Bureau for Inclusive Growth, Partnerships, and Innovation (IPI) Professional Development (PD) Feedback Form

Please provide feedback on your professional development needs by filling out the form below. Thank you!

Paperwork Reduction Act Statement: A Federal agency may not conduct or sponsor an information collection subject to the requirements of the Paperwork Reduction Act unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is 0412-0609(expires 05/31/2027). Without this approval, we could not conduct this survey. Public reporting for this survey is estimated to be approximately 3 minutes per response. All responses to this survey are voluntary. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to icrteam@usaid.gov.

Privacy Notice: The survey is administered by the IPI Program Office (PO) PD Team. The information provided will be used to build a proactive professional development strategy for the IPI Bureau. The aggregated results of the survey, may be shared with IPI PO and Front Office (FO). However, your individual responses will not be attributed or linked to you. Email is not being collected. Completion of this survey is voluntary. You may choose to respond to all or any of the questions. If you agree to participate, you may withdraw your participation in the survey at any time by simply exiting the survey. Your participation will help ensure adequate representation of your views in the final results and outcomes. Please do not enter any personally identifying information for yourself or others in your responses.

For more information please contact IPI Program Office PD Team ipi.po.pdteam@usaid.gov.

1. Have you created an Individualized Learning and Training Plan (ILTP) (United States Agency for International Development (USAID) University or another form)?

   Mark only one oval.

   ◯ Yes

   ◯ No

2.   From the list below, please select which professional development/training would
       enable you to do your job more effectively.

Check all that apply.

☐ Leadership Skills

☐ Supervisory Skills

☐ Negotiation Skills

☐ Facilitation Skills

☐ Presentation Skills

☐ Writing Skills

☐ Change Management

☐ Dealing with change

☐ How to delegate effectively

☐ Team/organizational succession planning

☐ Giving and receiving feedback

☐ Working in teams

☐ Strategies to improve productivity

☐ Working with partners

☐ Influencing others

☐ Strategies for influencing my supervisor

☐ Transition management (e.g., Phase-out, graduation, mission scale-up)

☐ Event management (e.g., Office retreats, conferences, meetings with partners)

☐ Completing an Individual Learning and Training Plan (ILTP)

☐ Managing staff working under multiple hiring mechanisms

☐ Collaborating with others

☐ Coaching

☐ Mentoring

☐ Working effectively using technology (e.g., Google drive, Google suite, MyUSAID)

☐ Time management

☐ Managing workflow

☐ Support for Agreements Officer Representative (AOR)/Contracting Officer
Representative (COR)

☐ Other

3.   From the list below, please select the obstacles that make it difficult for you to attend professional development events.

Check all that apply.

☐ Time limitations due to my workload

☐ Funding limitations

☐ Supervisor approval

☐ Topics are not of interest to me

☐ Events are too far away from my location

☐ It is difficult for me to travel due to personal reasons

☐ I do not find out about events with enough notice to complete the travel authorization process

☐ I do not believe it would be worth the time investment

☐ No obstacles

☐ Other: _____

4. Which of the following areas do you believe would benefit your office/team/unit:

Check all that apply.

☐ Clarification of operating systems and procedures (How to work together to get things done)

☐ Clarification of roles and responsibilities

☐ Work delegation and workflow

☐ Strategic planning

☐ Work planning

☐ Communications

☐ Building a stronger team

☐ Coaching

☐ Mentoring

☐ Managing change

☐ Clarifying decision-making processes

☐ Conflict management

☐ Leading meetings effectively

☐ Improving supervisory relationships

☐ Exercising influence where you have little authority

☐ Managing team effectiveness in virtual teams

☐ Managing team effectiveness with staff on flexible schedules

☐ Other: _____

5. Please provide any further information that would help your PD Team strengthen professional development within IPI.

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