

MOBILITY & KNOWLEDGE MANAGEMENT EDITION

In this issue: Interviews about employee mobility, a new reader poll about details, results of most recent poll about welcoming new employees, new volunteer opportunities, and our list of upcoming OW events.

What is the OW Workforce Council (WFC)? The Workforce Council includes staff, supervisors, and senior managers from across the Office of Water, volunteering to help OW become an even better place to work.

How We All Win: Best Practices for Details

By Gresham Harkless, WFC Mobility and Knowledge Management Team

Details can be an important component of an employee's development. They can also be advantageous for the detailee's host and home offices. Each detail is unique, but certain *best practices* can be extracted from successful detail assignments.

After conducting extensive interviews with detailees and their managers, the WFC Knowledge Management and Mobility Team is creating *best practice* sheets to help ensure effective and efficient transitions for detailees and supervisors in both home and host offices. When complete, these sheets will be posted on the WFC web site.

Inspired by this effort, I interviewed two recent detailees to hear their perspective on details. First, I talked with Joe Jackson, a management analyst in OGWDW.

What did you do to ensure that things would run smoothly in your absence? "I listed out activities and divided them among members of the team and also completed some of the larger tasks," Joe explained.

How did you and your co-workers gain from the detail? Joe replied, "I had the opportunity to see how similar work was done a step higher in the organization and it provided more insight and a broader perspective into how things worked and how things were done. I was able to bring that knowledge and insight back to my home office."



Joe Jackson,
OGWDW

What advice would you give someone wanting to go on a detail, and wanting their manager's support? "Close out as many projects as possible, have a good handle on projects, and recruit some colleagues to pick up any projects that are in progress," said Joe.

I also talked with David Evans, director of the Wetlands Division in OWOW.

How has your experience shaped your perception of details? David understands details to be beneficial to employees, host offices, and home offices. This is based on the benefits he gained from his three detail assignments, which he found "motivating, inspiring, and valuable."



David Evans,
OWOW

As a supervisor, how do you feel the employee and the office gained from details? There is a collaborative spirit in OWOW, and people are supportive of colleagues participating in details. Details are part of the OWOW culture.

What advice would you give a manager considering an employee's detail request? David stated that a manager should be "equally concerned about an organization's work and an employee's request." Citing his branch chiefs' creative solutions, he explained that there is usually a way to make a detail work to everyone's satisfaction.

Excerpts from the *Best Practice* Sheets:

For the detailee: Do you have specific goals you wish to realize through a detail? Then make sure to place your intention to go on a detail in your IDP.

For the home office supervisor: Have a discussion with the detailee to assess whether a detail is a good option. Also consider timing, contribution, readiness, job maturity, and detail history.

For the host office supervisor: Arrange regular (e.g. weekly) check-ins to support detailees in their project.

Have Your Say!

Have ideas for future bi-monthly newsletters? Want to be a roving reporter? Please e-mail us at "OW Workforce Council"

Splash!

Let's Make It Interesting...

Workforce Council
Intranet Site

<http://intranet.epa.gov/ow/employeeservices/workforce/>

OW welcomes our new employees!

IO — Jason Kaldani; **OGWDW**— Megan Klasic, Jocelyn Keehner, Julie Javier, Lameka Smith, & Christine Dangel; **OST** — Jezebebe Alicea & Jason Berner; **OWM** — Katherine Telleen, Jonah Schein, Karen Garner, Elisabeth Ragnauth, & Connie Bosma; **OWOW** — Tracy Kerchkof, Nell Orscheln, & Santina Wortman

OW EVENTS

Why Can't We All Get Along? Why Congress Takes So Long to Enact Legislation *Brownbag presented by Louise Kitamura, OW's Resource Management Staff.* Thursday Oct 2 from 12 noon to 1:30 pm in rm 3106C EPA East (RSVP via email to Victoria Green. Seating is limited.)

For OW Administrative Professionals: Emotional Intelligence Workshop *Sponsored by Water Careers, and presented by Nancy Rosen-shine (trainer & organizational development consultant.* Thursday Oct 23 from 9 am to 4 pm in rm 7530 Ariel Rios North (to register, contact Victoria Green)

Work@Home Technologies Brownbag *Hosted by the WFC Flexible Workplace Policies Team to help COOP essential personnel and Flexiplacers make effective use of technology.* Thursday Oct 23 from 12 noon to 1 pm (to register, contact Renee Morris)

New Employee Welcome Reception *Sponsored by the WFC Diversity Team* Tuesday Nov 6 11 am to 1 pm (to register, contact Mohammed Billah)
****Tell new employees about it!****

Wellness @ Work Sessions: Get a quick workout without leaving the building & come back to work energized! Desk-Side Pilates with Marissa McInnis & Cardio at Your Desk with Karen Edwards (to register, email Surabhi Shah)

Results of Our On-boarding Poll

 In your office, who helps new employees get on board?

Once settled in our jobs, many of us don't think much about on-boarding and new employee issues, but effectively on-boarding new staff is critical to the ongoing success of the entire Agency. The eight survey responses we received named supervisors, branch chiefs, senior staff, administrative staff, and human resource staff as those helping new employees get on board. Responders noted that those who help with on-boarding make new employees feel welcome, introduce them to co-workers, and help them understand the "unwritten rules" of their office. Other ways EPA staff help orient new employees include providing welcome packets with phone numbers, tips, basic organizational or programmatic information, as well as offering mentoring, networking and perspective.

Take Our Next Poll & let us know what you think! How have you and your office benefited from details? Share your thoughts on-line and we'll post the results in the next issue of **Splash!** Just click on the link: http://www.surveymonkey.com/s.aspx?sm=1h9ShnsSeWlgXd6UQp7v_2fA_3d_3d

OPPORTUNITY KNOCKS: PERSONAL DEVELOPMENT OPPORTUNITIES IN OW

To volunteer or to discuss any of these opportunities, email us at OW_Workforce_Council@epa.gov

Help Plan a Walking Challenge

The Workplace Wellness Team is seeking two co-leads to coordinate an **OW-wide Walking Challenge**. We have new pedometers and tools to support this innovative event promoting wellness in the OW workplace. Timing of the event is flexible.



OW's Welcome Program Invites "Buddies"

The Workforce Council Diversity Team is seeking "Buddies" from across OW to help new employees navigate the workplace during their first 3-6 months. Use your leadership and communication skills to help someone get a great start in OW. (See poll results above on helping new employees get onboard.)

Coordinate a Wellness Open House!

The Workplace Wellness Team is seeking two co-leads to coordinate a **Wellness@Work Open House** in spring 2009 with contractor and team support. This role offers a chance to demonstrate leadership and to network across OW and EPA.