

# Knowledge of adr regulations, policies, theories

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As a NTEU Union Representative, a significant amount of training time was spent learning and developing core skills in the ADR process. In addition to theoretical and classroom learning, a great deal of emphasis was placed on the practical application of such skills as these skills were utilized in the facilitation of the formal and informal grievance process applied through the traditional union/employee and labor management relationship process of dispute resolution.

A great deal of skill regarding the ability to understand and implement ADR policies center on an understanding of personnel policies and cultures, an aspect Union Reps are well versed. Furthermore, I have developed a highly specialized working knowledge of ADR policies through my exposure to management and organizational practices on a daily basis.

Knowledge of EEO and personnel laws, regulations, policies, and methods as they relate to the Federal sector.

In my current position as a federal employee, I have received a significant amount of training in areas related to the understanding and facilitation of EEO processes and procedures. Furthermore, as a Union Representative, I was awarded the opportunity to serve as a representative for bargaining unit employees who were directly involved in the EEO complaint/grievance process.

Specifically, training received in the avenue of EEO policies included items related to specific state and federal laws as well as policies directly related to the application of EEO laws in the federal sector of employment. From both training and practical experience, I have developed a solid familiarity with <https://assignbuster.com/knowledge-of-adr-regulations-policies-theories/>

the need to stay current in terms of having a working knowledge of applicable EEO laws and regulations.

A great deal of the EEO concepts that I have been exposed to include the concepts related to the proper planning, development and implementation of Equal Opportunity related goals and objectives. In doing this, standards and ethics in the work place were provided with recommendations regarding modifying administrative policies in order to create a more cohesive work environment for all individuals. Skill and experience in a wide range of conflict management and dispute resolution processes, such as facilitation and mediation.

From the significant experience I have developed as both a bargaining unit employee and as a union representative, I have developed skills and experience in the three prime areas of conflict management: examination, response and negotiation.

Examination refers to being exposed to conflict management/dispute resolution procedures; response refers to the multitude of different approaches that can be undertaken in order to facilitate ADR conflicts such as mediation; and can also include adjudicative aspects such as litigation as well; and negotiation refers to the fundamental talent required for all successful ADR ventures as the art and science of strategizing the successful negotiation of a resolution is the true epicenter of success in the ADR process.

Skill and experience in ADR training, marketing, and evaluation of ADR programs.

From my tenure in federal service, I have developed solid, fundamental working knowledge in the method and means in which federal and private agencies develop and implement dispute resolution procedures in the workplace. Much of this working knowledge derives from day to day practical, experience in conjunction with theoretical study of ADR concepts and ideologies.

A high-level of written and oral communications skills in order to present complex and interrelated concepts and information and to secure the participation of others in the ADR process.

My knowledge of business communications and ADR related oral and written communication is on a highly professional level. As such, my ability to present clear and concise information is impeccable and this statement is backed up by many years of on the job related experience that included a great deal of communication with colleagues and supervisors.

Experience in these areas of communication were developed through a variety of professional duties including the creation and development of written (corrective) action plans as well as all duties related to the monitoring of the grantees' implementation of such plans. Also, providing reports and "ad hoc" guidance to contractors associated with the federal agency remained a significant daily duty and aided in the development of communicative skills.

Skill in organizing, prioritizing, and managing workload and other assignments.

Without having developed strong organization skills, the ability to perform the duties and functions of my federal service position would be impossible. As such, I have developed skill in organizing, prioritizing, and managing workload as evidenced by the highly specialized duties I performed when serving on a team that's primary function involved preparing the Office of Management and Budget (OMB) clearance packages.

Additional areas of experience that demonstrate a commitment to organizational skills include duties involving sharing programmatic information regarding state-supported systems of care for person with substance use disorders; as well as my tenure as a PublicHealthAdvisor Trainee, where my responsibilities included providing assistance to initiate and monitor the status and execution of how State technical assistance request are carried out as well as the requisite interfacing with other members of staff in order to properly facilitate such assistance.