Making the Most of Professional Development Opportunities for Graduate Students

PLAN Workshop
August 26, 2014, 12:00pm-1:00pm
Michelle Rodems, Ph.D.
What IS Professional Development?
Learning Outcomes

- Explain the importance and process of developing a professional development PLAN
- Identify skills to improve through professional development
- Select professional development opportunities to improve their skills
- Prepare an initial PLAN for professional development
Why Develop a PLAN for your professional development?
Professional Development in Context

- Decrease in funding for higher education
- Reduction in permanent positions
- Increase in Graduates
- Training
- Interests
- Economy
“Student involvement in various programmatic, departmental, institutional, and professional activities and opportunities contributes favorably to [graduate] student retention and completion” (Bair & Haworth, 2004)
Step 1: Self-Assessment

(Repeat regularly)
1. Review the list of transferable skills identification.

2. Take 10 minutes and review the list, identifying those skills that you think you have (regardless of where you learned them).

3. Take 3 minutes and review the skills. Identify those that fit these descriptions:
   - Skills you think you currently have
   - Skills you want to develop or refine
What Employers Want

1. Ability to work in a team structure
2. Ability to verbally communicate with persons inside and outside the organization
3. Ability to make decisions and solve problems
4. Ability to obtain and process information
5. Ability to plan, organize, and prioritize work
6. Ability to analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software programs
9. Ability to create and/or edit written reports
10. Ability to sell or influence others.

-2012 National Association of Colleges and Employers (NACE) Job Outlook Survey
Skills

- Research
- Teaching
- Service
- Management
- Communication
- Etc...
Step 2: Opportunities

(Repeat Regularly)
Step 3: Determine Your PLAN
Professional Development
Life Skills
Academic Development
Networking
PLAN . . . Includes:

- Academies
- Support & Accountability Groups
- Workshops
- Mentoring
- Resources
- Partnerships: GSC, Career Center, Health Promotions, Delphi Center, etc. . .
What’s Your PLAN?
1. Using this framework matrix
2. Using the skills you would like to develop
3. Identify 3-5 opportunities and write them in your folder
4. Share with the group
Last Few Tips

- Look at others’ resumes/ C.V.s
- Start with the end in mind
- Start broad, get specific
- Make your goals S.M.A.R.T.
- Practice, Practice, Practice
- Authentic networking

### SMART Goals

- **Specific:** State exactly what you want to accomplish (Who, What, Where, Why)
- **Measurable:** How will you demonstrate and evaluate the extent to which the goal has been met?
- **Achievable:** Stretch and challenging goals within ability to achieve outcome. What is the action-oriented verb?
- **Relevant:** How does the goal tie into your key responsibilities? How is it aligned to objectives?
- **Time-bound:** Set 1 or more target dates, the “by when” to guide your goal to successful and timely completion (include deadlines, dates and frequency)
Questions & Discussion

Michelle Rodems, Ph.D.
School of Interdisciplinary and Graduate Studies &
The Delphi Center for Teaching and Learning
michelle.rodens@Louisville.edu // @MichelleRodems //