

What is a Training Consultant?

The purpose of the training consultant is to provide individual, ongoing liaison between ME-51 and headquarters' organizations. The ME-51 training consultant will be available to work closely with the training manager/coordinator to develop solutions to training issues and needs. In short, this service is designed to optimize communication between ME-51 and the program offices and to foster collaboration in resolving training issues and problems.

What are the Training Consultants' Roles and Responsibilities?

 IDENTIFY organizational needs and offer options for professional and organizational development such as team building, conflict management, time management, etc.

 COMMUNICATE with other ME-51 training consultants to identify common needs and to seek efficient and effective organizational solutions

 IDENTIFY in-house resources and services where appropriate and locate "best in class" resources that meet the needs of the organization

 COMMIT to timely follow-through in responding to assigned organizations



What Can Your Training Consultant Do For You?

- ★ Customized Services and Products for Your Program
- ★ Information to Improve Employee Training
- ★ Organizational Needs Assessment
- ★ Opportunities to Partner with Other Offices with Similar Needs
- ★ Assistance with Developing IDPs and Training Plans
- ★ Identification of Resource Sharing Opportunities with Other Programs

What Can You Do to Maximize the Benefits of This Service?

 BE PROACTIVE—Include your training consultant in the process of completing needs assessments and formulating your annual training plans

 INVITE consultants to meetings or working groups to discuss individual and organizational training issues and needs

 CONSIDER consultants as members of the team which provides guidance on organization training decisions

What Are Some of the Services ME-51 Offers?

- DOE Online Learning Center
- Customized Course Design
- Supervisory Training Courses
- Future Service: Customized Trends and Analysis Report
- At the **NEW!** Washington Area Training and Employee Development Center (WATEDC), we offer...
 - ★ New Employee Orientation
 - ★ Leadership Development Programs
 - ★ Certificate and Degree Programs
 - ★ Continuing Education
 - ★ Career Management and Development Programs
 - ★ And more...

Who is Your Training Consultant?

Training Consultant	Assigned Org.	Telephone/Fax No.
Jackie Jones Peters	CI/PA, EIA, PI, SC	(202)287-1653/1658
Joellen Jarrett	CI/PA, EIA, PI, SC	(202)586-6034/2522
Gloria Johnson	CI/PA, EIA, PI, SC	(202)586-4203/2522
Tanya Lockett	EH, FE, NE, SO, IM	(202)287-1655/1658
Pat Clem	EH, FE, NE, SO, IM	(301)903-7323/0411
Jeanne Williams	EH, FE, NE, SO, IM	(202)287-1655/1658
Margo Mark	GC, HG, IG, WT, Field Offices	(202)287-1682/1658
Karyn Collins	GC, HG, IG, WT, Field Offices	(202)287-1597/1658
Gretel Pinkney	AB, ED, EM, RW	(202)287-1665/1658
Jackie Battle	AB, ED, EM, RW	(202)287-1583/1658
Craig West	CN, IN, NNSA/DP	(202)287-1537/1658
Jackie Brown	CN, IN, NNSA/DP	(202)287-1630/1658
Dottie VanSteinburg	EE, ME	(202)287-1678/1658
Cheri Dent	EE, ME	(202)287-1635/1658



Useful Websites

DOE Online Learning Center
<http://www.energyolc.com>

Cross Cutting Training Forum (CCTF)
<http://cted.inel.gov/cted/cctf/index.cfm>

Office of Training and Human Resource Development
<http://ma.mbe.doe.gov/me50/me51>

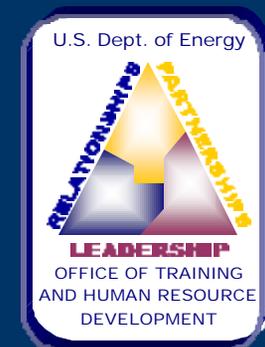
Office of Human Resources Management
<http://ma.mbe.doe.gov/me50>

Office of Management, Budget and Evaluation
<http://ma.mbe.doe.gov>

Department of Energy
<http://www.doe.gov>
<http://your.energy.gov>

YOUR GUIDE TO THE

ME-51 Training Consultant Service



"Training Today For Tomorrow's Needs..."