

Making the Most of Professional Development Opportunities for Graduate Students

PLAN Workshop

August 26, 2014, 12:00pm-1:00pm

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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



“Student involvement in various programmatic, departmental, institutional, and professional activities and opportunities contributes favorably to [graduate] student retention and completion” (Bair & Haworth, 2004)

The PLAN

Step 1: Self-Assessment

(Repeat regularly)

What are Your Skills?

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.

Skills

Research

Teaching

Service

Management

Communication

Etc...

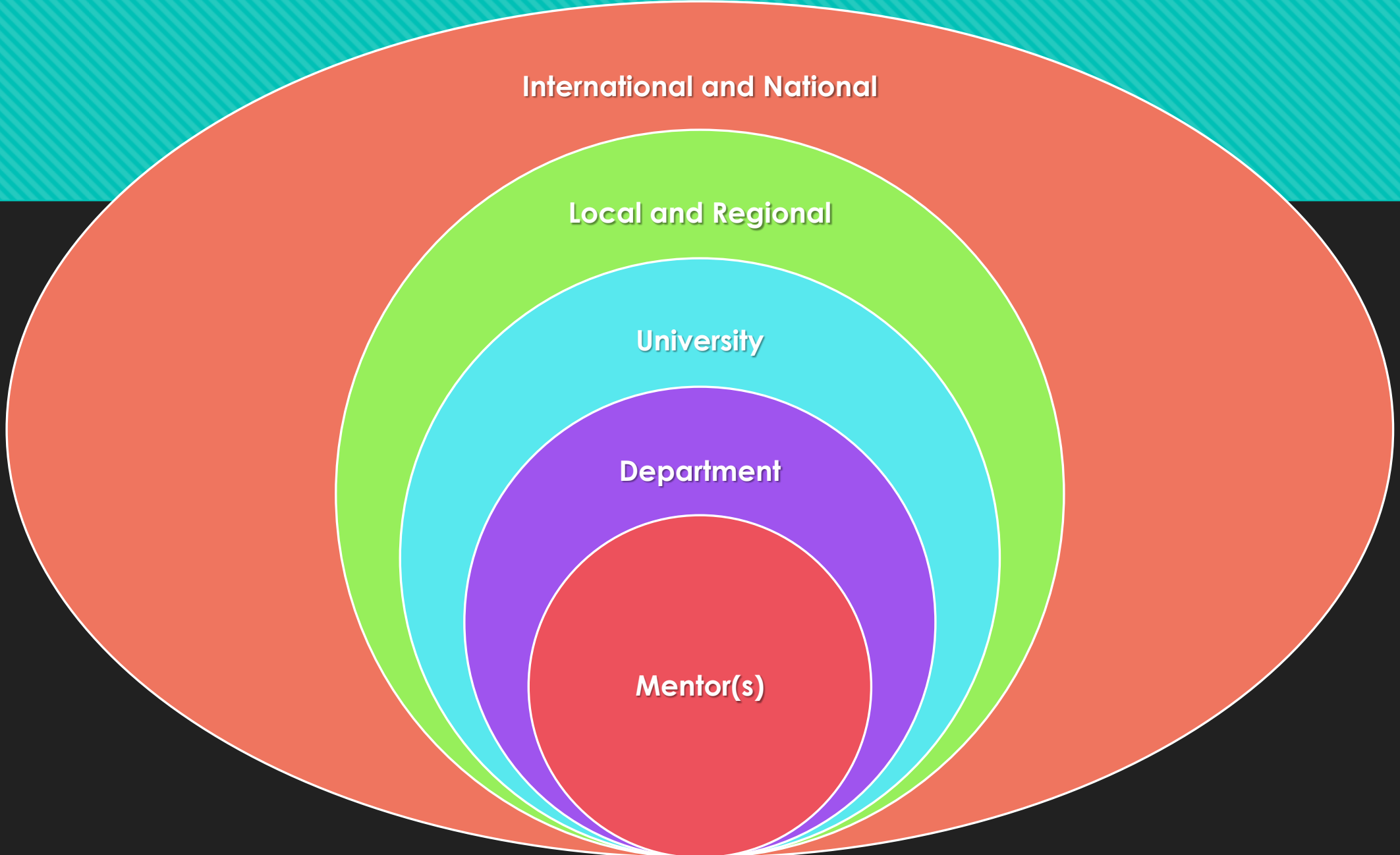
Step 2: Opportunities

(Repeat Regularly)

Needed Skills

The image features a teal header with a diagonal line pattern. Below it is a black background with a white notch at the top. Two large, stylized arrows point from left to right. The first arrow is yellow and contains the text 'Needed Skills'. The second arrow is red and contains the text 'Opportunities'. The arrows are connected at their tips, suggesting a sequential relationship.

Opportunities



International and National

Local and Regional

University

Department

Mentor(s)

Step 3:
Determine Your
PLAN

- Professional Development
- Life Skills
- Academic Development
- Networking

PLAN . . . Includes:

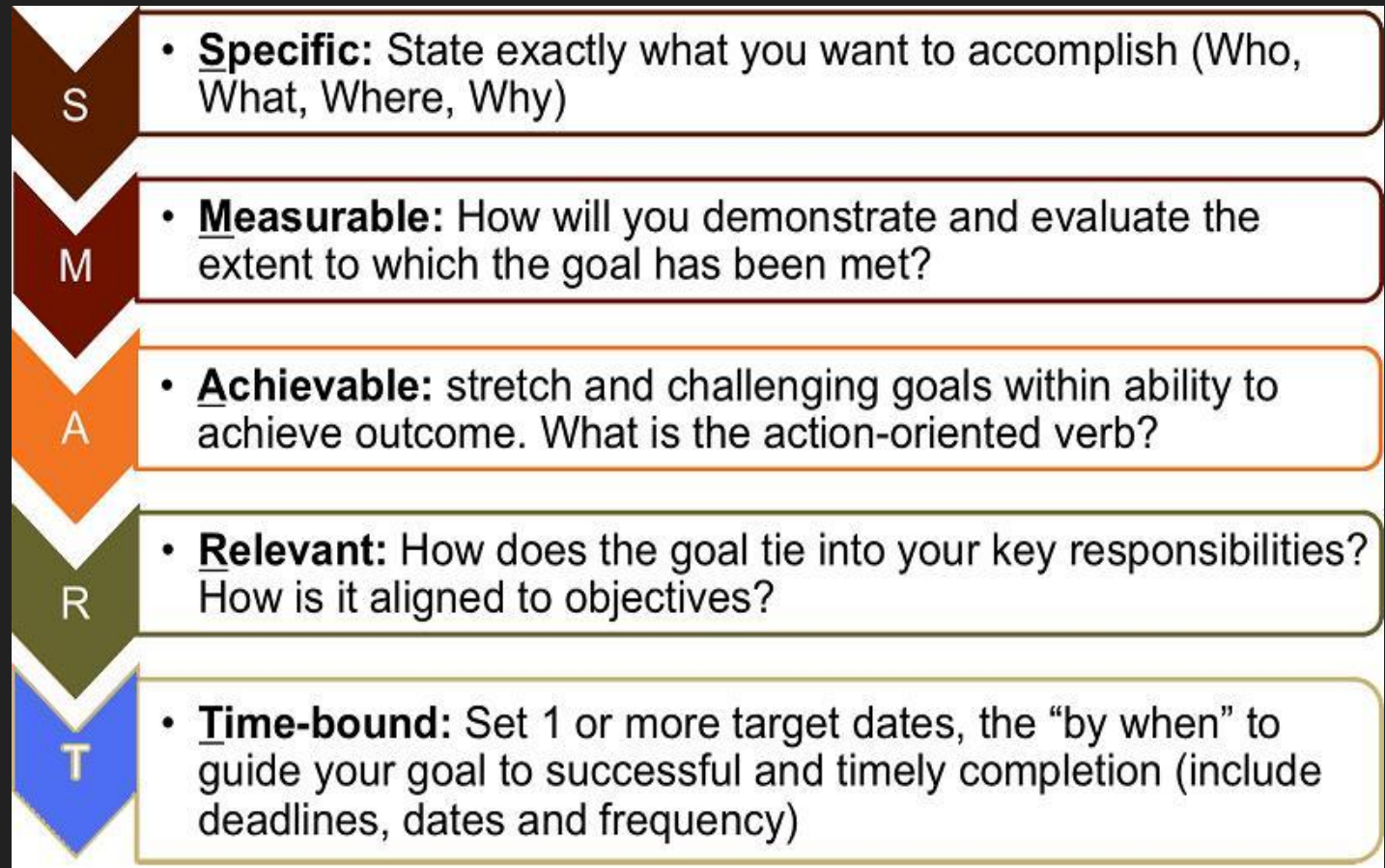
- Academies
- Support & Accountability Groups
- Workshops
- Mentoring
- Resources
- Partnerships: GSC, Career Center, Health Promotions, Delphi Center, etc. . .

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



Questions & Discussion

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