

# Staff Meetings

Bi-weekly at 11:00 - noonish on Tuesdays in the Auditorium

**Reminder:** Science talks should be engaging and understandable for non-expert audience

A few times per quarter we will not have a science talk and instead provide division updates or other non-scientific topics:

e.g. Jan. 23 the IDEA office will give a presentation on Psychological Safety.

## Today's topics

- Retreat Follow up
- Web-Page transition and Internal Resource Page
- Mid-year check-in
- LDRD process

# Follow-up on NSD Retreat Nov. 14-15

- Retreat Web-page (also linked from NSD Event Calendar entry):  
<https://sites.google.com/lbl.gov/nsdoffsiteretreat2023/home>
- Agenda links to presentations and Mentimeter result summaries
- Today, we report back with first actions resulting from your feedback

# Retreat Follow-up

## Initial Division Actions

- **Provide more opportunities for in-person interactions**
  - Moved staff meeting off lunch hour and into auditorium
    - Expect everyone who is on site is expected to attend in person
  - More initiatives under consideration (e.g. division coffee hour)
- **Transparency & Accountability**
  - Internal NSD web-page
    - Resources, Policies, Procedures, Committees, etc.
- **Onboarding**
  - Task force is being set up to develop minimum NSD specific onboarding resources for NSD supervisors
- **Career Development**
  - Implement individual Career Development Plans
- **Supervisor Training**
  - Under development by HR - stay tuned

# Web-transition and Internal web-page

**BERKELEY LAB**

ABOUT THE LAB RESEARCH CAPABILITIES NEWS CAREERS Search the Lab

**NUCLEAR SCIENCE DIVISION**

Search this site

About Us Research People News Work with Us NSD Internal

**Conducts basic research aimed at understanding the structure and interactions of nuclei and the forces of nature as manifested in nuclear matter**

**Resources/How-to's**

- Division Life**
  - [Outboarding \(outboarding.lbl.gov\)](#)
  - Division outboarding (outboard site - committee tasked)
  - Division buildings (building housing NSD staff and lab)
  - Division labs (lab contact chart, including FAM/IMA, DSC)
  - Comms/News
  - Division operations [opv chart](#)
  - Policies and procedures (Coming soon)
  - Past retreats (Coming soon)
  - Strategic Plan (Coming soon)
- NSD Calendars/Event Info**
  - How to add items to your calendar (Coming soon)
  - NSD Events Calendar
  - NSD - Heavy Ion Team
  - Colloquia
  - Nuclear Physics Forum
  - NSFA
  - Physics Division RPM
  - UCB Astronomy Department Events
  - UCB Physics Department Events
- Culture and Connections**
  - [Employee Resource Groups \(ERGs\)](#)
  - Employee Activity Associations (EAAAs)
  - LENI: IHEA Office
  - Diversity and Inclusion events
  - NSD IHEA Council
  - NSD IHEA Council Contact
  - NSD Social Media Team Contact
  - NSD-X (Formerly Twitter)
  - Level-1 meetings
  - Elements (elements.lbl.gov)
- Employee Support/Benefits**
  - [Employee Assistance Program](#)
  - Esse Care
  - Parental Support
  - Benefits (benefits.lbl.gov)
  - Wellness (wellness@rsvell.lbl.gov)
  - My Family @ LLNL
  - Work/Flex (workflex.lbl.gov)
  - Physician Services Workplace Life Committee
  - Integrated Disability & Absence Management Services (IDAMS)
  - Visa resources
  - Wage Works
  - Employee Discounts
- Supervisor Resources**
  - Supervise Toolkit
  - Expectations (Coming soon)
  - NSP writing support
  - Career Development Plan
  - Visa resources
  - Job level chart
  - Salary ranges
  - Employee Classifications & Promotions Training
  - Talent Acquisition Playbook
- Career Development Resources**
  - PSA Mentorship Program
  - LENI Mentorship
  - Career Development Plan
  - Training portal (training.lbl.gov)
  - UC Learning Center
  - LinkedIn Learning
  - Tuition Assistance Program
  - LENI Job Info (lbl.gov)
  - Career Pathways Office
  - Job level chart
  - Salary ranges
  - Performance Management
  - PMI writing support
  - Learning and development
  - Outdoor Resources
- Safety**
  - [EHS website \(ehs.lbl.gov\)](#)
  - Emergency support
  - SDS/MSDS
  - Stop work policy
  - Lab status (status.lbl.gov)
- Meeting Support**
  - Division-owned conference rooms
  - Zoom
  - Conference rooms at LLNL (zoom)
  - NSDIT
  - Conference Services (hosting public events)
  - Division Meeting Cyclemap
- Tech/IT**
  - Shortened URLs (su.lbl.gov)
  - Help Desk - w/chat
  - IT website - w/chat (it.lbl.gov)
  - Creating Google Groups
  - Calendar 'work location'
  - Berkeley Lab profile - how to update
  - Ask Us
- Shipping/Receiving**
  - [Shipping/Receiving website](#)
  - FreightPDC
  - FreightPDC Login Instructions
  - TrackID (trackit.lbl.gov)
  - Mail
- Travel**
  - LLNL Travel Service (travel.lbl.gov)
  - Division Travel guidelines
  - Travel Report and Expenses (TRERX - howto.lbl.gov)
  - Travel charge card
  - Travel High (travelhigh@lbl.gov)
  - Check currency converter
  - Direct Deposit for travel reimbursements
  - Approved Event Requests (Conference Travel)
- Publications**
  - Publications system
  - Publications (PUB)
  - Division tags
- Purchasing**
  - Restricted items
  - How to purchase items in NSD
- Navigating the 'Hill'**
  - [Site map \(map.lbl.gov\)](#)
  - Building access (access.lbl.gov)
  - Shuttles
  - Parking
  - Bikeing
  - Baggie office
  - Food on the hill (Food trucks)
- Research Funding Support**
  - LENDs (lab.youpi)
  - LOED Process (Division page coming soon)
  - Early Career
  - Berkeley Lab Foundation (Berkeley@foundation.org)
  - BAR (Financial Reports)
- Important Knowledge Sources**
  - A-Z Index
  - Requirements and Policies Manual (RPM)
  - Berkeley Lab Holidays
  - Vacation Leave
- Division Alumni**
  - Alumni Directory (Coming soon)
  - Ex-La
- Awards and Recognition**
  - Spot Awards
  - Director's Awards
  - IHEA Luminary Cards
  - Berkshire
  - Safety Hero Cards

# Mid-Year Check-in

As announced in May 2023, a **Mid-Year Check-in is part of the Performance Management Process:**

- Employees meet with supervisor for 15-30 mins to
  - discuss progress and challenges in advancing their annual goals, and
  - discuss your individual career development plan

**Deadline is February 26, 2024**

- The check-in will NOT require a report, but we ask for a **formal acknowledgement** of completion (web-form).
- We encourage the completion of individual Career Development Forms that should be uploaded during the acknowledgement process.
  - Please be advised that the completion of an individual Career Development Plan form is voluntary and optional for represented employees including postdocs.

# MID YEAR CHECK IN RECOMMENDATIONS

- Briefly review performance goals & progress
- Provide **positive feedback** on work or accomplishments and use specific examples.
- Provide **constructive feedback** on areas of opportunity and use specific examples.
- **Discover** and address any roadblocks that may prevent the employee from achieving their performance goals i.e. are the goals still attainable? Any opportunities for **collaboration/partnership**?
- **Align** on expectations
- **Identify** resources and training for support. Clearly indicate if a performance issue is becoming problematic to the extent counseling or progressive discipline is being considered.
- Discuss employee **satisfaction & engagement** and any concerns the employee may have.
- **Exchange** ideas.
- **Dive** into career and/or job development goals. Utilize the Individual Development Plan
- What training/learning opportunities is/are your employee(s) seeking?
- Do the position descriptions need to be reviewed?



# DRIVING CAREER DEVELOPMENT

- **Foster** a shared understanding of employees' aspirations, goals, and desires
- **Create** alignment of expectations, and provide a sense check of what's realistic
- Help **drive** self-awareness through coaching
- **Connect** employees to the relevant resources, tools, and materials
- Agree on next steps in line with the org's and team needs
- **Support** camping, climbing, catapulting!
  - Camping: nurturing specialization in one area
  - Climbing: supporting expertise in leadership/management role in area of speciality or broader area
  - Catapulting: moving to a different team, starting new career in more junior role



# DRIVING CAREER DEVELOPMENT CONVERSATIONS & INNOVATION

- Keep **development** front and center! Set development goals & talk about career development early and often; plan and agree on check in times
- Discuss how short term **goals** impact the employees' long term goals
- Make the conversation **interactive**; exchange ideas these may shape unique development plans.
- Present relevant and available **options**
- Practice the **growth mindset**! Show interest by asking open ended questions & practice receptivity.





# LDRD Process

- **Pre-proposals - [Google Form](#) due by COB January 19th**
  - Project overview
  - Rough budget - FTE, non-labor to nearest \$10k
  - [Heilmeier questions](#)
- Pre-proposals will be reviewed and feedback provided by **January 26th**
  - PIs should begin working with Morgan on budgets
  - Begin discussions with collaborators if not already done so
- PIs present proposal to the Division on **February 28th**
  - 10 min. presentations, proposal mature and budgets complete
  - PS Area meeting for Area Instrumentation and Multi-Area presentations on February 6th
  - PIs presenting at the Area meeting will not be required to present at the NSD meeting
- Proposals in system but not locked by COB **March 15th**
  - Final review; PIs will be notified of any issues by March 20th
- Submission deadline: 5 pm, **March 22nd**