EXAMPLE OF A COMPLETED C.A.R. ACCOMPLISHMENT STATEMENT WORKSHEET

STEP 1. Write down any challenge, task, project, or situation.

Conducted training classes on career development to NASA employees.

STEP 2. Describe the actions taken to accomplish the task or resolve the challenge. (What did you do? Did you develop something? Did you identify a need for? Did you make recommendations?). ***TIP: Refer to Action Verbs Lists.***

Determined course requirements through development of a comprehensive needs assessment; designed class content & handouts using instructional system design techniques; created a marketing plan including marketing materials and implemented; coordinated logistics & facilitated the classes.

STEP 3. Identify skills and knowledge used.

Instructional System Design techniques; development & analysis of needs assessments; marketing techniques; organizational skills; facilitation skills.

STEP 4. Describe the outcomes/results - provide specific examples of the results of your action(s) and quantify when possible.

Training was expanded and implemented to all facilities nationwide and over 200 employees have been trained annually on topics such as Individual Development Plans, conflict management and team building; received outstanding evaluations with over 20 attendees on average per class. (Received cash award)

WRITE FINAL ACCOMPLISHMENT STATEMENT USING THE CHALLENGE – ACTION- RESULTS TECHNIQUE

Developed and implemented a comprehensive training needs assessment and, based on an analysis of the results, designed and facilitated a career development training program for all levels of NASA employees. Constructed and executed a marketing plan that resulted in expansion of the training program to all facilities nationwide on topics such as Individual Development Plans, conflict management and team building. Over 200 employees have been trained annually since 2009. Received outstanding evaluations with over 20 attendees per class on average. (Received cash award).