

**October 25, 2023**

## **“Rethinking Professional Development” Workshop**

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### **ACTIVITY #1:**

In consideration of the current status of your career:

- 1) Identify a current professional goal (to become a supervisor; improve your coding skills in a specific language; to become a DEI advocate within your unit; to publish your first paper in a prestigious journal; to become an expert in Excel or Google Sheets).
- 2) What are the strengths that you can leverage to achieve that goal?
- 3) What are potential obstacles?
- 4) How will you conquer obstacles and keep moving forward towards completion?
- 5) How will achieving this goal improve your performance, or help your project or team?
- 6) For the last question, please adopt the perspective of a supervisor. If an employee came to you, shared the information you just provided above, and asked you for advice in tackling their goal:
  - Would you assess their professional objective as realistic, relevant to their work and achievable within a reasonable time frame?
  - Where or how should they start?
  - What would a possible roadmap to successful achievement look like?

## **ACTIVITY #2:**

*If you are currently a supervisor, decide if you want to complete this activity as (a) an employee, or (b) a supervisor. Whatever option you skip now, you can complete as part of your homework.*

### **(a) For employees:**

1. Identify your 2 major responsibilities at work.
2. Tell us how these duties support the bigger project to which you are contributing.
3. How does the work you do contribute to the CIRES mission?
4. Finally, can you please establish a clear relationship between the work that you do and the broader profession? Consider current trends, the predicted evolution of your field and/or work being done by peers in different organizations.

## **ACTIVITY #2**

### **(b) For supervisors:**

1. Identify one of your employees. Don't select that employee who is extremely clear on their career path and never seems to need you, but instead pick someone who you know will benefit from your guidance. What are their main responsibilities?
2. Describe their major interests and anything that this employee does very well. Are you capitalizing on their strengths in order to advance your team's goals? Otherwise, how can you better leverage this employee's talents?
3. What would you say is their #1 area of needed development? For example, think about the type of tasks with which they struggle. Does this also correspond to an area of need for your team?
4. What is a short action plan (that you can scribble down right now in 60 seconds), and what are the resources you would recommend for your employee to address this deficiency?

### **ACTIVITY #3:**

If you are a supervisor, you can choose to complete this activity either as employee/supervisor.

#### **a) For employees:**

1) Identify a challenging project in which you participated and which resulted in new skills or learning. If you can't think of a challenging assignment from your past, visualize a demanding project in which you would like to participate. Why would this assignment be "a stretch"?

2) Think about the people involved in that activity: students and coworkers, your supervisor, external stakeholders or collaborators. If you are thinking about the past... how were those professional relationships valuable to your learning? Who do you want to work with in the future who you think will provide a meaningful professional collaboration? Why them?

3) Finally, thinking back to that stretch assignment or forward to the project to which you wish to be called, was or is there a specific webinar, training certification, or a CU college course that proved essential or that would better prepare you to complete the stretch assignment?

### **ACTIVITY #3:**

#### **b) For supervisors:**

1) Identify a challenging project that could serve as a stretch assignment for one of your employees. Identify the employee, then the project, and finally think about the duties that you would assign to the employee in order to challenge them in a reasonable manner.

Why those specific duties?

2) Think about the people involved in the project: students, you in the role of supervisor, other team members, federal partners or external collaborators. Can you plan for a meaningful professional relationship for your employee resulting from this activity?

3) When you consider professional development resources, can you identify a specific training, a CU college course or certification that would prepare your employee for the stretch assignment or perpetuate the newly learned skills?

**Your Homework:**

- 1) In the next 2 weeks, find 60 minutes to work on your professional development plan.
- 2) Review your ASA goals and plan out the rest of this cycle through June 30, 2024 keeping in mind that 1/3 of the year has already gone by. Determine if you need to make any adjustment.
- 3) Review CIRES expectations for promotion to your next career track level and write a plan which will ensure you hit the major milestones in a sensible timeline with year-by-year goals.

**Your feedback is appreciated!**

3 questions = 3 minutes!

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