

2024 ATO Career Services Center Menu of Services

Your path to success starts at

myATOcareer.faa.gov

- Explore Career Options
- Advance Your Career
- Learn about Succession Planning Programs

WE WILL COME TO YOU!

Virtual and Face-to-Face TRAINING

Career Planning - Taking Charge of Your Career (1.5 Hrs)

Offers a structured process for development planning, including self-reflection, goal-setting, partnering with your manager, and seeking feedback for continuous growth.

Career Planning Tool (1.25 Hrs)

Introduces the Career Planning Tool (CPT), an online career exploration and development tool for ATO employees, that leads you through creating your own customized career plan.

Interviewing for Success – Using Behavior-Based Interviewing (1.5 Hrs)

Explains the behavior-based interviewing process and how you can prepare yourself for success.

Mentoring Relationships to Further Enhance Your Career Potential

(1.25 Hrs) Learn about the many benefits of mentoring relationships, the roles and responsibilities of the mentor and mentee, tips on how to select the ideal mentor, and how to get the most out of your mentoring experience using a recommended structured approach.

Developing Self & Others (1-3 Hrs)

Highlights DOT, FAA, and OPM resources that drive the personal and professional development of employees at all levels.

Crafting a More Effective Federal Resume Package (1.5 Hrs)

Provides useful tips and tools for putting together a competitive federal resume package that best conveys your qualifications, highlights your accomplishments, and makes you stand out.

Writing Effective Resume Narratives Workshop (2 Hrs)

In this practical, hands-on workshop, you will learn how to effectively communicate your work experience and accomplishments to make you stand out in the competitive federal hiring process.

Writing Effective KSA and MSF Narratives Workshop (2 Hrs)

Writing effective KSA and MSF narratives that make you stand out can be quite challenging. In this workshop, you will learn how to use STAR and CCAR writing methods to tell a compelling but concise story for each KSA and MSF, focusing on your accomplishments and results.

Effective Writing: Techniques to Improve Business Writing (1.5 Hrs)

Equips professionals at all levels with practical techniques to avoid common mistakes when writing business communication, from short email messages to longer, more complex documents such as program management or operational plans. Also, provides Plain Language guidelines to write clear, concise and well-organized business communication.

Servant Leadership (1 Hr)

Provides an overview of the book *Servant Leadership: A Journey into the Nature of Legitimate Power & Greatness* by Robert K. Greenleaf. Participants learn about the servant leadership concept and the ten characteristics of a servant leader.

ATO Career Kiosk – Freestanding Kiosk and Event Display (1-4 Days)

Learn about ATO Employee Development (ED) products and services from ED representatives at your office, facility, or conference. Employees can receive individual advice on career development resources and tools.

To schedule a virtual or in-person session, contact:

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