

Adelle J. Dantzler, M.S.Ed.
TRAINER, 10 Steps to a Federal Job®

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Overview:

Over 20 years as an instructor/facilitator, instructional designer and project manager conducting performance and training analyses and developing instructor-led, virtual and web-based training. Expertise in developing and presenting a variety of communications to diverse audiences to develop capability and enhance potential.

Capabilities:

CAREER SERVICES: Job Search Strategies, Interviewing, Federal Applications, Private Industry Résumé Writing, Cover Letters, Thank You Letters, Career Development Planning, Occupational Analysis, Networking

INSTRUCTIONAL DESIGN: Performance Analysis, Needs Assessment, Training Needs Analysis, Job Task Analysis, Competency Analysis, Training Design Plans, Instructional Development, Evaluation Forms & Reports, Webinar Design & Development, Web-Based Training Design Documents, Audio Scripts, Storyboards, Curriculum Design

TRAINING/FACILITATION: Webinar Facilitation, Instructor-Led Training, Meeting Facilitation, Focus Group Facilitation, 360 Feedback Facilitation, Emotional Intelligence Facilitation, FIRO-B Facilitation, MBTI Facilitation

INSTRUCTIONAL TOPICS: Leadership Skills, Supervisory Skills, Coaching, Feedback, Mentoring, Federal Résumé Writing, Job Search Strategies, HR Policies, New Employee Orientation, Summer Intern Training, Team Work, Meeting Facilitation, Training Evaluation, Microsoft Word, Train-the-Trainer Sessions, Communications, Administrative Systems

PROGRAM/PROJECT MANAGEMENT: Statement of Work, Proposal Writing, Project Planning, Project Kickoff Meetings, Event Management, Invoice Payments & Financial Management, Project Updates & Status Reports, Conference Planning, Contractor Performance Evaluation, Paperwork to Exercise Option Periods

Certifications:

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| <i>Certified Federal Job Search Trainer & Certified Federal Career Coach</i> | The Resume Place |
| Certified FIRO® Practitioner | CPP |
| Certified MBTI® Practitioner | CPP |
| <i>Certified 360 Assessment Facilitator</i> | CCL |
| <i>Certified Virtual Leadership Facilitator</i> | Netspeed |
| <i>Certified InsideOut Coaching Presenter</i> | InsideOut Development LLC |
| <i>Certified Emotional Intelligence (EQ-i2.0) Coach</i> | OKA |
| <i>Certified Crucial Conversations Trainer</i> | Vital Smarts |

Software: Microsoft Office (Word, PowerPoint, Excel, Publisher, Access), WebEx, Adobe Connect, SharePoint, WordPress

Social Media Profiles: www.dcslearn.com & www.fedjobseeker.com

Facebook: <https://www.facebook.com/Fedjobseekercom-1644745042407782/>

LinkedIn Profile: <https://www.linkedin.com/in/adelle-j-dantzler-trainer/>

Instagram: [@adellejdantzler](https://www.instagram.com/adellejdantzler)



Workshops:

Private Industry Job Search

- Strategic Steps for Job Search Success: Narrowing Search for Jobs & How to Use/Find Job Search Sites
- Private Industry Résumé Writing
- Cover Letters & Thank You Letters
- Networking Strategies to Advance Your Career
- Automated Tracking Systems (ATS) & Keywords in the Private Industry Job Search
- Interviewing Techniques
- Job Search Communications

Career Management

- Strategies to Move Up in the Federal Government/Your Organization
- Career/Job Transition Strategies
- Career Longevity Tips & Hints
- Planning for an Exceptional or Outstanding Performance Review Rating
- High Potentials (HIPO) Training
- Managing Up as a Team Member/Employee
- Career Development (using an IDP or *For Your Improvement* text)
- Mentoring: Forming and Maintaining Successful Relationships
- Applying Communication Styles
- Improving Interpersonal Relationships through FIRO-B®
- Managing Multiple Priorities
- Basic Meeting Facilitation Skills

Leadership Development

- Developing Staff
- Motivating & Empowering Staff
- Effective Team Communications through MBTI®
- 360 Feedback for Development
- Mastering Emotional Intelligence
- New Supervisor Training
- Feedback – Asking, Giving and Receiving
- Coaching Techniques (GROW Model)
- Demonstrating Leadership Competencies & Key Qualities

Training & Instructional Design

- Basics of Instructional Design
- Conducting Training Analysis
- Evaluating Training

Federal Job Search

- Ten Steps to a Federal Job
- Federal Occupations: Using the Occupational Handbook
- Finding & Understanding Federal Vacancy Announcements
- Federal Career Search: How to Look for a Good Federal Agency Fit
- The Federal Job Application Process
- Successfully Using Keywords to Apply for a Federal Job
- Federal Résumé Writing: Accomplishment-Based
- Special Hiring Authorities: Fast Forward Applications for Federal Jobs