



U.S. Department of Energy

ALTERNATIVE DISPUTE
RESOLUTION OFFICE



ADR Office Needs Assessment Survey

The Alternative Dispute Resolution Office serves all DOE federal and contractor employees. Help us serve you and your organization the best we can!

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Paperwork Reduction Act Burden Disclosure Statement

OMB Control Number: 1910-5160 Expiration 11/31/2022

This data is being collected to get feedback from DOE federal and contract employees. The data you supply will be used to improve existing and future Alternative Dispute Resolution Office's training and outreach efforts.

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Paperwork Reduction Act Burden Disclosure Statement

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Enterprise Policy Development & Implementation Office, IM-22, Information Collection Management Program (1910-5160), U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC 20585; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (1910-5160), Washington, DC 20503.

Paperwork Reduction Act Burden Disclosure Statement

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

Submission of this data is voluntary.

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What agency/organization are you from?

What is your organization/agency?*

A dropdown menu with the text "--- choose an option ---" and a small diamond-shaped arrow icon on the right side.

If you selected "National Laboratories" above, select from below:

A dropdown menu with the text "--- choose an option ---" and a small diamond-shaped arrow icon on the right side.

If you selected "Power Marketing Administration" above, please select below:

A dropdown menu with the text "--- choose an option ---" and a small diamond-shaped arrow icon on the right side.

If you selected "Other" above, please enter:

A text input field with a small "140" character count indicator on the right side.A blue rectangular button with the word "Submit" in white text.



What is your pay plan/grade?

What is your pay scale or grade equivalent?

A dropdown menu with the text "--- choose an option ---" and a small downward-pointing arrow icon on the right side.

If other, enter:

A text input field containing the number "140".A blue rectangular button with the word "Submit" written in white text.



Do any of these titles apply to you?

Select all that apply:

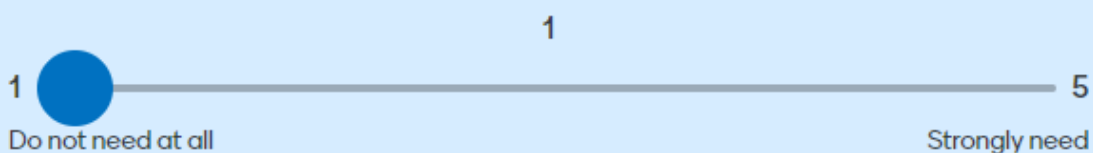
- First Level Supervisor
- Second Level Supervisor or Above
- Program or Project Manager
- Team Lead
- Informal Leader
- None of the above

Submit

Rate the need for training on the following communication skills:

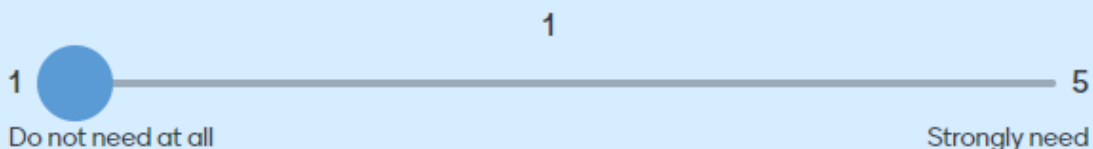
Listening (active, reflective, receiving feedback)

Skip



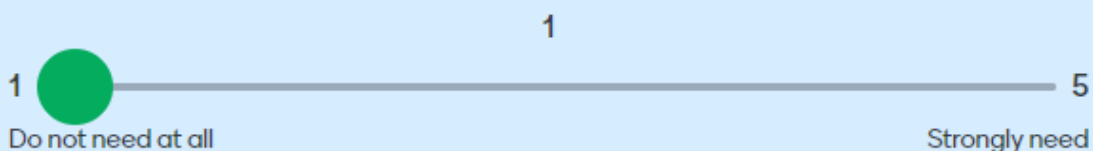
Communicating Clearly (aligning intent with actions, ensuring understanding)

Skip



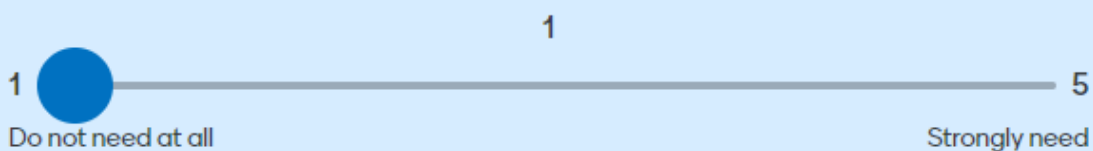
Giving Feedback

Skip



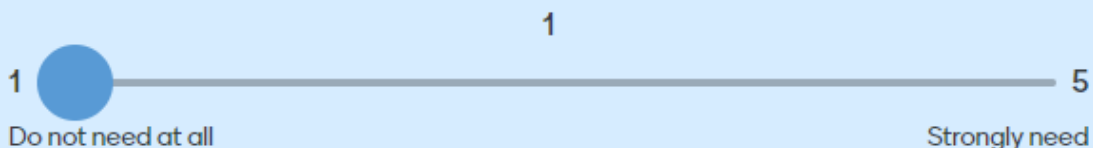
Storytelling (deconstructing narratives, motivating others)

Skip



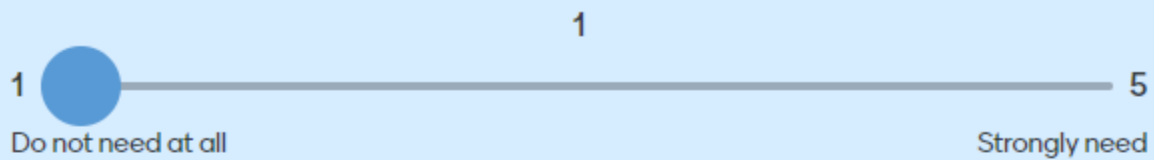
Negotiating (influencing, exchanging ideas, collaborating toward a solution)

Skip



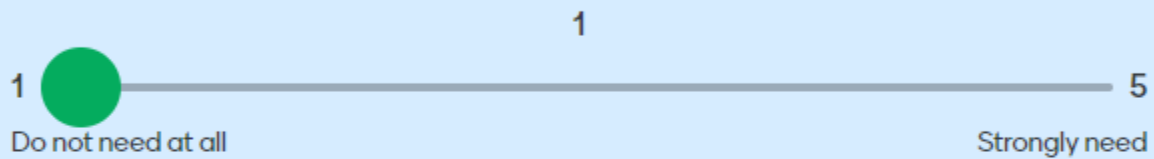
Negotiating (influencing, exchanging ideas, collaborating toward a solution)

Skip



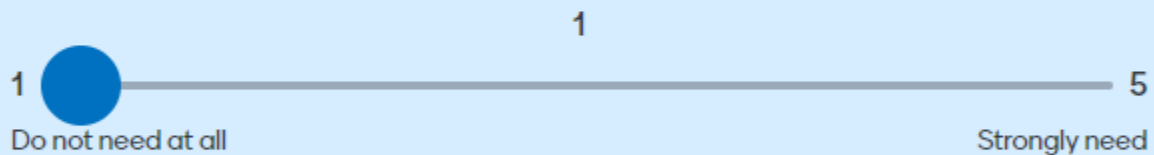
Asking Questions (seeking to understand, not debating/defending)

Skip



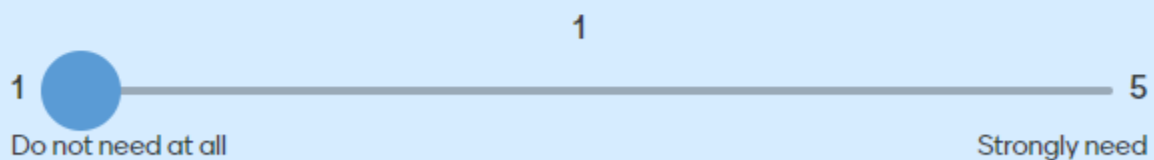
Nonverbal Communication (body language, tones, reading between the lines)

Skip



Difficult Conversations (de-escalation, conversation starters)

Skip

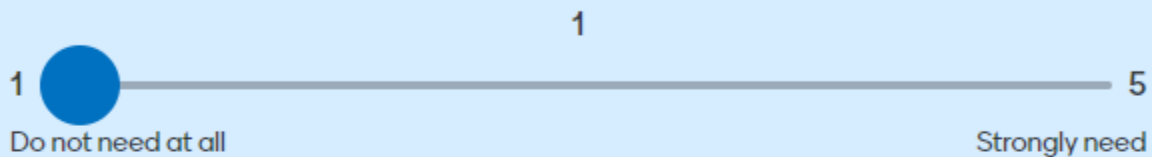


Submit

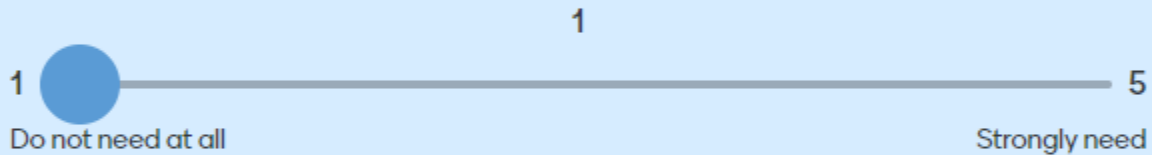
Rate the need for training on the following culture-based skills:

These skills specifically contribute to a conflict-healthy culture.

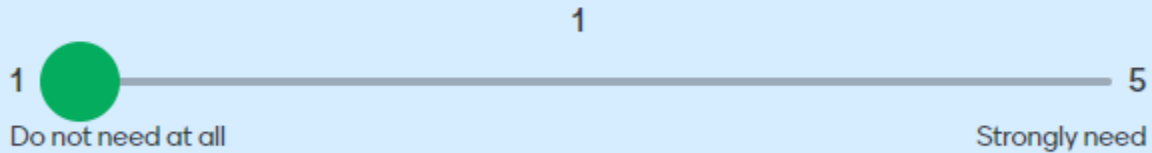
Flexibility (open-mindedness, willing to bend or negotiate) Skip



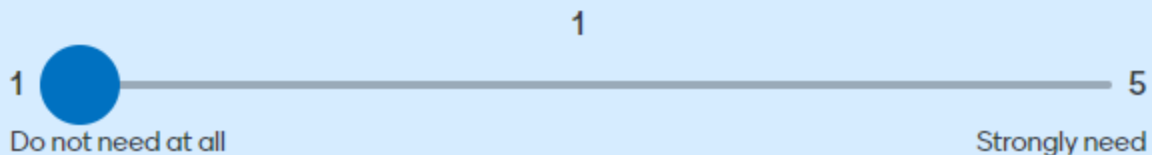
Resiliency (recovering and rebounding from adversity) Skip



Courage and Vulnerability (talking about tough stuff, speaking up) Skip



Diversity (of thought/opinion, inclusion, idiosyncrasies vs. stereotyping) Skip



Curiosity (learning, creativity and innovation, reflection)

Skip

1

1



Do not need at all

5

Strongly need

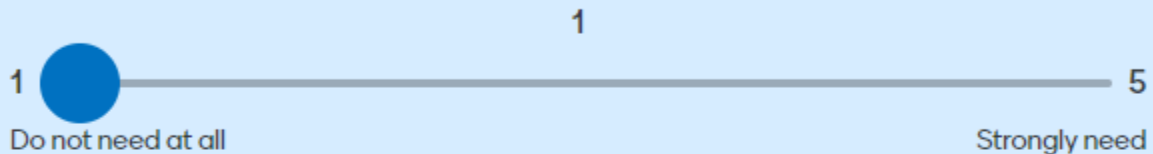
Submit

Continued -- Rate the need for training on the following culture-based skills:

These skills specifically contribute to a conflict-healthy culture.

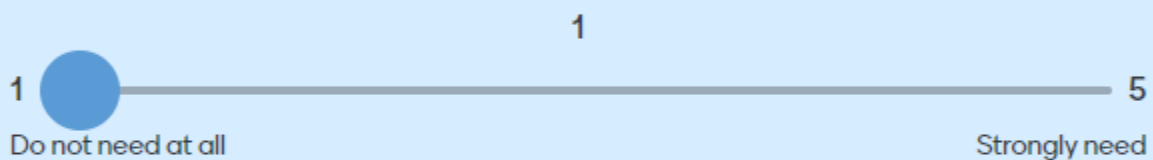
Reflection (reflective practice, personal de-escalation, applying feedback)

Skip



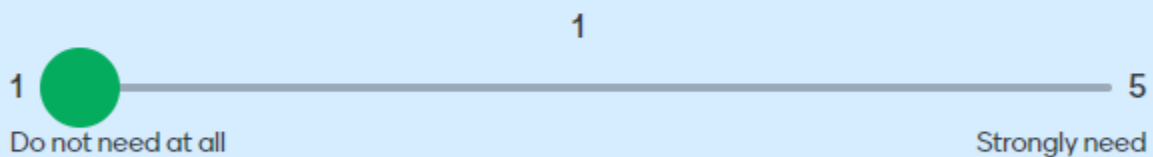
Respect (to others, self-compassion, setting boundaries, building trust)

Skip



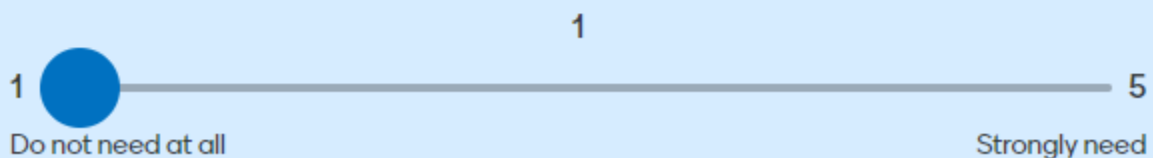
Emotional Intelligence (EQ, empathy, mindfulness, physiological responses)

Skip



Problem Framing (issue spotting, assuming best intentions, simplifying, "problem is problem, not the person")

Skip

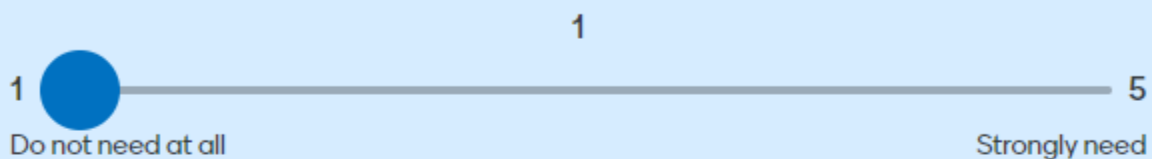


Submit

Rate the need for training on the following collaboration skills:

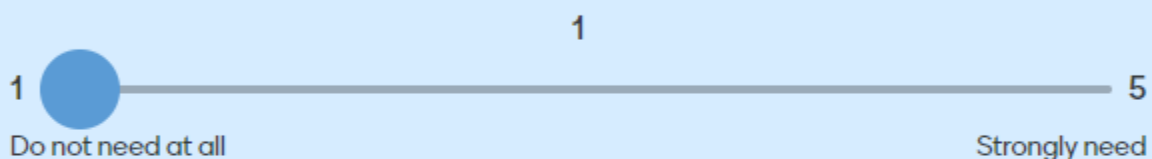
Managing Change (building trust, skills to head off conflict)

Skip



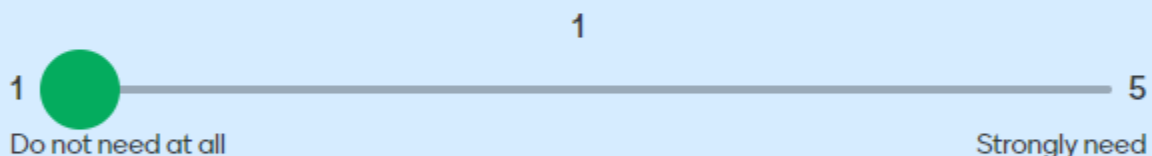
Building Trust (trusting others, getting others to trust you)

Skip



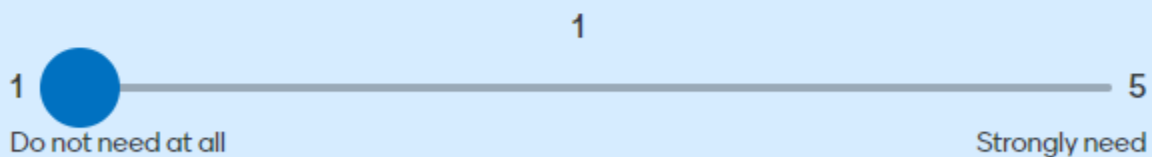
Relationship Management (political savvy, navigating situations and systems, building trust)

Skip



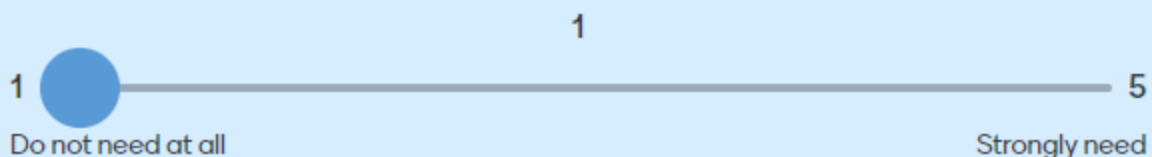
Problem Solving (working together toward goal or differing goals)

Skip



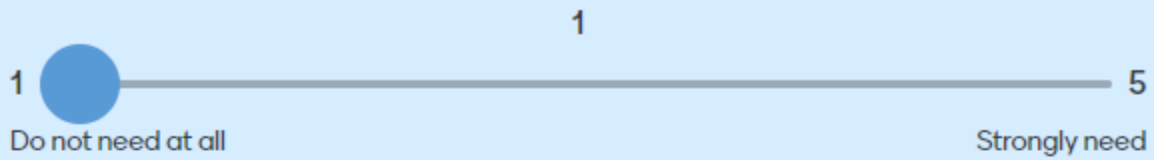
Decision Making (prioritizing, considering facts, decision fatigue)

Skip



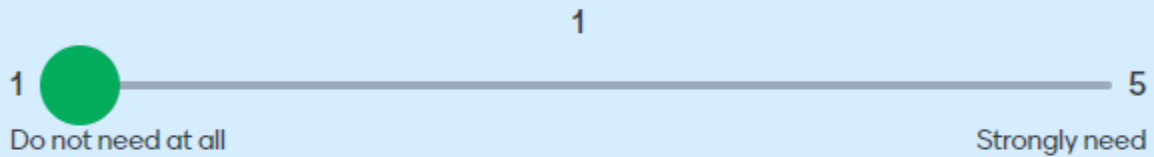
Decision Making (prioritizing, considering facts, decision fatigue)

Skip



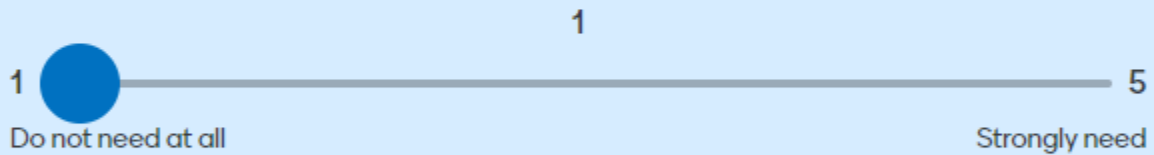
Managing Uncertainty (embracing ambiguity, dismissing absolutes)

Skip



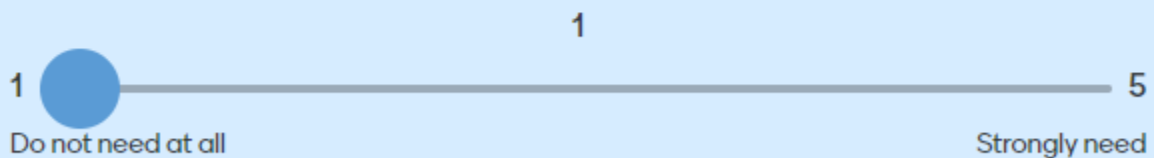
Conflict-Healthy Planning (setting tone/culture organizationally)

Skip



De-escalation (getting people to the table with objectivity)

Skip



Submit

I believe I can handle conflict and difficult conversations effectively.

Yes

No

Submit

I believe my colleagues can handle conflict and difficult conversations effectively.

Yes

No

Submit

What training topics might you be interested to see in the future?

Short answers are recommended. You have 250 characters left.

250

Submit

Rank your interest in the ADR Office's program offerings:

Select as many as you want in the order you prefer. There are 4 options in total.

1st

...

Select an option



Submit

What are the obstacles to participating in our offerings?

Short answers are recommended. You have 250 characters left.

250

Submit

Is dispute resolution a part of your official duties? (EEO or ECP manager, Ombuds, etc.)

Yes

No

Submit

Thank You!

The Alternative Dispute
Resolution Office

ADROffice@hq.doe.gov

202-586-4002

www.energy.gov/adr



Mediation • Facilitation • Consultation • Training
Neutral • Confidential • Voluntary