



Learning and Professional Development

NAME

DATE

Discussion Objectives:

Discuss the objectives below and note the answers and observations that result from your conversation. Use the insight gained to identify opportunities for performance improvement or professional development. Agree on follow-up activities.

A. To identify training resources that will build employee strengths and performance in critical areas, discuss the following...

- Identify employee strengths and/or challenges
- Identify learning to support growth and development in these areas

Suggested Questions:

What are some skills you would like to learn?

What problems do you want to solve?

What work assignments energize you?

What does meaningful work look like to you?

B. To explore the employee's potential career path, discuss the following...

- Identify next steps in employee's career path at UIC
- Suggest options for learning to help employee gain needed knowledge and skills
- Help the employee identify a potential mentor or connect with the UIC Staff Leadership Mentor Program

Suggested Questions:

What is important to you now at this time in your career?

What is your next step towards your career goal?

Notes, Actions, and Follow-Up Plan

Learning and Professional Development: Sample Development Activities

For more development activities see the Employee Performance Program **Resource Guide**.

A. Identify What To Develop For Current Role

To help an employee learn skills to improve their current performance.

Assign **Technical Training** to improve specific skills in functional area.

Follow-up: *Ask employee to share with you what they learned and how it will help improve their work performance.*

To help an employee apply their strengths.

Provide a **Team Assignment** activity where the employee's strengths are clearly needed.

Follow-up: *Discuss with employee how their identified strengths improve the team assignment and outcomes.*

To create opportunity for employee demonstrate their strengths for others.

Encourage employee to be a mentor to another employee through **Mentoring**.

Follow-up: *Provide guidance to where the employee can find resources about mentoring, help set up the mentoring plan and be respectful of the confidentiality of mentoring relationships.*

B. Identify What To Develop For Career Goals

Help employee connect current skill that will be needed for future opportunities.

Assign **Competency Development** training to help employee improve current skills.

Follow-up: *Discuss take-aways with employee and help them make the skills connection between current skills and future skills.*

To help employee identify how current role experience will support future career plans.

Assign employee a **Job Shadowing** activity in next level position.

Follow-up: *Discuss with employee their insights into skills they need to develop to prepare for their next level position.*

To help employee gain certification needed for next career step.

Guide employee to **Technical Training** that provides preparation for certificate in area of choice.

Follow-up: *Support employee's need for flexibility to complete certification and help employee use new skills on their current job.*