Personal Mastery
Learning Program Self-Assessment

Instructions:

For each item below, read the scenario and indicate which answer is the **most effective** and which is the **least effective** in the box provided.

Scenario 1

Recently, there was an opportunity to take a training course that focused on a higher level of skills that you use every day, but you were unable to attend because of a prior commitment. Your co-worker, however, did attend the course. You…

A. Ask your co-worker to share the course materials and what he/she learned.
B. Wait until the course is offered again, then sign up.
C. Don't worry about it because the training is probably not that useful anyway.
D. Decide that you don't need training because your skills are already as good as they can be.

Scenario 1 Answer

Most Effective	Least Effective

Scenario 2

You start taking an interest in a new topic in your field. There is a conference in town next week on this topic and you would like to attend. You ask your supervisor if the department will cover the conference registration fee, but he/she says no. You…

A. Decide that you are no longer interested in this topic.
B. Research other conference opportunities that do not require a registration fee.
C. Attend the conference anyways and discuss the reimbursement when you return.
D. Request Annual Leave, pay for the conference out-of-pocket, and attend the conference when you get the permission.

Scenario 2 Answer

Most Effective	Least Effective

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U.S. Department of Veterans Affairs

Scenario 3

You are working on a report but your supervisor provides you with very little background information. You submit a draft of your work for review and you receive some negative feedback. You…

A. Are annoyed but make the changes to the draft.
B. Are frustrated and bad-mouth the boss.
C. Ask why you received such negative feedback.
D. Discuss the negative feedback and make the changes.

Scenario 3 Answer

Most Effective	Least Effective

Scenario 4

Deadlines for multiple projects are cropping up within the next two weeks, and your team has been understaffed and overworked the entire time. With the due dates fast approaching, you…

A. Remain even-tempered and optimistically move forward.
B. Allow yourself five minutes to "explode" during the day.
C. Seek feedback from peers outside of work to better understand the situation.
D. Adapt to the pressure on a day-by-day basis.

Scenario 4 Answer

Most Effective	Least Effective

Scoring and Selecting Training

Follow the steps below to score your assessment and pick courses that can help you grow!

Personal Mastery

Personal mastery can be defined as taking charge of your own personal growth and managing your career progression. It is also about maintaining high levels of performance during times of uncertainty and stress. Incorporating concepts of self-discovery, self-direction and self-actualization, the Personal Mastery Learning Program concentrates on two specialized areas: Self-Awareness and Resilience. Through these courses, you'll learn to apply your values and pursue your purpose in a way that supports VA's mission.

Exhibits Self-Awareness and Commitment to Self-Development

When you are self-aware, you actively seek out and act on feedback about how you are perceived by others. You recognize your own strengths and weaknesses. You take responsibility for managing your career. You take the initiative to improve your performance and effectiveness. You actively pursue self-development through education, training, knowledge sharing, experiences, coaching, mentoring and self-reflection.

Do you demonstrate these skills? To find out, compare your answers to the answer key below. Each correct answer is worth 1 point. Add your points together in the "Your Score" column for each scenario. Then add your scores together to find your total score.

Scenario	Most Effective	Least Effective	Your Score (0,1,2)
1	A	D	
2	B	A	
		Total =	

So how did you do? Whether you breezed through the questions or have some brushing up to do, training is available to help you grow. Use the table below to help you find a course that is right for you. Match your Total with the "Total" column to find a course.

	APPROPRIATE COURSES BASED ON SCORE (click on Blue course title for Link)
SCORE 0-1	Getting Your Career on the Right Track Exploring your career options is an important part of staying on the right track. If you know where you want to go, you can take the steps to reach your goals. This course discusses the options available when you're trying to get your career on the right track. You'll discover how to make successful in-house job changes, as well as how to make lateral moves in the same company. You'll find out about approaches for creating and implementing an effective promotion plan, and learn the best ways to ask for assignments that will move your career forward. You'll also discover ways you can successfully move on to a different employer if you've exhausted all your options at your current place of work. NFED 4501140 Skillsoft .5 hrs
SCORE 0-1	Planning Your Career You have the power to advance your career. So how can you do this? This challenge explores the ways you can be proactive in advancing your career and successful in achieving your career goals. The learner takes the role of an IT professional working in the Information Services group of a pharmaceutical company. NFED 3788313 Skillsoft .3 hrs
SCORE 0-1	Disciplines of Organizational Learning: Personal Mastery 5 minute real-world, scenero-based video. The various models of organizational learning enable individuals or groups to systematically enhance abilities to produce a desired outcome. This Business Impact considers the benefits of one specific form of organizational learning: Personal Mastery. NFED 1325119 Skillsoft .1 hr
SCORE 2-3	Becoming Your Own Best Boss Have you ever thought that you could be the best boss you've ever had? By developing attitudes and skills that empower you, you can manage from within and become your own best boss. Self-empowerment is the process of taking responsibility for

	your attitudes, behaviors, and actions at work to maximize your effectiveness. As an empowered employee, you will be driven by ownership, initiative, and performance. This course focuses on attitudes and behaviors that promote self-empowerment. It provides strategies for empowering yourself through self-coaching, approaches for developing an entrepreneurial mind-set, and an opportunity to apply a model for self-empowerment to enhance your performance. Applying these approaches will help you become a self-empowered contributor in your organization. NFED 4501132 Skillsoft .5 hrs on-line
SCORE 4	Developing a Plan to Further Your Career The whole notion of what a career is has changed. You are now responsible for making your own career choices, and it's not always clear which way offers the straightest path toward your goal. This course guides you through the process of taking inventory of your values, interests, skills, and needs. Then based on these findings, you can determine your strengths. This course also provides tips on how to deal with any weaknesses that are holding you back. You will also learn how to develop and implement your action plan to further your career. NFED 4501139 Skillsoft .5 hrs
SCORE 4	Maximize Your Productivity by Managing Time and Tasks The amount of time available to you is constant – you can't buy more and you can't save it for later. What you can do is increase your productivity – the value you produce in the time you have. And the better you understand your own personal productivity, the easier it will be to manage your time effectively. In this course, you'll learn about managing tasks in a way that maximizes your productivity. You'll discover the benefits of setting goals and how productivity is tied to your ability to assess time and set priorities. You'll learn about the process of "chunking" your time and the principles of efficient scheduling. You'll also learn about the different types of to-do lists and how to use them effectively. NFED 4501186 Skillsoft .4 hrs

Demonstrates Resilience, Agility, and a Sense of Urgency

Being resilient means being able to become strong, healthy or successful again after something bad happens. At work, it means dealing effectively with pressure and work stress, such as uncertainty, emergencies/crises, evolving conditions and multiple tasks. Ideally, you can recover quickly from setbacks. You remain optimistic and persistent, even when faced with difficult and/or uncertain circumstances. Being agile in this context means adapting your behavior and work methods in response to change, no matter if it is expected or unexpected.

Compare your answer to the answer key below. Each correct answer is worth 1 point. Add your points together in the "Your Score" column for each scenario. Then add your scores together to find your total score.

Scenario	Most Effective	Least Effective	Your Score (0,1,2)
3	D	B	
4	A	B	
		Total =	

Use the table below to help you find a course that is right for you. Match your Total with the "Total" column to find a course.

	APPROPRIATE COURSES BASED ON SCORE (click on Blue course title for Link)
SCORE 0-1	Reaching Goals Using Perseverance and Resilience You will have a hard time persevering without incorporating the benefits of trust and resilience into your efforts. Trusting yourself, trusting others, and having others trust you helps you build confidence, stay open-minded, and remove obstacles. Being resilient and able to get back up when you are knocked down helps you take the next step, continue on the planned course, and do so without harm to yourself or others. In this course, you will learn about earning trust and assessing your circle of trusted people, as well as developing resilience, and what to do to regain trust and rebuild resilience. NFED 4501131 Skillsoft .5 hrs
SCORE 0-1	Forging Ahead with Perseverance and Resilience If you choose to persevere, it's typically because you have a purpose, a goal, an intention – even a dream. While it's commendable to build perseverance and resiliency proactively, the more typical application is 'in the face' of something you are trying to achieve or have been called to do. In this course, you'll learn what it takes to persevere, including the qualities and people it takes to support and sustain perseverance. You'll also learn to recognize resiliency and use it to improve your perseverance. Finally, you'll explore actions to help you build your balance, sharpen your focus, and regain resilience that helps you persevere when faced with setbacks. NFED 4501130 Skillsoft .5 hrs on-line
SCORE 0-1	Developing Organizational Agility In today's workplace, it's often true that we can't accomplish complex projects on our own. This Challenge Series exercise explores how developing competency in organizational agility can assist in tackling short-term issues, and support long-term growth. The learner plays the role of a corporate finance professional at an electronics company. NFED 3828579 Skillsoft .3 hrs
SCORE 0-1	Redefining Yourself after Organizational Change Whether it's upsizing, downsizing, relocation, new processes, or a complete reorganization, organizational change is inevitable in today's business environment. It's important to not just survive organizational change, but thriving in

	it, empowering yourself to take control of your career, recognize new opportunities, and propel your career forward. In this course, you will learn the importance of being prepared for organizational change as well as the essential skills needed to handle it. These skills include a willingness to take risks, having an openness to the unknown, and being able to manage yourself through change. The course details the best practices of building self-motivation, which is key to being prepared for organizational change, and it introduces the idea of reframing as a coping method for accepting organizational change. Finally, this course covers the importance of recognizing and capitalizing on the career opportunities presented by organizational change, including having a career plan. NFED 4501184 Skillsoft .5 hrs on-line
SCORE 0-1	The Importance of Flexibility in the Workplace 5 minute real-world, scenero-based video. Change happens rapidly in business. As a result, employees must be flexible, adaptive, and ready for new things. This Business Impact examines how employees can develop these traits. NFED 1325115 Skillsoft .1 hr
SCORE 2-3	Managing Pressure and Stress to Optimize Your Performance Meeting the challenge of high-pressure situations is a different experience for everyone. You won't always be able to control the external events that lead to pressure, but you can control your reaction, develop a solution, and implement it. In this course, you'll learn about the triggers of stress and how stress can affect you physically, mentally, and emotionally. You'll explore mechanisms for handling pressure and stress in the workplace in order to optimize performance. You'll also learn the ways in which people who possess different work-style types deal with pressure, and finally, you'll learn how to deal with stressed colleagues. NFED 4501141 Skillsoft .4 hrs on-line
SCORE 2-3	Take a Deep Breath and Manage Your Stress If you find you're constantly adding items to your never ending to-do list, feeling overwhelmed at work and at home, and finding your health and relationships negatively impacted, you are likely experiencing stress. Stress is produced by your own feelings and reactions to certain external events, rather than by the events themselves. This means that while you may not always be able to control the external events causing you stress, you can control your reactions to them and how you handle them. This course explains the physiological, behavioral, and psychological signs and symptoms of stress and where is can come from. The course outlines strategies for dealing with stress and avoiding burnout. It also covers ways to change your responses to stress and make them more positive and how to use relaxation techniques such as breathing and mediation to help you cope. NFED 4501182 Skillsoft .4 hrs
SCORE 4	Managing Chaos: Time Mngmt, Recall, Reading and Stress Mngmt for Admin Professionals (External ILT) This is an external item which must be completed outside the TMS prior to self-certification. Such items may require local funding for cost and travel expenses. If costs are applicable, complete an SF-182 for management approval. For additional information about

	this course, select the "Start Course" button to access the link for the external website. COST INVOLVED NFED 3872438 VA IT EXTERNAL
SCORE 4	Managing the Stress of Organizational Change 7 minute real-world, scenario-based video. Organizational change has become commonplace in today's business world. This Business Impact examines the challenges an employee faces when his company restructures into a decentralized organization. NFED 1325096 Skillsoft .1 hr
SCORE 4	Reframing Negative Situations 4 minute real-world, scenero-based video. People often react to perceived negative situations based on their perceptions and past experiences. Unfortunately, these assumptions and preconceptions can be faulty. This Business Impact explores the technique of reframing the process of actively questioning our understanding of a situation to uncover other possible meanings and perspectives. NFED 1325062 Skillsoft .1 hr

For Additional Personal Mastery Resources, Including Courses, Books, and Audio Books, Please Refer to the Personal Mastery Additional Resource Guide