
Biographical Sketch

Tom Boots, M.A.

Labor Categories: Project Manager, Senior Analyst, Management Analyst, Facilitator, and Systems Developer

Education: M.A., Human Development, University of Kansas

Tom Boots has more than 13 years of experience managing and implementing strategic human capital and training projects to improve organizational and individual performance. He has worked for Human Technology (HT) for the past 6 years. While at HT, Mr. Boots has focused on helping Federal Government and corporate clients incorporate best practices and align human capital practices and programs with the organization's mission. He has helped clients build leadership development and succession planning programs and solutions that address supervisory/management recruitment, development, support, and accountability. He has also led efforts to develop marketing plans, establish brand identities, evaluate programs (including return-on-investment), and develop competency models and associated development guides.

Prior to joining HT, Mr. Boots managed consulting services teams focused on management development, technical training, workforce alignment, and electronic performance-support systems at IBT Group and WordPro, Inc. (WPI). Prior to working at WPI, Mr. Boots served as Director of Client Services at Abernathy & Associates in Memphis, Tennessee, a consulting firm specializing in performance-based compensation and coaching systems.

Recent Experience

- Managing and serving as lead consultant on an Office of Personnel Management (OPM) project to develop a succession management model and supporting guide. The guide will help Federal agencies address the challenge of maintaining continuity of high-quality, diverse leadership. The guide describes steps in a flexible process model and provides agencies with operational guidelines, job aids, and case examples related to accomplishing the steps in the model. Project efforts included conducting research on succession management models and best practices in Government and industry and developing associated training materials.
- Co-managing and serving as a lead consultant on a U.S. Patent and Trademark Office project to develop a comprehensive, agencywide strategic human capital plan by defining human capital requirements and establishing a strategic focus aligned with the agency mission. The project team will conduct a workforce analysis in support of the plan. The plan will include a time-phased implementation plan that considers and develops organizational capabilities to implement, monitor, and develop improved business practices. The plan will also include a marketing and communications plan that facilitates management and employee buy-in.
- Serving as a lead consultant on a project for the Transportation Security Administration to develop a succession planning strategy through a collaborative process with agency leaders. Project efforts include developing a strategic direction and business case aligned with the agency mission. The project team will identify mission-critical populations/positions for initial targeting, and will articulate the desired competencies, background, and experience for those populations/positions. Internal and external talent pools will be considered. The project team will develop an evaluation/accountability strategy to ensure achievement of desired milestones and outcomes.
- Managed a workload assessment and resource allocation project for the Department of Housing and Urban Development (HUD) by designing and implementing a workload categorization and resource allocation survey to identify current program and other efforts requiring resource expenditures.

Recent Experience (Continued)

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- Managing and serving as lead consultant on a project for the National Geospatial-Intelligence Agency (NGA) to develop human capital solutions that will align the supervisory system with agency values, expectations, and the mission. This alignment will support the management, appraisal, and retention of a high-quality and diverse workforce. The supervisory system components include recruitment/selection, training and development, performance, incentive systems, and organizational culture management. The effort includes incorporating relevant best practices into the system and validating the NGA supervisory competency model.
- Managed and served as lead consultant on a project for OPM to assess training/support needs and design solutions for supervisors, managers, and executives. The project team conducted a survey and focus groups to identify competencies for which supervisors, managers, and executives needed training/support (from the OPM Leadership Competency Model). Recommendations generated describe the optimal mix of blended-learning solutions, including learning organization strategies (e.g., mentoring, individual development plans, just-in-time support), classroom training, an online supervisory resource center, and succession planning.
- Managed and served as lead consultant on a project with NGA to develop an enterprise-wide succession building and leadership development program for employees at all levels of the organization. Activities included customizing leadership skills/competency models for different Band levels, developing an online leadership skills assessment, and conducting a study of succession planning best practices.
- Managed and served as lead designer on a HUD project that defined the leadership development process in support of succession planning at the Office of Public and Indian Housing (PIH). The project team identified leadership competencies critical to success in PIH field offices and developed optimal learning intervention solutions, using multiple methodologies. Activities also included developing and administering a candidate-selection process.
- Managed a project for NGA to evaluate tools for helping occupation councils discuss and update information related to career paths, required skills/competency models, and skill development. Addressed current readiness and infrastructure requirements for online collaboration tools.
- Managed and served as a lead consultant on a project with HUD to design and produce competency models, development plans, and curriculum plans for mission-critical jobs.
- Managed an agency and recruitment branding and marketing communications project for NGA. NGA used the new agency brand enterprise-wide for print and online communications. The effort also involved developing recruitment products, including advertisements, booth displays, and brochures.