

Professional Development Workshop

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Format and Expectations

- This workshop will be most beneficial to early career professionals, employees new to CIRES and supervisors interested in learning about resources for career development.
- Professional development applies to all of us, regardless of our career stage.
- In response to last year's feedback, today I will be adopting a highly conversational tone and giving participants time to complete tasks and share responses during this session.
- Please feel free to send me comments or ask questions anonymously and I will share those in the same anonymous manner.
- For additional content on career development please review last year's materials. The [recording](#), [slides](#) and [worksheet](#) from the Fall 2023 workshop are attached.

Objectives

For Employees:

- => To encourage participants to take control of your own professional development
- => To encourage employees to explore opportunities for development which will benefit your team and mission
- => To help you to design a short-term professional development plan that you can implement immediately
- => To make you aware or remind you of resources to be used as you pursue career development

Why is professional development important for employees?

Because it defines your career path and gives you more control of your future opportunities. With detailed analysis of the labor market demands for specific skills and competencies, you can decide to focus your professional development in an actionable and intentional way.

Objectives

For Supervisors:

=> To help you prompt conversations on employee accountability and planning as related to professional development

=> To encourage supervisors to identify specific opportunities for the professional development of your employees (which closely align with your team's goals)

=> To make you aware of resources available to your employees as they pursue professional development

Why is professional development important for supervisors?

Because by encouraging opportunities for professional development you will also be increasing engagement and retention among the members of your team.

The strategic alignment of workforce and goals can significantly increase your team's efficiency.

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 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 support our Institute?

Activity 4: Roadblocks and Perseverance

(2 minutes)

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

=> a) What could prevent you from achieving your goal?

=> b) 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 professional 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 & Promotion

(2 minutes)

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

Requesting Professional Development Funds from CIRES



Other Applications

Annual Summary of Accomplishments (ASA)	Manage ASA
Asset Manager	View Assets 3
CECA Travel Fund	Open Submission
Field Activity Form	View Field Activities
Exit Interview	Exit Interview Link View Exit Interviews
Finance Grants	Manage Grants
ICS Calendar File	Create ICS File
Mentoring Program	Register Committee View Anonymous Feedback
Professional Development Request	Submit Request
	

The Resources- For All Employees

3 trainings that all CIREs employees should take

=> Identify your Strengths: [Clifton Strengths](#), Central HR

=> Communicate effectively: [Crucial Conversations](#), Central HR

=> Support a bias-free work environment: [Implicit Bias in the Workplace](#), Becca Edwards, CIREs DEI Director (+ L. Harrop and J. Ugaz); offered biannually.

Resources for All Employees (continued)

Training ▾


Skillsoft



Skillsoft Percipio Help



Training Summary



Resources




Professional Development



CU on Coursera



Supervisor Training Summary



LinkedIn Learning



Coursera Consortium



Resources for CIRES Supervisors (current or future)

All training recordings available in the InsideCIRES [Supervisor Resources page](#):

1/ Best Practices for Supervisors (CIRES HR, Spring 2025)

2/ Performance Management (CIRES and Central HR, Spring 2025)

3/ Annual Summary of Accomplishments (May 1, 2024 [recording](#) and [slides](#))

4/ Career Track and Promotion (November 4, 2024 [recording](#) and [slides](#))

=> Please email jimena.ugaz@colorado.edu for a one-on-one session

Additional Resources for Supervisors

[Supervisor Development at CU Boulder | Human Resources | University of Colorado Boulder](#)

Learning Journey 1: [Establishing your foundation as a supervisor](#)

Employee Management and Compliance Essentials; Crucial Conversations for Mastering Dialogue

Leading at the Speed of Trust; The 6 Crucial Practices For Leading a Team; Inclusive Hiring

Learning Journey 2: [Building your management capacity](#)

Crucial Conversations for Accountability; DiSC management Style and Assessment

Managing Performance in a Hybrid Environment

Stay Interviews: The Proactive Strategy for Retaining Employees

Learning Journey 3: [Leading the Organization](#)

The 4 Essential Roles of Leadership; Becoming an Inclusive Leader

DiSC Leadership; Crucial Influence

Take Home Notes on Professional Development

- Regardless of career stage, each employee is responsible for their own professional development.
- There are numerous free resources to get started.
- Start small and be consistent.
- Embrace the challenge and the discomfort!
- Do not only think formal courses, webinars or certifications. Your everyday duties, as well as your colleagues, supervisor, federal partners and external network can also provide growth opportunities.
- For maximum ROI remember: You are aiming to develop in an area well aligned with your competencies, for which you are passionate, and which is of benefit for your team's projects.

Feedback

Could you please take a couple of minutes to offer feedback, so that we may improve this training?

We want to hear from you whether you are completing this training synchronously or asynchronously.

Thank you!

https://cuboulder.qualtrics.com/jfe/form/SV_eWJ3TENCjSzzKrs