

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Center for Drug Evaluation and Research

Office of Executive Programs

Division of Learning and Organizational Development

Effective Date: December 14, 2018

1. Division of Learning and Organizational Development (DCDIA).

- A. Coordinates the development of a strategic plan and focus for Center for Drug Evaluation and Research (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 (DCDIA1).

- 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 (DCDIA2).

- 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.

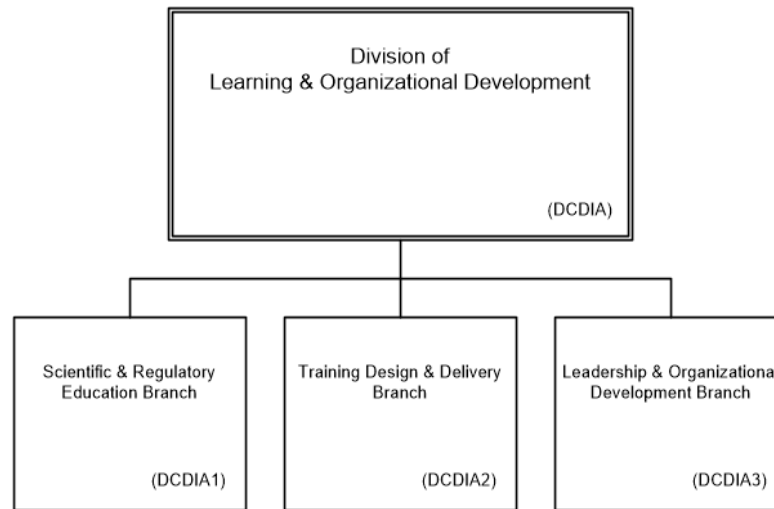
4. Leadership and Organizational Development Branch (DCDIA3).

- 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 the Division of Learning and Organizational Development were approved by the Secretary of the of Health and Human Services and effective on December 14, 2018.

**Department of Health and Human Services
Food and Drug Administration
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Division of Learning and Organizational Development**



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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Drug Evaluation and Research, Office of Executive Programs, Division of Learning & Organizational Development organizational structures depicting all the organizational structures reporting to the Director:

Division of Learning & Organizational Development (DCDIA).

These organizations report to the Division of Learning & Organizational Development:

Scientific & Regulatory Education Branch (DCDIA1)

Training Design & Delivery Branch (DCDIA2)

Leadership & Organizational Development Branch (DCDIA3)