

## *Mondays with Michelle*



“*Mondays with Michelle*” is a series of meetings where ITA headquarters employees can voluntarily sign up to meet with Michelle O’Neill, Deputy Under Secretary for International Trade, and discuss any issues they care to talk about. The meetings also provide staff the opportunity to meet with colleagues from other units who they might not otherwise have an opportunity to meet. Below is a discussion of how the meetings will work and how you can participate.

### **Background:**

“*Mondays with Michelle*” is a follow-up to the highly successful brown bag sessions Michelle recently completed with business units in ITA. Feedback from these meetings indicated that ITA employees wanted even more opportunities to meet and discuss issues. These meetings provide another opportunity for ITA headquarters staff to share their views and perspective with Michelle.

### **How will the meetings work?**

The ITA Office of Strategic Resources (OSR) will manage “*Mondays with Michelle*” by receiving the participation form, tabulating the participants for each group, and scheduling the meetings. Participants will meet on select Mondays in designated locations, as Michelle’s schedule permits. OSR will contact you with the date, time and location for your meeting with Michelle.

The “Communities of Interest” listed below only serve as a basis for grouping participants across ITA. Conversations with Michelle are open discussion. Participants can use the suggested topics as a guide for conversation, but are not limited to these topics.

### **How can you participate?**

To participate, review the list of categories below. Select your “Communities of Interest” and self-certify that you meet the general criteria for the meeting. You can select as many categories as you wish (as appropriate). For category #12, please identify the cross-cutting team you participated in.

After you select your “Communities of Interest,” click on the link to access the participation form. Copy and paste the completed form in an email message and send to Jennifer Sargeant in the ITA Office of Strategic Resources at [Jennifer.Sargeant@mail.doc.gov](mailto:Jennifer.Sargeant@mail.doc.gov). We will contact you with the date, time and location for your meeting with Michelle. If you have questions, please contact Jennifer at (202) 482-2274.

### **Communities of Interest (please select category number from the list below):**

**1. New employees within their first year at ITA.** – Meet with Michelle to discuss your first year ITA experience. What processes or procedures could ITA have implemented to make your transition smoother?

**2. Employees with 20 or more years of service at ITA** – Discuss how ITA has evolved; how you perceive the changes you've seen throughout the years, and share your perspective. What programs did ITA eliminate that you thought worked well?

**3. Employees in support roles (e.g., program analyst, administrative or technical support employee)** - If you are in a support role in ITA this community is for you. You play an extremely important role in ITA's success. Meet with Michelle to discuss your ITA experience.

**4. Employees within their first year who joined ITA from the Private Sector** – Discuss your new role as a public servant. What is your perception of the difference between the public and private sector? What successful processes have you experienced in the private sector that may be beneficial to ITA?

**5. Student/Interns (including student volunteers)** – Discuss your ITA student experience with Michelle. Would you consider employment with ITA? Would you recommend an internship/job with ITA to your friends? How can ITA improve the student volunteer recruitment process? What information could ITA provide to make your transition smoother?

**6. Presidential Management Fellows (PMF)** – As a future leader of ITA, how has your participation in the program helped your success to date in ITA? How satisfactory was your rotation assignment and did you gain any valuable information from it? What skills/insight have you garnered from the PMF program that you can apply to your future career with ITA? What suggestions do you have to improve the PMF program?

**7. First time managers/supervisors with 3 years or less of management experience with ITA** – What specific action did you take to prepare for your new management role? What action did ITA take to prepare you for your new role? What has been your most difficult task associated with your transition to management? How did you overcome this challenge? Do you have any suggestions to help improve the transition process for employees starting a management position?

**8. Managers/supervisors with 5-10 years of experience** – Do you have suggestions to improve ITA? What strategies have been successful for you in managing your unit? What management challenges have you overcome that may help other managers?

**9. Employees who left ITA for another agency and returned** – Why did you return to ITA? Have you had a positive or negative experience since you returned to the organization? Do you have any suggestions for improvement in ITA based on your experience at your previous agency? What ITA activities or programs changed that you thought were successful? Are there ITA programs available now that were not available before you left?

**10. Employees who have worked in more than one ITA business unit** – What thoughts do you have to help business units work together in a more cohesive manner? Have you established best practices in your specific unit that may be beneficial to ITA?

**11. Employees with 10 or more years of service who spent their entire federal career with ITA** – Your past experience and institutional knowledge about ITA is invaluable. Discuss your ITA experience with Michelle. What changes have you seen in ITA and what changes do you think are necessary for ITA’s future success?

**12. Employees who worked on cross cutting teams (e.g., Common Data Platform (CDP), ITA Identity Standards, etc.)** – Which team did you work on? Did the team successfully complete its mission according to the original completion schedule? What challenges did you experience? Was the team composition and size adequate? Did the configuration of the team assist or hinder mission accomplishment? What best practices did your team establish that may apply to future ITA cross cutting teams?

**13. Employees who are team leaders** – Discuss your challenges providing direction to your team while accomplishing management objectives? How does your role influence how your office achieves its mission? What challenges have you overcome and what successes can you share? What practices have you implemented that may be beneficial to other team leaders?

**14. Employees who have worked outside of ITA (either private sector or another federal organization).** Share best practices from other organizations that might be a good fit for ITA.

**15. Employees who have only worked in ITA for their career.** How has ITA changed over the course of years? Did ITA have any successful programs in the past that we are no longer doing, but should do again? Do you have suggestions to improve ITA?

[Communities of Interest Participation Form](#)