November 14, 2024 / ***Professional Development Workshop***

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* **Activity 1: Your Purpose in the Next Hour**

(1 minute)

Ask yourself and write down your answer:

*Why are you here today?*

* **Activity 2: Your Everyday Role**

(2 minutes)

Consider your current role with CIRES

1/ Write down your 2 main responsibilities

2/ Reflect on how those responsibilities support the work of your team

3/ What is the relationship between your responsibilities, your team’s and the CIRES mission?

* **Activity 3: Your Opportunity**

(2 minutes)

In consideration of the prior activity (your duties, the role of the team and the CIRES mission): What type of professional development (skill, experience) would help you to advance, make your team stronger and continue to offer support to our Institute?

* **Activity 4: Roadblocks and Perseverance**

(2 minutes)

You have identified a professional development objective. Write it down below:

1/ What could prevent you from achieving your goal?

2/ What could you do about that challenge when/ if it shows up?

* **Activity 5: Supervising and Professional Development**

(2 minutes)

You are a supervisor (or a mentor) and your employee (or mentee) has called a meeting for you to advise them on career development.

1/ What is your agenda for the meeting?

2/ What are your considerations in talking to this specific employee?

3/ What resources will you share?

* **Activity 6: Annual Summary of Accomplishments**

(2 minutes)

**For Employees:**

How could you use your ASA to guide your professional development?

**For Supervisors:**

How could you use the ASA to guide the professional development of your employees?

* **Activity 7: Career Track and Promotion**

(2 minutes)

Can you establish a relationship between the process of career track & promotion at CIRES and your general professional development?