Professional Development Website Guide

There are many professional development resources available to you here at WSU. To help you use these resources to develop yourself – and your team! – we pulled them into a Professional Development website for easy access and created this guide of tips and ideas.

TIPS FOR NAVIGATING THE WEBSITE

The Professional Development website consists of **two main sections for ease of use** for both users who have an idea of the type of training they're looking for and users who don't quite know what they're looking for or where to start.

1. A section that contains a list and high-level **snapshot of professional development resources** you can explore and search for the training you want.

2. A section that contains **competencies and corresponding courses** you can look through and determine a competency you'd like to pursue.

Whether you're using the website for your own development or as a leader exploring development opportunities for your team, the ideas on the next page will help you get started and maximize your success.

IDEAS FOR TEAM AND INDIVIDUAL DEVELOPMENT

Identify a skill to develop.

Look at your team overall, your individual team members, or yourself. Is there an area you'd like to help your team develop? What are your needs or the needs of your individual team members?

Here are some tips:

- Review your department goals and identify if there are any skills you or your team need to be equipped to achieve those goals. You can also use this approach to help yourself or your team navigate change!

- Discuss goals and aspirations in one-on-ones and identify a relevant competency or skill to develop.

- Use mid or annual performance evaluation time to identify any growth or development areas where training would be beneficial.

- Revisit your performance observations and conversations to identify knowledge or skills gaps for improvement.

- Use a combination of these!

Find relevant training.

Partner with your leader or team members in finding a relevant training option and navigating any registration requirements – this is one of many ways leaders take ownership in their team's development and success.

Here's how you can help:

- Use the professional development website to search for resources and courses targeting the identified skill.

- Leverage the Skill Evaluation feature in LinkedIn Learning to receive personalized course recommendations. There are currently 42 skills associated with this feature.

- Identify a training course or section within a course to have your team take, and then discuss and practice the topic together at a team meeting. Heading up a team development activity can be a great development opportunity for you or one of your team members!

- Ask other team members or leaders for recommendations or ideas.

Create a plan.

Collaborate with your leader or team member to help build development plans that are motivating and easy to incorporate into existing work.

Here are some suggestions:

- Get clear in the things you or your team member want to know or be able to do by the end of the plan.

- List out specific actions with targeted completion dates.

- Make sure actions include more than completing training such as how concepts will be practiced and applied.

- Create dual-purpose actions that help you or your team member develop and make progress on current work.

- Include regular progress check-ins and celebrate mini milestones along the way. Work with your leader or team member to determine the frequency of these check-ins such as weekly or monthly.

Check in on progress.

Make professional development an ongoing topic in your one-on-ones, team meetings, and other touchpoints to help you or your team member build and maintain momentum on goals.

Here are some ideas:

- Discuss progress and where additional support or help is needed.

- Adjust actions and timelines when necessary.

- Celebrate progress and completion of action items.

- Identify and discuss how new skills are contributing to performance.