

# Learning Track For Employees

Name of Session	Session Description	Length
Reduction in Force (RIF): Process and Overview	When an organizational change or restructure results in employee impacts, the reduction-in-force (RIF) regulations and policies are implemented. The purpose of this session is to provide a better understanding of the RIF process and procedures.	1 hour
Voluntary Early Retirement: Info Session	Learn more about the Voluntary Early Retirement (VER).	1 hour
Retirement Planning with Q&A	Start your plan for retirement. This will be similar content to the weekly sessions that the Retirement Team conducts for all employees.	2 hours
Utilizing the Employee Assistance Program (EAP)	Receive guidance on accessing the services helpful to employees during times of change that are available from the Postal Service's EAP.	1 hour
Navigating Change	Gain an overview of the states of change and tools to help you successfully navigate through change individually.	1 hour
Job Posting, Interviews, & the Roles of the Review Committee and Selecting Official	Understand the duties and responsibilities of the Review Committee and Selecting Official roles. Reinforce "best practices" for interviewing, avoiding rating biases, etc.	1 hour
Navigating eCareer & KSAs	Learn how to efficiently navigate through eCareer, create an eCareer profile, and write effective KSAs to address multiple requirements.	1 hour
Interview Tips with Mock Interviews	Spend time practicing and preparing to interview well for opportunities.	1 hour
HQ Vacancy Management Application	<b>This session is intended for individuals who post vacancies.</b> Know how to maneuver through the new application that is a web based version of submitting a request for the creation of HQ Non-Bargaining (EAS and Payband) hiring requisitions to be posted in eCareer.	1 hour
Field EAS Vacancy Management Application	<b>This session is intended for individuals who post vacancies.</b> Be refreshed on the use of the EAS Vacancy Management Application. This application is a web based version of submitting a request for the creation of Field Non-Bargaining (EAS) hiring requisitions to be posted in eCareer.	1 hour

Live sessions can be attended by registering on HERO at [Preparing for Change: Support Event](#).  
Previously record sessions are available on the Preparing for Change Blue page under [Employee Support Events](#).