
Career & PD Resources

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Professional Coaching

Professional coaching is a thought-provoking and creative process that inspires you to maximize your personal and professional potential. Coaches partner with clients to set goals and provide guidance for achieving them. A coach's role is to encourage self-discovery, elicit solutions and strategies, and to hold clients responsible and accountable. The S&T Policy Fellowships encourages fellows to utilize professional coaching services to supplement the skills, knowledge, and networks they gain through the immersive fellowship experience. To support fellows, STPF has developed an agreement with a group of coaches who understand the STPF fellows and are committed to helping them achieve success. These coaches are available for use by all fellows at the negotiated rate listed. With approval, AFPI fellows can utilize their travel/training funds for coaching services. Non-AFPI fellows should talk to their funding agencies for approval.

Approval Process for AFPI Fellows

Only the vendors listed below are approved to provide professional coaching services for AFPI fellows using their travel/training funds. Requests for professional coaching are handled through FellowsCentral, under the travel/training request portal. Procedures are similar to traditional travel/training requests. Please be sure to read and follow all instructions for approval of professional coaching services. Note: Fellows will be responsible for payment of services if appropriate approval is not received prior to services being rendered.

To access professional coaching services, fellows will be required to complete a Statement of Work (SOW) signed by both the fellow and the coach and submit it to the STPF finance team. The SOW

template should be used by fellows and can be completed using the SOW instructions. Once the SOW has been signed by both the fellow and the coach, the SOW will be submitted through the Travel/Training Request Portal on FellowsCentral. Please reference the Instructions for Professional Coaching document for detailed information on how to submit for approval.

[Statement of Work \(SOW\) Template \(https://www.aaaspolicyfellowships.org/sites/default/files/file-entity/2019-07/SOW_Coaching_Template.pdf\)](https://www.aaaspolicyfellowships.org/sites/default/files/file-entity/2019-07/SOW_Coaching_Template.pdf)

[Instructions for completing the SOW \(https://stpf.freshdesk.com/support/solutions/articles/5000819844\)](https://stpf.freshdesk.com/support/solutions/articles/5000819844)

[Instructions for Professional Coaching Approval \(https://stpf.freshdesk.com/support/solutions/articles/5000819842\)](https://stpf.freshdesk.com/support/solutions/articles/5000819842)

FOR THE 2018-19 FELLOWSHIP YEAR: ALL SERVICES MUST BE COMPLETED AND INVOICES SUBMITTED BY AUGUST 15

Organization	Contact Information	Website	Fee Structure	Description of Services
KONU	Rosi Greenberg rosi.greenberg@konu.org	http://www.konu.org	\$200 per hour	In-person or virtual coaching for professional development emphasizing self-discovery and learning. The coaching journey may include 1) assessments and other framework for feedback, 2) tools and questions for creating new awareness and insights as well 3) concrete action plans to make progress on the challenges you are facing.
Mary Crane & Associates	Mary Crane mary@marycrane.com	http://marycrane.com	\$200 per hour	Extensive experience working with professionals in a variety of areas. Areas of expertise include: creating a persona

Organization	Contact Information	Website	Fee Structure	Description of Services
				that is consistent with personal and professional goals; navigating workplace challenges; managing difficult conversations; thriving in periods of rapid change; becoming a leader; and making decisions that move individuals and organizations forward.
STEM Career Services	Josh Henkin, PhD josh@stemcareerservices.com	https://stemcareerservices.com	\$200 per hour	Custom career exploration/planning: <ul style="list-style-type: none"> • Find jobs you'll love • Personal brand development • LinkedIn optimization - recruiters, networking, brand promotion • Advanced networking strategies • Negotiation techniques
Zelos	Stacia Aylward stacia.aylward@zelosllc.com 703-828-7831	https://www.zelosllc.com https://www.pathz.work	Zelos coaching program with certified executive coach: Minimum of six (6) 1-hour sessions for \$1,800. The program includes six (6) scheduled 1-hour sessions with our executive	Zelos offers the opportunity to tailor career coaching experiences to fit your preferences. Our certified coaches and Professional Growth Guides will partner with you to help you set and act on your unique

Organization	Contact Information	Website	Fee Structure	Description of Services
			coach and an additional approximately 30-minutes for the coach to work with you in-between each of those scheduled sessions with scheduling, finding external resources, and other items. PATHZ Professional Growth Guides: No minimum number of hours required; \$140 per hour scheduled online with a Guide of your choice.	leadership, relationship or business goals.

Programs & Institutions

- **AAAS** | [Science Careers website \(http://www.sciencemag.org/careers\)](http://www.sciencemag.org/careers)
- [American Evaluation Association \(http://www.eval.org/\)](http://www.eval.org/)
- [The CapitolNet \(http://www.thecapitol.net\)](http://www.thecapitol.net)
 - Offering courses in:
 - Congressional Operations
 - Federal Budgeting
 - Working with Congress & Congressional Staff
 - Media Training
 - The Executive Branch
 - Communication and Advocacy
- [Congressional Research Service \(http://www.loc.gov/crsinfo/about/\)](http://www.loc.gov/crsinfo/about/)
 - Training for congressional staff in legislative and budget procedures
- [Edward Tufte \(http://www.edwardtufte.com/tufte/courses\)](http://www.edwardtufte.com/tufte/courses) providing "Presenting Data and Information" course
- [The Evaluators' Institute \(https://tei.cgu.edu\)](https://tei.cgu.edu) at Claremont Graduate University
 - Focused on training in evaluation for beginning, mid-career, and advanced evaluation professionals.

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- [FAES Graduate School \(http://www.faes.org/\)](http://www.faes.org/) at NIH
 - Offering classes near NIH campuses in Bethesda/Rockville, on topics including technology transfer and biotech business development. A certificate in technology transfer is available.
 - [Foreign Service Institute \(http://www.state.gov/m/fsi/\)](http://www.state.gov/m/fsi/)
 - Serves the Department of State and the US Government foreign affairs community with hundreds of course offerings on its campus and via distance learning.
 - [Georgetown Government Affairs Institute \(http://gai.georgetown.edu/courses-programs/\)](http://gai.georgetown.edu/courses-programs/)
Courses & Programs
 - Providing education and training about congressional processes, organization, and practices, and about selected legislative policy issues.
 - [Graduate School USA \(http://graduateschool.edu/\)](http://graduateschool.edu/)
 - Acquisition
 - Financial Management
 - Informational Technology
 - Leadership & Management
 - Management Analysis
 - Program & Project Management
 - [Johns Hopkins Summer Institutes at the School of Public Health \(http://www.jhsph.edu/academics/continuing_ed/Summer_Institutes.html\)](http://www.jhsph.edu/academics/continuing_ed/Summer_Institutes.html)
 - Offers week-long summer courses including Health Policy & Management, Leadership and Strategic Health Communication.
 - [NIH Office of Intramural Training & Education \(https://www.training.nih.gov/leadership_training\)](https://www.training.nih.gov/leadership_training)
 - Courses for postdocs, clinical fellow and graduate students to improve leadership and management skills.
 - [Project Management Institute \(http://www.pmi.org\)](http://www.pmi.org)
 - Building Teams, Commitment and Culture for Virtual Teams
 - Effective Project Communications and Control for Virtual Teams
 - Essential Skills for Managing Projects
 - Human Factors and Team Dynamics for Project Managers
 - Managing Multiple Projects
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DC Area Training: Languages, Legislation, Policy...

- [AAAS Online Courses \(https://careerdevelopment.aaas.org/course-catalog/\)](https://careerdevelopment.aaas.org/course-catalog/)
 - [Communicating Science: Fundamentals for Public Engagement \(https://careerdevelopment.aaas.org/course-catalog/communicating-science-fundamentals-public-engagement/\)](https://careerdevelopment.aaas.org/course-catalog/communicating-science-fundamentals-public-engagement/): This free hour-long course (\$59 for non-members) on the skills and confidence needed to engage with public audiences, providing insight on how to continue learning these skills and the benefits of public engagement.
 - [Engaging in Science Policy \(https://careerdevelopment.aaas.org/course-catalog/engaging-science-policy/\)](https://careerdevelopment.aaas.org/course-catalog/engaging-science-policy/): This hour-long course (\$39 for members, \$59 for non-members) highlights several key venues and aspects of policy engagement with AAAS specialist interviews covering topics including: policy fellowships, communicating science, working with Congress and understanding the federal budget.
 - [Careers in Science Policy \(https://careerdevelopment.aaas.org/course-catalog/careers-](https://careerdevelopment.aaas.org/course-catalog/careers-)

[science-policy/](#)): This hour-long course (\$29 for members, \$49 for non-members) explores many of the career opportunities in science policy through a series of interviews with people in various roles in the field. It is intended for scientists and students of science at the undergraduate, graduate and post-doc level who are interested in career opportunities in science policy, what they entail, what skills are needed and how to get your foot in the door.

- [American University \(http://www.american.edu/\)](http://www.american.edu/)
 - [The CapitolNet \(http://www.thecapitol.net/\)](http://www.thecapitol.net/)
 - [Congressional Research Service \(http://www.loc.gov/crsinfo/about/\)](http://www.loc.gov/crsinfo/about/) (*trainings available to Legislative branch fellows only*)
 - [Dictyon Language Services \(http://www.diction.net/\)](http://www.diction.net/)
 - [Fluent City DC \(https://www.fluentcity.com/language/washington-dc/\)](https://www.fluentcity.com/language/washington-dc/)
 - [Foreign Service Institute \(http://www.state.gov/m/fsi/\)](http://www.state.gov/m/fsi/)
 - [Consortium for Science, Policy & Outcomes \(http://cspo.org\)](http://cspo.org)
 - [The National Academies of Sciences, Engineering, and Medicine Board on Science, Technology, and Economic Policy \(http://sites.nationalacademies.org/pga/step/index.htm\)](http://sites.nationalacademies.org/pga/step/index.htm)
 - [George Mason University \(http://www.gmu.edu/\)](http://www.gmu.edu/)
 - [George Washington University \(http://www.gwu.edu/\)](http://www.gwu.edu/)
 - [Georgetown University \(http://www.georgetown.edu/\)](http://www.georgetown.edu/)
 - [Global Language Network \(http://thegln.org\)](http://thegln.org)
 - [University of Maryland, College Park \(http://www.umd.edu/\)](http://www.umd.edu/)
 - [USDA Graduate School \(http://graduateschool.edu/\)](http://graduateschool.edu/)
 - [Virginia Tech \(http://www.ncr.vt.edu/\)](http://www.ncr.vt.edu/)
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Leadership

- Bennis, Warren G. [The Seven Ages of the Leader \(https://hbr.org/2004/01/the-seven-ages-of-the-leader\)](https://hbr.org/2004/01/the-seven-ages-of-the-leader). Harvard Business Review. January 2004:46-53.
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- Klaus, Peggy. **Brag – The Art of Tooting Your Own Horn Without Blowing It.** Time Warner

Publishing, 2003.

- Klein, Gary. **Executive Intent: How to Communicate Your Intuitions, from *Intuition at Work***. Currency, 2002.
 - Koestenbaum, Peter. **Leadership: The Inner Side of Greatness – A Philosophy for Leaders**. Jossey-Bass, 2002.
 - LaBarre, Polly. **Do You Have the Will to Lead?** Fast Company, March 2002:222.
 - LaBarre, Polly. **The most important thing a captain can do is to see the ship from the eyes of the crew**. Fast Company, April 1999:115-126.
 - Roberts, Paul. **The best interest of the patient is the only interest to be considered**. Fast Company, April 1999:149-162.
 - Schwartz, Roger M. **The Skilled Facilitator: Practical Wisdom for Developing Effective Groups**. Jossey-Bass, 1994.
 - Stone, Douglas, Patton, Bruce, and Heen, Sheila. **Difficult Conversations: How to Discuss What Matters Most**. Penguin Books, 1999.
 - Ury, William. **Getting Past No: Negotiating Your Way from Confrontation to Cooperation**. Bantam Books, 1991, 1993.
 - Winston, Stephanie. **The Organized Executive**. Warner Books, 2001.
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Writing Opportunities

- [AAAS | Sci on the Fly blog \(https://www.aaaspolicyfellowships.org/blog\)](https://www.aaaspolicyfellowships.org/blog)
 - [Next Gen Voices features for Science Magazine \(http://www.sciencemag.org/content/340/6128/28/suppl/DC1\)](http://www.sciencemag.org/content/340/6128/28/suppl/DC1)
 - [Journal of Science Policy & Governance \(JSPG\) \(http://www.sciencepolicyjournal.org/\)](http://www.sciencepolicyjournal.org/)
 - The Journal of Science Policy & Governance is an interdisciplinary peer-review publication managed by a volunteer staff and an editorial board comprised of graduate students, policy fellows and young scholars. JSPG publishes articles covering the widest range of science and technology policy topics that have been authored by students, policy fellows or interns, young scholars and recent graduates of all academic and professional backgrounds.
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Reading list

Publications from Science Magazine

- [Career Basics Booklet \(http://www.sciencemag.org/booklets/career-basics-booklet\)](http://www.sciencemag.org/booklets/career-basics-booklet)
 - Advice on preparing CVs and resumes, writing grants and scientific papers, networking and much more from *ScienceCareers*.
- [Career Trends: Building Relationships \(http://www.sciencemag.org/booklets/career-trends-building-relationships\)](http://www.sciencemag.org/booklets/career-trends-building-relationships)
 - In any scientific career, our relationships with colleagues will be important and building and sustaining these relationships will be valuable. This collection from *ScienceCareers* focuses on how to do this through communication skills, collaboration, informal interviews and much more!
- [Career Trends: Developing Your Skills \(http://www.sciencemag.org/booklets/career-trends-developing-your-skills\)](http://www.sciencemag.org/booklets/career-trends-developing-your-skills)

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- In making any career transition, you need to review your skills in order to evaluate your strengths and weaknesses. This collection by *ScienceCareers* examines what makes you marketable and how you can build on your experiences to help you transition to your next career phase.
 - [Career Trends: Exploring Careers Beyond the Bench](http://www.sciencemag.org/booklets/career-trends-exploring-careers-beyond-bench)
(<http://www.sciencemag.org/booklets/career-trends-exploring-careers-beyond-bench>)
 - As unemployment for PhD graduates in the STEM fields increases, this *Science Careers* booklet covers how to prepare yourself for positions outside the lab and set yourself up for alternative career paths.
 - [Career Trends: Finding Your Personal Job Chemistry](http://www.sciencemag.org/booklets/career-trends-finding-your-personal-job-chemistry)
(<http://www.sciencemag.org/booklets/career-trends-finding-your-personal-job-chemistry>)
 - *Science Careers* has the goal of helping you assess your own strengths, weaknesses, and finding the best for you in the scientific landscape in this collection.
 - [Career Trends: Industry or Academia: Where do I fit in?](http://www.sciencemag.org/booklets/career-trends-industry-or-academia-where-do-i-fit)
(<http://www.sciencemag.org/booklets/career-trends-industry-or-academia-where-do-i-fit>)
 - This collection from *Science Careers* presents scenarios from industry and academia—offering advice on advancing your academic or industrial career as well as showing you opportunities for work that you may not have previously considered.
 - [Career Trends: Running Your Lab](http://www.sciencemag.org/booklets/career-trends-running-your-lab) (<http://www.sciencemag.org/booklets/career-trends-running-your-lab>)
 - This booklet by *Science Careers* brings together tips and advice to help you be successful in running your own laboratory.
 - [Career Trends: The Informed Job Search](http://www.sciencemag.org/booklets/career-trends-informed-job-search) (<http://www.sciencemag.org/booklets/career-trends-informed-job-search>)
 - To help you polish the critical skills that you'll need to successfully search for jobs, *Science Careers* has collected career advice on choosing a career path, effective networking, navigating career fairs, and marketing yourself to potential employers.
 - [Career Trends: Transferring Your Skills](http://www.sciencemag.org/booklets/career-trends-transferring-your-skills) (<http://www.sciencemag.org/booklets/career-trends-transferring-your-skills>)
 - After successfully navigating grad school or a postdoc, personal or professional reasons sometime spur the need to switch fields, jobs, or even careers. This booklet by *Science Careers* offers advice on how to transfer your skills to your new path.
 - [From College to Careers](http://www.sciencemag.org/booklets/college-careers) (<http://www.sciencemag.org/booklets/college-careers>)
 - Covers the current issues and explores future directions for improving academic and professional success of post-secondary students with disabilities in the STEM fields.
 - [L'Oreal Women in Science: Forging New Pathways in Biology](http://www.sciencemag.org/booklets/lor%C3%A9al-women-science-forging-new-pathways-biology) (<http://www.sciencemag.org/booklets/lor%C3%A9al-women-science-forging-new-pathways-biology>)
 - *Science* and the L'Oreal Foundation bring another Women in Science booklet focusing on 16 women in five different areas of biology research. Essays in this booklet give you an idea on the similarities and differences among their jobs and insight into their personal triumphs and struggles as they build successful and meaningful careers.
 - [L'Oreal Women in Science: Forging New Pathways in Green Science](http://www.sciencemag.org/booklets/lor%C3%A9al-women-science-forging-new-pathways-green-science) (<http://www.sciencemag.org/booklets/lor%C3%A9al-women-science-forging-new-pathways-green-science>)
 - *Science* and the L'Oreal Foundation bring the latest Women in Science booklet, focusing on women who pursue research in “green science”. Stories in this booklet feature extraordinary women with a passion for discovery and compassion for our planet and its peoples.
 - [Step by Step: Your Career from Undergrad to Postdoc](#)

<http://www.sciencemag.org/booklets/step-step-your-career-undergrad-postdoc>)

- This *Science* Careers booklet looks at the individual steps you can take throughout your academic career to better prepare you for postgraduate life.

Other Publications

- Goodwin, Jean (Ed.). [What is “Responsible Advocacy” in Science? Good Advice.](https://www.academia.edu/5518199/What_is_responsible_advocacy_in_science_Good_advice) (https://www.academia.edu/5518199/What_is_responsible_advocacy_in_science_Good_advice) Between scientists & citizens: Proceedings of a conference at Iowa State University, June 1-2, 2012, pp. 151-161.
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- Pielke, Jr., Roger A. [The Honest Broker: Making Sense of Science in Policy and Politics.](http://www.cambridge.org/us/academic/subjects/politics-international-relations/comparative-politics/honest-broker-making-sense-science-policy-and-politics?format=PB) (<http://www.cambridge.org/us/academic/subjects/politics-international-relations/comparative-politics/honest-broker-making-sense-science-policy-and-politics?format=PB>) Cambridge University Press, 2007.

Career Coaching

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- <http://www.thecapitol.net>
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- <http://www.faes.org/>
- <http://www.state.gov/m/fsi/>
- <http://gai.georgetown.edu/courses-programs/>
- <http://graduateschool.edu/>

- http://www.jhsph.edu/academics/continuing_ed/Summer_Institutes.html
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- <https://www.fluentcity.com/language/washington-dc/>
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- <http://sites.nationalacademies.org/pga/step/index.htm>
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- <https://hbr.org/2016/09/what-science-tells-us-about-leadership-potential>
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