

SMG 1267.11

FDA STAFF MANUAL GUIDES, VOLUME I – ORGANIZATIONS AND FUNCTIONS

FOOD AND DRUG ADMINISTRATION

OFFICE OF MEDICAL PRODUCTS AND TOBACCO

CENTER FOR DRUG EVALUATION AND RESEARCH

OFFICE OF EXECUTIVE PROGRAMS

DIVISION OF LEARNING AND ORGANIZATIONAL DEVELOPMENT

Effective Date: 11/20/2013

1. DIVISION OF LEARNING AND ORGANIZATIONAL DEVELOPMENT (DKKNHA).

- A. Coordinates the development of a strategic plan and focus for CDER training and organizational development that supports CDER's mission, program priorities and core values.
- B. Directs, develops, manages, coordinates and evaluates the Center's overall customer-focused, competency-based professional training program.
- C. Directs, develops, manages and coordinates the Center's leadership development program.
- D. Evaluates training and organizational development programs to ensure link from training and development programs to overall program and organization strategy and competencies.

2. SCIENTIFIC AND REGULATORY EDUCATION BRANCH (DKKNHA1).

- A. Designs, develops and delivers educational programs to CDER staff, including courses, seminars, lectures, web-casts and distance learning programs to support scientific and regulatory competencies.
- B. Provides leadership and technical expertise in Instructional Systems Design to CDER training programs.

3. TRAINING DESIGN AND DELIVERY BRANCH (DKKNHA2).

- A. Develops and implements innovative learning delivery options such as e-learning and distance learning, in support of a mobile workforce.

- B. Coordinates with Department and Agency tracking systems.
- C. Develops, procures, and manages evaluation and program effectiveness systems.
- D. Maintains training web page.

4. LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT BRANCH (DKKNHA3).

- A. Designs, develops, procures, manages and delivers leadership development programs.
- B. Develops and implements strategies to develop and support current and future leaders.
- C. Manages coaching contracts.
- D. Develops, implements and manages mentoring programs.
- E. Designs, develops, procures, manages and delivers team effectiveness programs.
- F. Supports organizational change management.
- G. Manages programs in support of workplace culture.

5. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Office were approved by the Director of the Center for Drug Evaluation and Research on November 20, 2013.

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OFFICE OF THE DIRECTOR
Scientific And Regulatory Education Branch
Training Design and Delivery Branch
Leadership and Organizational Development Branch

STAFF MANUAL GUIDE 1267.11
ORGANIZATION AND FUNCTIONS
EFFECTIVE DATE: November 20, 2013

The following is the Food and Drug Administration, Office of Medical Products and Tobacco, Center for Drug Evaluation and Research, Office of Executive Programs, Division of Learning and Organizational Development organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR:

- Scientific and Regulatory Education Branch
- Training Design and Delivery Branch
- Leadership and Organizational Development Branch