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Career Development Facilitator

Unit 3, Lesson 5: Building Coalitions and Raising Awareness

For VA Employees

Course Transcript



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Career Development Facilitator (CDF), Unit 3, Lesson 5: Building Coalitions and Raising Awareness

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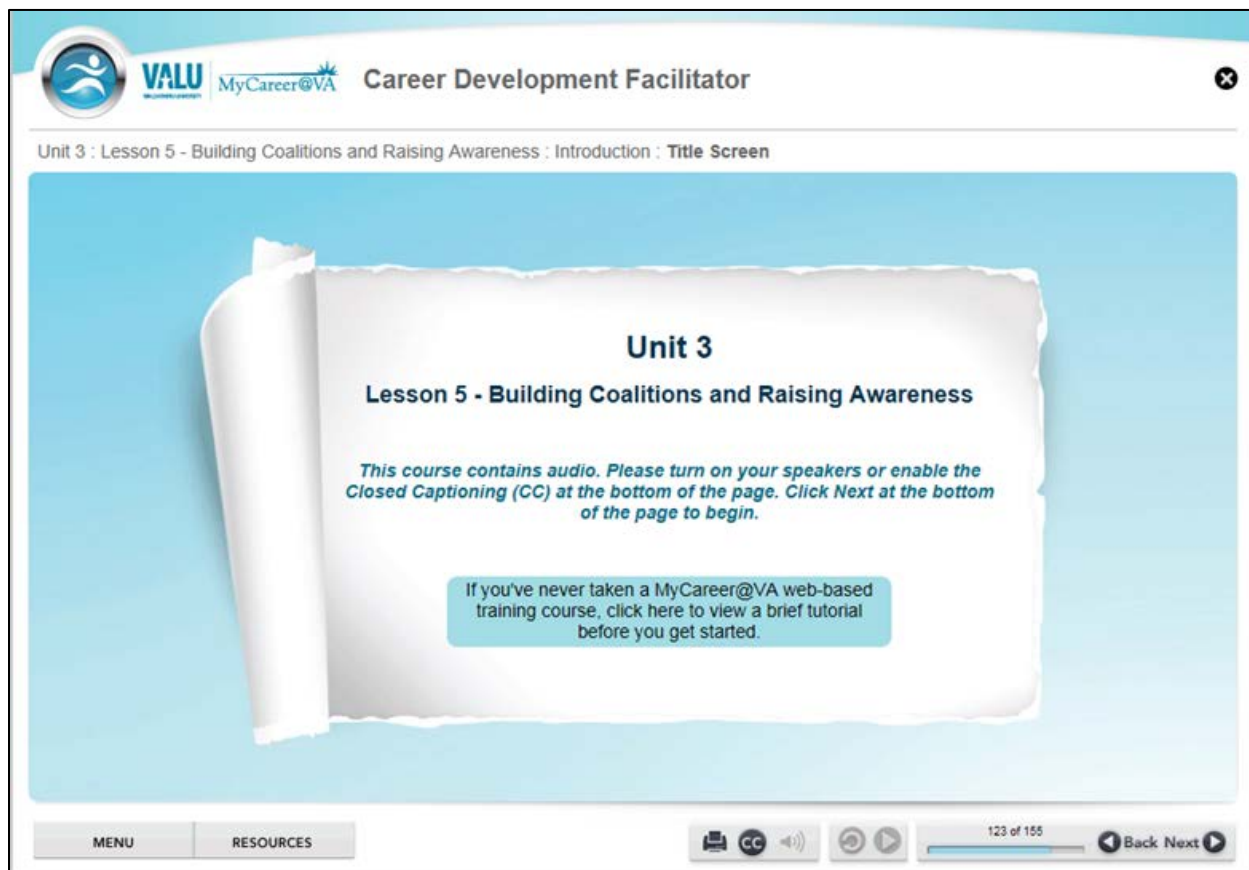
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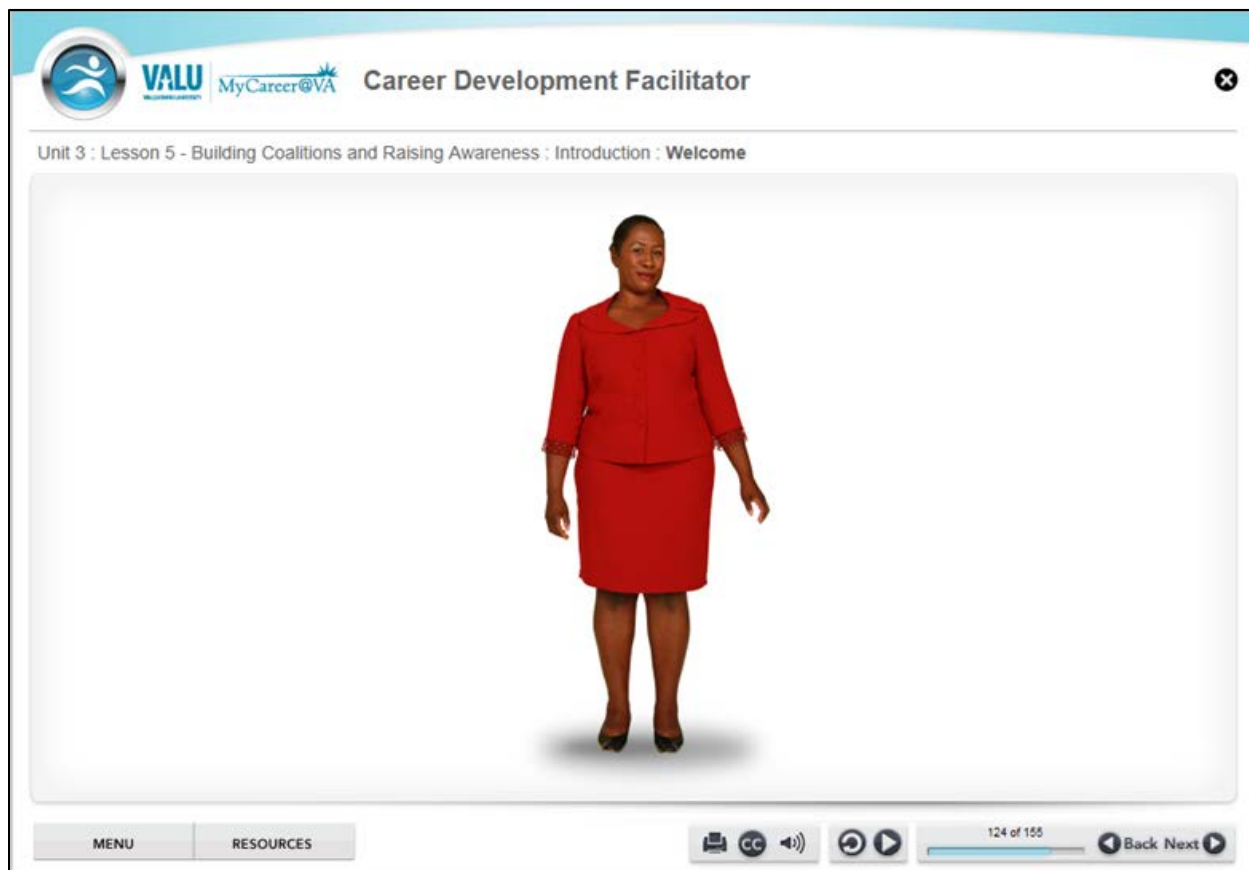
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Screen 1 – Title Screen



Screen Description	Narration
<p>Centered in the screen is the following text:</p> <p>“Unit 3 Lesson 5 – Building Coalitions and Raising Awareness</p> <p>This course contains audio. Please turn on your speakers or enable the Closed Captioning (CC) at the bottom of the page. Click Next at the bottom of the page to begin.</p> <p>If you’ve never taken a MyCareer@VA web-based training course, click here to view a brief tutorial before you get started.”</p>	<p>No Narration</p>

Screen 2 – Welcome



Screen Description	Narration
Centered on the screen is the course mentor smiling.	Welcome to the lesson on building coalitions and raising awareness. You will learn how to maximize your impact as a CDF by building strong support systems across VA. Please select the "Next" button to continue.



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Screen 3 – Lesson Overview & Learning Objectives

Screen Description	Narration
<p>On the left side, the screen displays “Lesson Overview” and on the right side, the screen displays “Learning Objectives” and three bullets.</p> <p>Lesson Overview:</p> <p>“In this lesson you will learn how building coalitions and communities of practice in your organization will further strengthen your role as a CDF.”</p> <p>Learning Objectives:</p> <p>“After completing this lesson, you</p>	<p>Before we get started, please take a moment to read the Lesson Overview and Learning Objectives.</p> <p>If you have questions about the content in this lesson, please consult the accompanying resources that are available under the “Resources” tab or on the final screen of the lesson.</p> <p>When you are finished reading, please select the “Next” button to start learning about building coalitions and communities of practice.</p>



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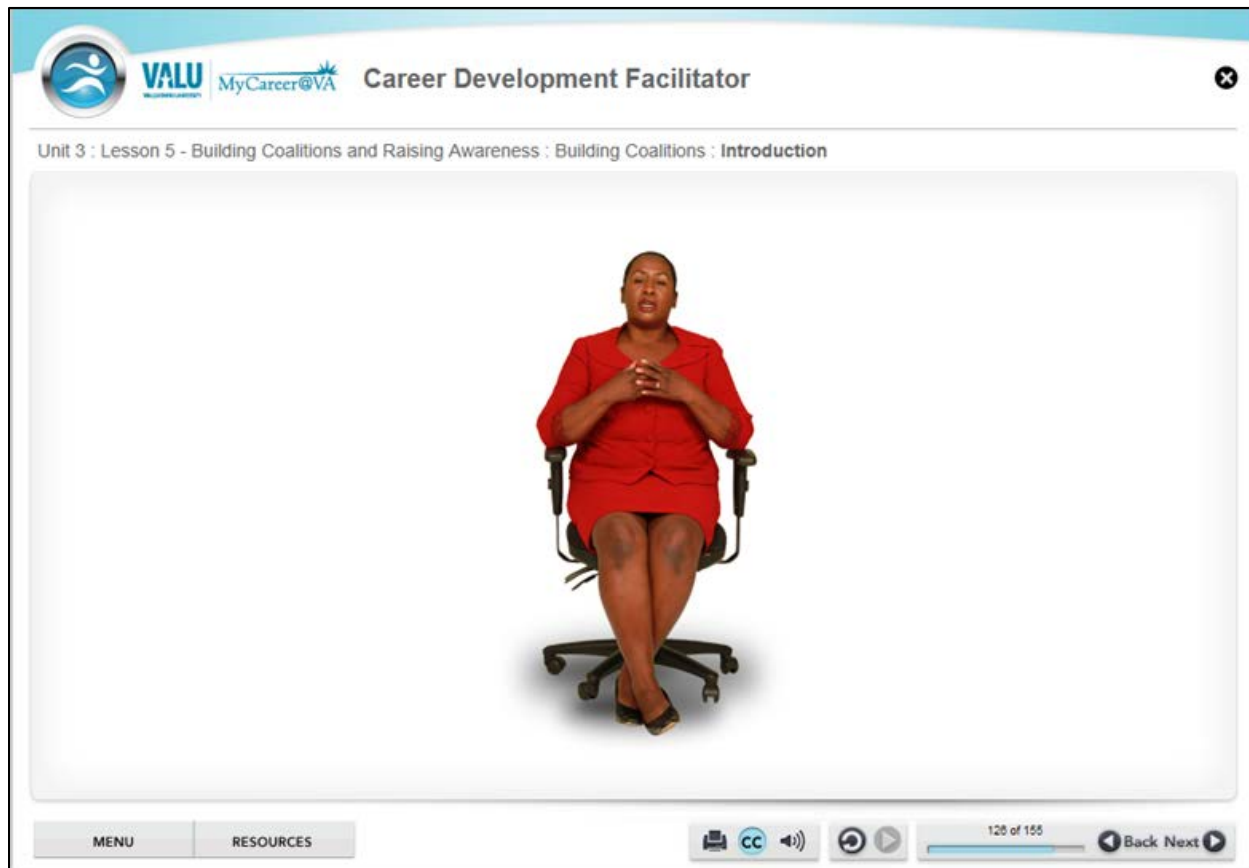
Screen Description	Narration
<p>should be able to:</p> <ul style="list-style-type: none">• Discuss the importance of building coalitions at VA.• List ways to build coalitions with VA learning leaders.• Discuss ways to communicate your role to key stakeholders.”	



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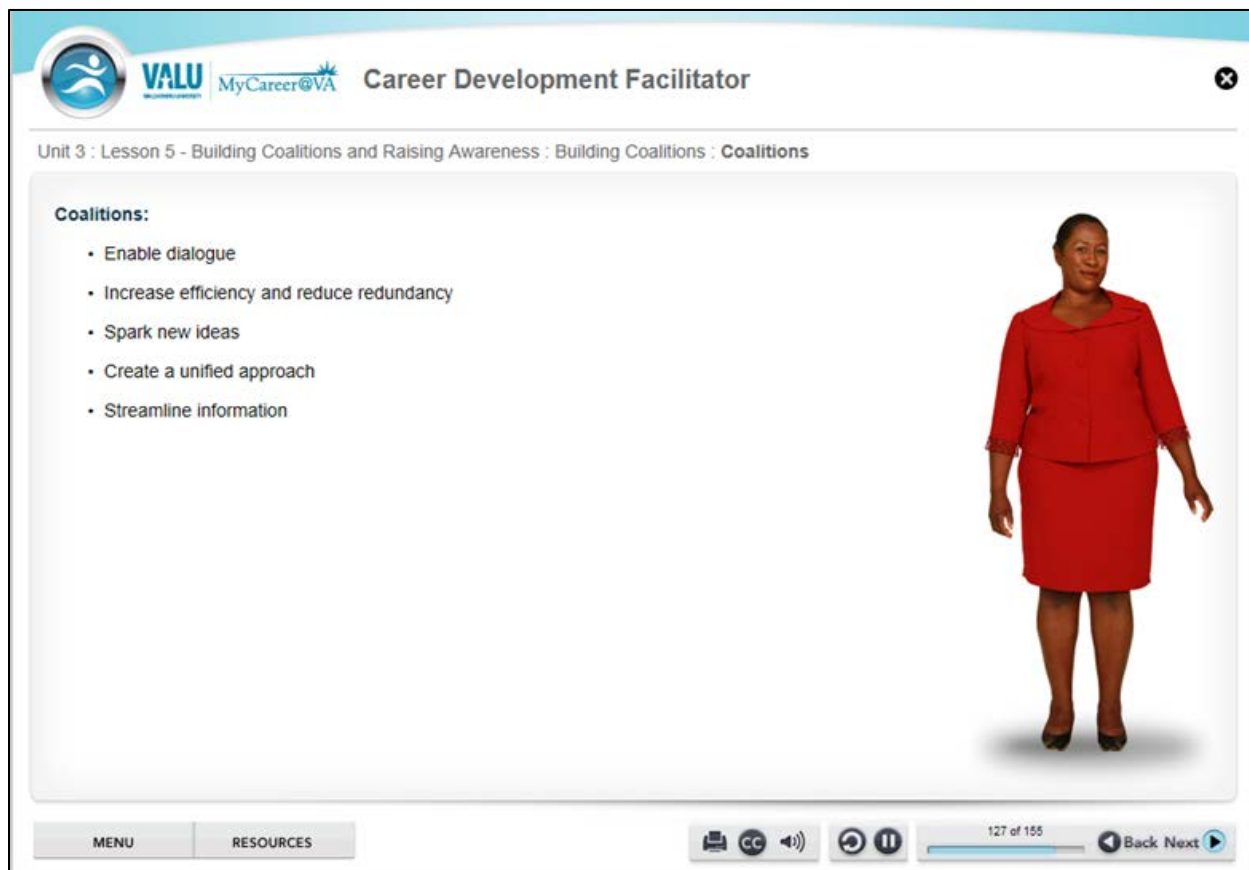
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Screen 4 – Introduction



Screen Description	Narration
Centered on the screen is the course mentor sitting in a chair and talking.	Think about your professional network, especially those who like you share a common passion for employee development. It may include education managers, training officers, mentors, coaches, and supervisors. Work with other CDFs to expand your network community to be able to help more employees. Please select the "Next" button to continue.

Screen 5 – Coalitions



The screenshot shows a web-based interface for a Career Development Facilitator. At the top, there is a header with the VALU logo, 'MyCareer@VA', and the title 'Career Development Facilitator'. Below the header, the breadcrumb trail reads 'Unit 3 : Lesson 5 - Building Coalitions and Raising Awareness : Building Coalitions : Coalitions'. The main content area is titled 'Coalitions:' and contains a bulleted list of five points: 'Enable dialogue', 'Increase efficiency and reduce redundancy', 'Spark new ideas', 'Create a unified approach', and 'Streamline information'. To the right of the list is a full-body image of a smiling woman in a red suit. At the bottom of the screen, there is a navigation bar with 'MENU' and 'RESOURCES' buttons, a set of icons (print, CC, volume, refresh, pause), a progress indicator '127 of 155', and 'Back' and 'Next' buttons.

Screen Description	Narration
On the right side, the screen displays the course mentor smiling.	<p>As you share your network with other CDFs and they with you, you create a coalition.</p> <p>A coalition is an alliance of people who work together for a common purpose and they can accomplish much more than working alone.</p>



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Screen Description	Narration
<p>The following text is added to the left side of the screen:</p> <p>“Coalitions:</p> <ul style="list-style-type: none">• Enable dialogue• Increase efficiency and reduce redundancy• Spark new ideas• Create a unified approach• Streamline information”	<p>Coalitions support employee development by creating an environment that facilitates open dialogue about career development and talent engagement, increasing information sharing while reducing redundancy, and creating a unified approach to development across your workplace.</p> <p>And employees will reap the benefits.</p> <p>Please select the "Next" button to continue.</p>



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Screen 6 – Coalitions (Continued)

Screen Description	Narration
<p>On the right side, the screen displays the course mentor smiling. On the left side, the screen displays the following text:</p> <p>“Building Coalitions:</p> <ul style="list-style-type: none">• Increases your marketability and employability• Enhances your professional reputation• Strengthens your sense of professional identity”	<p>Not only does building a coalition further support your goal of employee development, but it also helps you with your own development by increasing your marketability and employability by expanding your skill set and knowledge, enhancing your professional reputation, and strengthening your sense of professional identity.</p> <p>Please select the “Next” button to continue.</p>



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Screen 7 – Best Practices



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Career Development Facilitator

Unit 3 : Lesson 5 - Building Coalitions and Raising Awareness : Building Coalitions : **Best Practices**

Build your employee development community:

- Identify individuals
- Introduce yourself
- Explain your role
- Offer to partner together
- Ask questions about their work



MENU RESOURCES

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Screen Description	Narration
<p>On the right side, the screen displays the course mentor smiling, with three other employees, part of her coalition, standing in the background. On the left side, the screen displays the following text:</p> <p>“Potential partners in employee development:</p> <ul style="list-style-type: none">• Designated Learning Officers• Education Managers• Education Program Specialists• MyCareer@VA Super Users”	<p>Besides your fellow CDFs, there are many other individuals at VA with whom you could connect and collaborate. There also may be others in your workplace that could help.</p> <p>Take a moment to think about any specific employees in your workplace that play a similar career development role. These individuals could serve as excellent partners in employee development.</p> <p>While it might be easy to identify members of the employee development community, how do you start the collaboration process?</p>



Screen Description	Narration
<p>The original text on the left side of the screen is removed and replaced with the following text:</p> <p>“Build your employee development community:</p> <ul style="list-style-type: none">• Identify individuals• Introduce yourself• Explain your role• Offer to partner together• Ask questions about their work”	<p>There are many ways you can build your employee development community:</p> <p>Go meet people who work in a different office or career field.</p> <p>Explain your CDF role, learn more about their work, and then offer to partner together on learning activities. Afterwards, resolve to stay in touch.</p> <p>For more guidance on building and sustaining professional relationships, select the "Resources" tab to find TMS courses about networking.</p> <p>Please select the “Next” button to continue.</p>



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Screen 8 – Knowledge Check 1 of 2

Screen Description	Narration
<p>On the left side, the screen displays instructions, a question, and four possible answers. On the right side, the screen displays the course mentor meeting an employee at her desk.</p> <p>Instructions: "Select the option that best answers the question, and then select 'Submit.'"</p> <p>Question: "A community of practice benefits its members by:</p> <ul style="list-style-type: none">Facilitating a dialogue exclusively between the individuals within the	<p>Let's review what we have discussed so far.</p> <p>Please read the question, select the best answer, and then select the "Submit" button.</p> <p>When you are finished, select the "Next" button to continue.</p>



Screen Description	Narration
<p>community</p> <ul style="list-style-type: none">• Increasing redundancy of processes and information• Continuing to leverage old ideas for employee development• Creating a unified approach to employee development” <p>Correct answer = “Creating a unified approach to employee development”</p> <p>After selecting the correct answer, the screen displays: “You are correct! Select ‘Next’ to continue.”</p> <p>After selecting the incorrect answer, the screen displays, “I’m sorry, that is not correct. Please try again.”</p>	



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Screen 9 – Knowledge Check 2 of 2

Screen Description	Narration
<p>On the left side, the screen displays instructions, a question, and four possible answers. On the right side, the screen displays the course mentor meeting an employee at her desk.</p> <p>Instructions: "Select the option that best answers the question, and then select 'Submit.'"</p> <p>Question: "Which of the following are potential partners for employee development coalitions?"</p> <ul style="list-style-type: none">• Designated Learning Officers• MyCareer@VA Super Users	<p>Please read the question, select the best answer, and then select the "Submit" button.</p> <p>When you are finished, select the "Next" button to continue.</p>



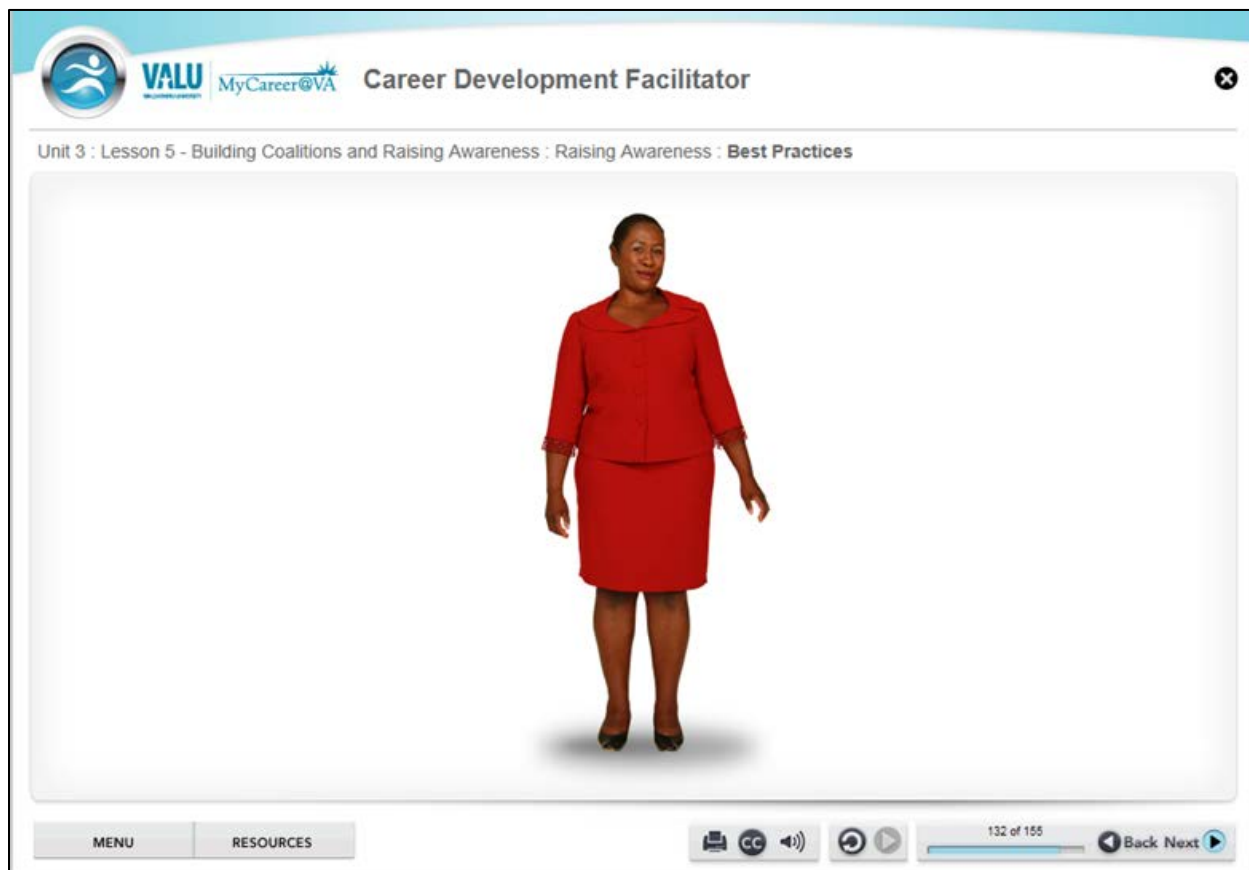
Screen Description	Narration
<ul style="list-style-type: none">• Other CDFs• All of the above" <p>Correct answer = "All of the above"</p> <p>After selecting the correct answer, the screen displays: "You are correct! Select 'Next' to continue."</p> <p>After selecting the incorrect answer, the screen displays: "While that is partially correct, 'All of the above' is the BEST answer."</p>	



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Screen 10 – Best Practices



Screen Description	Narration
Centered on the screen is the course mentor smiling.	<p>After completing this course, it is time to share your skills and role with stakeholders.</p> <p>After all, this is what being a CDF is all about.</p> <p>So how can you inform facility leaders, employees, and those in your professional network of your new role as a CDF?</p> <p>It is the skillful presentation of your capabilities that can provide the broadest number of opportunities for you as a CDF. When done well, it allows for the transition from being "informed," to "understanding."</p> <p>Your role will mean different things to different stakeholders.</p>



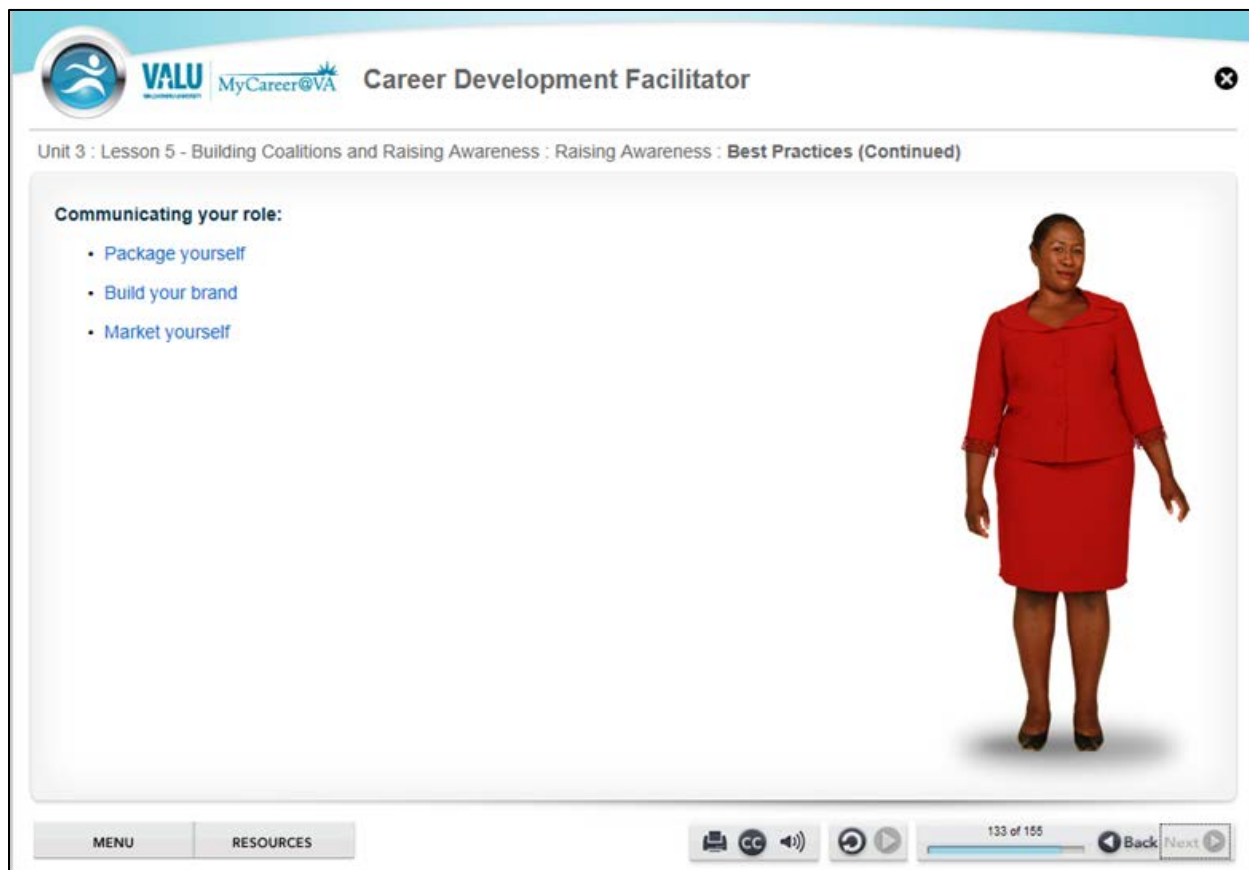
Screen Description	Narration
	<p>To facility leadership, CDFs are a key employee development and engagement resource.</p> <p>They may call on you to support implementation of employee development initiatives and other programs.</p> <p>To those in your professional network, CDFs offer opportunities for collaboration and information sharing.</p> <p>To employees, CDFs are a valuable career development resource that will be instrumental in their engagement in the career development process.</p> <p>The first step to raising stakeholder awareness of a valuable career resource: you.</p> <p>While sending emails and having direct conversations with stakeholders seems obvious, there is more to effective communication than that.</p> <p>Select the "Next" button to learn more.</p>



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Screen 11 – Best Practices (Continued)



Screen Description	Narration
On the right, the screen displays the course mentor smiling. On the left side, the screen displays the following text: “Communicating your role:”	To raise awareness of your CDF role, you should package yourself, build your brand, and market yourself.
The following text is added to the left side of the screen— one at a time: <ul style="list-style-type: none">• “Package yourself• Build your brand• Market yourself”	Select each link to learn more and then select the “Resources” button to view a sample messaging to get you started. When you are finished, select the “Next” button to continue.
After selecting “Package yourself,” the screen displays:	Package yourself. First understand what key skills you want to communicate



Screen Description	Narration
<p>"Leadership:</p> <p>CDFs promote employee engagement and retention by helping VA employees successfully navigate their own career paths.</p> <p>Employees:</p> <p>CDFs serve as a partner to provide you with personalized support and guidance to help you achieve your career goals."</p>	<p>and to whom you want to communicate them.</p> <p>For example, when speaking with your leadership, you may want to package your skills from an organizational viewpoint.</p> <p>However, you may want to frame your skills differently when communicating with individual employees.</p>
<p>After selecting "Build your brand," the screen displays:</p> <p>"Elements of a Personal Brand:</p> <p>The value you create + who you're creating it for + the expected outcome.</p> <p>For example: I use my passion and expertise in employee development to work one-on-one with employees to facilitate the career development process."</p>	<p>Build your brand.</p> <p>Many people write a mission statement to stick to their roles and responsibilities.</p> <p>As a CDF, what is your mission statement?</p>
<p>After selecting "Market yourself," the screen displays:</p> <ol style="list-style-type: none">1. "Your supervisors and managers2. Facility leadership3. Other education leaders (e.g., Mentors, Education Managers, DLOs)4. Employees"	<p>Market yourself.</p> <p>Lastly, you should raise awareness.</p> <p>You should communicate your role to all key individuals in your facility, namely, your supervisors and managers, your facility leadership, other education leaders at your facility, and of course facility employees.</p>



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Screen 12 – Knowledge Check

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Unit 3 : Lesson 5 - Building Coalitions and Raising Awareness : Raising Awareness : Knowledge Check

Select the option that best answers the question, and then select "Submit."

You have completed the CDF training course and are ready to begin your role as a CDF. You should:

- ☐ Hold a briefing for all facility employees explaining your role
- ☐ Send email messages to facility leadership informing them of your role and how you can support employees
- ☐ Meet with other employee development stakeholders to identify opportunities for partnership
- ☐ All of the above

Submit

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Screen Description	Narration
<p>On the left side, the screen displays instructions, a question, and four possible answers. On the right side, the screen displays the course mentor meeting an employee at her desk.</p> <p>Instructions: "Select the option that best answers the question, and then select 'Submit.'"</p> <p>Question: "You have completed the CDF training course and are ready to begin your role as a CDF. You should:</p> <ul style="list-style-type: none">• Hold a briefing for all facility employees explaining your role	<p>Let's review ways to communicate your role to key stakeholders.</p> <p>Please read the question, select the best answer, and then select the "Submit" button.</p> <p>When you are finished, select the "Next" button to continue.</p>



Screen Description	Narration
<ul style="list-style-type: none">• Send email messages to facility leadership informing them of your role and how you can support employees• Meet with other employee development stakeholders to identify opportunities for partnership• All of the above” <p>Correct answer = “All of the above”</p> <p>After selecting the correct answer, the screen displays: “You are correct! Select ‘Next’ to continue.”</p> <p>After selecting the incorrect answer, the screen displays: “While that is partially correct, ‘All of the above’ is the BEST answer.”</p>	



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Screen 13 – Conclusion

Career Development Facilitator

Unit 3 : Lesson 5 - Building Coalitions and Raising Awareness : Conclusion : **Conclusion**

Congratulations!

You have successfully completed the Building Coalitions and Raising Awareness lesson.

Learning Objectives

You should now be able to:

- ✓ Discuss the importance of building coalitions at VA.
- ✓ List ways to build coalitions with VA learning leaders.
- ✓ Discuss ways to communicate your role to key stakeholders.

To review what you have learned today and plan your next steps, please consult the following resources:

- [Sample Messages \(PDF\)](#)
- Recommended TMS Courses:
 - Managing your Career: Professional Networking Essentials

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Screen Description	Narration
<p>On the left side, the screen displays the following text: “Congratulations! You have successfully completed the Building Coalitions and Raising Awareness lesson.” and the Learning Objectives:</p> <p>“You should now be able to:</p> <ul style="list-style-type: none">• Discuss the importance of building coalitions at VA.• List ways to build coalitions with VA learning leaders.• Discuss ways to communicate your role to key	<p>Congratulations! You have successfully completed the Building Coalitions and Raising Awareness lesson.</p> <p>As a CDF, you are a very valuable asset not only to the employees in your workplace but also to your employee development colleagues and leadership.</p> <p>Leveraging those relationships and communicating your role will present you with countless opportunities to take what you have learned in this course and turn it into fruitful action! Please review the Learning Objectives and access any resources to reinforce the information covered in this lesson.</p> <p>Select the “Next” button to return to the course homepage.</p>



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Screen Description	Narration
<p>stakeholders.”</p> <p>On the right side, the screen displays Resources:</p> <p>“To review what you have learned today and plan your next steps, please consult the following resources:</p> <ul style="list-style-type: none">• Sample Messages (PDF)• Recommended TMS Courses:<ul style="list-style-type: none">○ Managing your Career: Professional Networking Essentials”	