill in dealing effectively with change

Resilience Level 3

		Learning Element	Content Type	Progress Status	Action
		Achieving Goals through Perseverance	Online	Not Started	Save Shortcut Go
		Army Comprehensive Soldier Fitness	Document	Not Started	Save Shortcut Go
		Bouncing Back with Perseverance and Resilience	Online	Not Started	Save Shortcut Go
		Developing Character for Perseverance and Resilience	Online	Not Started	Save Shortcut Go
		Finding Your Life Balance	Document	Not Started	Save Shortcut Go

	Living a Balanced Life Simulation	Document	Not Started	Save Shortcut	Go
	Success over Stress	Document	Not Started	Save Shortcut	Go

KSA
Ability to cope well with unusual strains and stressors an to experience such challenges as learning and development opportunities.
Ability to identify possible causes of stress in workplace
Ability to recognize own level of stress
Ability to remain hopeful and optimistic
Ability to stay focused on your ultimate goal no matter what it takes to get there.
Knowledge of stress management techniques
Knowledge of the Army well-being initiative

Strategic Thinking Level 3

Learning Element	Content Type	Progress Status	Action
Strategic Management - Planning	Document	Not Started	Save Shortcut Go
Thinking Strategically	Document	Not Started	Save Shortcut Go

KSA
Ability to distinguish between routine problems and strategic issues
Ability to make decisions, set priorities and develop goals on the basis of future potential
Ability to think strategically
Ability to work with other employees to understand the strategic direction of the department
Knowledge of strategic planning process
Skill in analyzing the long-term payoffs of strategic initiatives

Communication Level 3

Competency	Weighted Score	Baseline Score	Skills Gap	Priority

Influence and Negotiation Level 3

Learning Element	Content Type	Progress Status	Action
Communicating for Results	Document	Not Started	Save Shortcut Go
The Dynamics of Interaction	Document	Not Started	Save Shortcut Go

	The Process of Negotiation	Document	Not Started	Save Shortcut Go

	KSA
	Ability to explore the possibilities of a wide range of options
	Ability to focus on shared interests, not differences
	Ability to seek positive outcomes and be creative in reaching solutions
	Knowledge of negotiating techniques
	Skill in presenting view/perspective in a logical sequence to gain acceptance from others

Oral Communication Level 3

	Learning Element	Content Type	Progress Status	Action
	Available Presentation Resources	Document	Not Started	Save Shortcut Go
	Delivering the Message	Document	Not Started	Save Shortcut Go
	Giving Successful Presentations Simulation	Document	Not Started	Save Shortcut Go
	Listening to Comprehend	Document	Not Started	Save Shortcut Go
	The Mechanics of Communicating Effectively	Document	Not Started	Save Shortcut Go
	Workplace Communication Skills	Document	Not Started	Save Shortcut Go

	KSA
	Ability to communicate information and ideas in speaking so others will understand.
	Ability to develop and deliver briefings
	Ability to listen to and understand information and ideas
	Ability to use spoken language to convey a message
	Knowledge of briefing and public speaking techniques
	Knowledge of impact of body language in communicating
	Knowledge of the mechanics of effective oral communication, e.g., grammar, structure, and word choice
	Skill in reporting orally on progress on activities, status of assigned tasks, problems and other situations affecting job completion

Written Communication Level 3

	Learning Element	Content Type	Progress Status	Action

AR 25-50 Preparing and Managing Correspondence	Document	Not Started	Save Shortcut	Go
Avoiding Errors in Usage and Punctuation	Document	Not Started	Save Shortcut	Go
Avoiding Grammatical Errors in Business Writing	Document	Not Started	Save Shortcut	Go
Creating Presentations in PowerPoint 2013	Document	Not Started	Save Shortcut	Go
Foundations of Grammar	Document	Not Started	Save Shortcut	Go
Getting the Most from Business Documents	Document	Not Started	Save Shortcut	Go
Optimizing E-mail at Work	Document	Not Started	Save Shortcut	Go
Understanding Writing Mechanics	Document	Not Started	Save Shortcut	Go

KSA
Ability to understand written sentences and paragraphs in work related documents
Knowledge of Army writing style
Knowledge of the mechanics of effective writing, e.g., grammar, structure, and word choice
Skill in proofreading
Skill in writing grammatically correct routine correspondence

Competency	Weighted Score	Baseline Score	Skills Gap	Priority
Drive for Results Level 3				

Competency	Weighted Score	Baseline Score	Skills Gap	Priority
Accountability Level 3				

Learning Element	Content Type	Progress Status	Action
AR 11-2 Management Controls	Document	Not Started	Save Shortcut Go
Working for Your Inner Boss: Personal Accountability	Document	Not Started	Save Shortcut Go

KSA
Ability to operate and monitor program and or activities and take corrective action when necessary
Knowledge of NAF internal controls
Knowledge of risk management philosophy

Competency	Weighted Score	Baseline Score	Skills Gap	Priority
Customer Service Level 3				

	Learning Element	Content Type	Progress Status	Action
	Discovering What Your Customers Want	Document	Not Started	Save Shortcut Go
	Effective Service Recovery	Document	Not Started	Save Shortcut Go
	Operation Excellence - Online Customer Service Training	Online	Not Started	Save Shortcut Go
	Operation Excellence (OPEX) Annual REFRESHER Training - FMWR	Classroom	Not Started	View Sections Go
	Operation Excellence (OPEX) Classroom Training - FMWR	Classroom	Not Started	View Sections Go
	Sustaining the Employee Covenant for Managers Workshops - FMWR	Classroom	Not Started	View Sections Go
	The EXCEL Acronym: Instilling Service Excellence	Document	Not Started	Save Shortcut Go
	The Fundamentals of Exceptional Customer Service	Document	Not Started	Save Shortcut Go

	KSA
	Ability to interact effectively with customers
	Knowledge of principles and processes for providing customer and personal services.
	Skill in responding to customer inquiries and complaints
	Skill in using initiative and resourcefulness in solving problems of customers.

Decision Making/Problem Solving Level 3

	Learning Element	Content Type	Progress Status	Action
	Decision Making: Tools and Techniques	Document	Not Started	Save Shortcut Go
	Developing Fundamental Critical Thinking Skills	Document	Not Started	Save Shortcut Go
	Ethical Decision-making in the Workplace	Document	Not Started	Save Shortcut Go

	KSA
	Ability to develop new or revised procedures or solutions to problems
	Ability to identify possible reasons for discrepancy between what is and what should be.
	Ability to make comparisons, differentiate among/sort/classify items, information, or ideas.
	Ability to recognize when something is wrong or likely to go wrong

Time Management Level 3

	Learning Element	Content Type	Progress Status	Action
	Developing Excellent Time Management Habits	Document	Not Started	Save Shortcut Go
	You and Your Time	Document	Not Started	Save Shortcut Go

	KSA
	Ability to look ahead without getting stuck in the here and now while attending to a broad range of activities.
	Ability to place high value on own time, plan tasks accordingly and know status of one¿s own work at all times
	Ability to set priorities with an appropriate sense of what is most important and plan with an appropriate and realistic sense of the time demand involved
	Knowledge of time management methods
	Skill in adeptly handling several tasks at once.
	Skill in delegating tasks to others when appropriate
	Skill in tracking activities completed and yet to do to accomplish stated objectives
	Skill in using a system to organize and keep track of information (e.g., ¿to-do¿ lists, appointment calendars, follow-up file systems.)

Functional Proficiency Level 3 - Rec Assistant Sports

Competency	Weighted Score	Baseline Score	Skills Gap	Priority
Cashier-Check out functions				

	KSA
	Ability to assist with stock inventory
	Ability to collect cash or payment by credit card
	Ability to complete cashier drawer count and document daily fund discrepancies.
	Ability to maintain a clean cashier counter
	Ability to provide information concerning availability of goods sold, prices and condition of merchandise
	Ability to receive cash for purchase of merchandise, registration or service and give correct change as required
	Ability to record cash, check or credit card sale and account for all moneys and transactions at the end of a shift
	Ability to restock and secure stock at the close of business
	Ability to use Rectrac/Golftrac or other Point of Sales System
	Knowledge of internal cash control procedures
	Skill in identifying customer traffic during the day to identify slow or fast moving items and trends in customer comments or complaints

Equipment Rental Maintenance

KSA
Ability to assist patrons in the hook-up of various equipment and provide instructions for the proper use and care
Ability to clean and maintain items in operable condition
Ability to inspect items being rented to ensure operating condition
Ability to inspect items being turned in or received for condition
Ability to perform minor and preventative maintenance on a wide variety of rental items such as bicycles, camping equipment, pop-up campers, fishing equipment, boats, and accessory items
Ability to prepare equipment for customers, ensure patrons are properly trained on equipment use and assure equipment is used according to safety guidelines and established rules
Ability to report major repair requirements to supervisor
Ability to troubleshoot, make adjustments, and perform minor repair and maintenance of equipment
Ability to use, clean and maintain tools and equipment
Knowledge of boating, camping and recreation vehicle equipment
Skill in the management and maintenance of a recreation facility to include the maintenance of equipment, materials

Fitness Equipment Safety

KSA
Ability to conduct classes in proper equipment operation and safety requirements
Ability to identify need for preventive maintenance of facilities, equipment and areas
Knowledge of fitness equipment maintenance
Knowledge of how fitness equipment functions in order to explain procedures and safe use to customers

Inventory Management

KSA
Ability to conduct daily checks of inventories and supplies to maintain program operation.
Ability to establish par stocks
Ability to investigate receiving documents involving discrepancies
Ability to maintain and control inventory
Ability to perform inventory & determine restock
Ability to process receipt transactions for materials received
Knowledge of inventory management

MIS Level 3 (Recreation)

KSA

Ability to reconcile purchase card as required.
Ability to retrieve and analyze RecTrac reports
Ability to use Rectrac/Golftrac or other Point of Sales System

Safety and sanitation

KSA
Ability to comply with fire, safety, and security standards.
Ability to train on proper use of cleaning supplies, chemicals, equipment and new products
Knowledge of government health and sanitation regulations
Knowledge of organization safety procedures

Sports Management Assistant

KSA
Ability to oversee all other sports facilities
Skill and responsibility for facility scheduling and program planning.
Skill in conducting and/or assisting at clinics for training officials

Leading People Level 3

	Learning Element	Content Type	Progress Status	Action
	CES Basic Course	Document	Not Started	Save Shortcut Go
	CES Foundation Course	Document	Not Started	Save Shortcut Go
	CES Intermediate Course	Document	Not Started	Save Shortcut Go
	Leadership and the Knowledge Worker	Document	Not Started	Save Shortcut Go

Competency	Weighted Score	Baseline Score	Skills Gap	Priority
Conflict Management Level 3				

	Learning Element	Content Type	Progress Status	Action
	Handling Conflict	Document	Not Started	Save Shortcut Go
	Perspectives on Conflict in the Workplace	Document	Not Started	Save Shortcut Go
	Resolving Conflict with Communication Skills	Document	Not Started	Save Shortcut Go

	KSA
	Ability to express needs and problems openly and honestly without blame, criticism or fingerpointing
	Ability to recognize and empathize with differing points of view
	Abiliy to listen to others' points of view for better understanding and improved work relations
	Knowledge of one's natural conflict-handling style

Competency	Weighted Score	Baseline Score	Skills Gap	Priority
Enabling and Developing Others Level 3				

	Learning Element	Content Type	Progress Status	Action
	Coaching Performance	Document	Not Started	Save Shortcut Go
	Giving Feedback	Document	Not Started	Save Shortcut Go
	Giving Feedback: A Manager's Guide	Document	Not Started	Save Shortcut Go
	The Coaching Skillset	Document	Not Started	Save Shortcut Go

	KSA
	Ability to coach employees
	Ability to communicate to co-workers that they are considered valuable resources in the work environment

	Skill in helping associates overcome barriers to accomplishing work
	Skill in providing work-related guidance and conducting on-the-job training and instruction to subordinates

Interpersonal Skills Level 3

		Learning Element	Content Type	Progress Status	Action
		Increasing Emotional Intelligence	Document	Not Started	Save Shortcut Go
		The Emotionally Intelligent Leader	Document	Not Started	Save Shortcut Go

		KSA
		Ability to interact, motivate and support colleagues in an effective way
		Ability to respond appropriately to the needs, feelings, and capabilities of different people in different situations
		Knowledge of Emotional Intelligence Model
		Skill in establishing and maintaining effective working relationships with others
		Skill in valuing differences and treating people with respect

Leadership Level 3

		Learning Element	Content Type	Progress Status	Action
		Leadership in Management Simulation	Document	Not Started	Save Shortcut Go
		Leading by Enabling	Document	Not Started	Save Shortcut Go
		Leading from the Front Line Simulation	Document	Not Started	Save Shortcut Go
		Leading without Authority	Document	Not Started	Save Shortcut Go

		KSA
		Ability to manage self
		Ability to motivate and work with others
		Knowledge of the organization, its mission, regulations and functions
		Skill in executing the tasks and functions within the area of the responsibility
		Skill in influencing others to support the mission

Leveraging Diversity Level 3

		Learning Element	Content Type	Progress Status	Action

	Effective Intercultural Relationships	Document	Not Started	Save Shortcut	Go
	Introduction to Work Force Generations	Document	Not Started	Save Shortcut	Go
	The Reasons Why Diversity Matters	Document	Not Started	Save Shortcut	Go

		KSA
		Ability to create a work environment/culture that appreciates and values people of different backgrounds, experiences, and cultures
		Ability to identify the differences in verbal and nonverbal communication across cultures, including understanding gestures and expressions that vary across cultures
		Knowledge of principles of EEO
		Knowledge of the American with Disabilities Act (ADA)
		Knowledge of the principles of inclusion

Teambuilding/Teamwork Level 3

		Learning Element	Content Type	Progress Status	Action
		Getting Past Clashes: Valuing Team Diversity	Document	Not Started	Save Shortcut Go
		Results and Teamwork without Authority	Document	Not Started	Save Shortcut Go
		Team Feedback: A Guide	Document	Not Started	Save Shortcut Go

		KSA
		Ability to identify barriers to effective teamwork
		Knowledge of the characteristics of successful and unsuccessful teams
		Knowledge of typical processes and phases of teams
		Skill in assuming a responsible role as a member of a team