

The UA Professional Development Playbook

When asked about their experiences with professional development, 98% of UA employees we surveyed reported a positive experience, affirming that it helped maximize their effectiveness and/or assisted in professional advancement.

Making Your Game Plan

What do you want to gain? Circle skills below (note: these are not all mutually exclusive, so mix-and-match).

1. **GOAL:** Development of specific job-related skills
SKILLS: Professional communication; business writing; grant writing; assessment skills; time management; skills specific to your discipline or field
 2. **GOAL:** Development of management skills
SKILLS: Coaching and motivation; recruitment; evaluation; negotiation; budgeting; strategic positioning; policy and procedure development; organizational communication
 3. **GOAL:** Development of leadership and interpersonal skills
SKILLS: Conflict management; diversity training; innovation and entrepreneurialism; stress management; sustainability and environmental awareness; collaboration and decision-making; ethics and values
 4. **GOAL:** Development of technology and computer skills
SKILLS: Website development and maintenance; Microsoft Office applications; UAccess systems; data management and analysis; IT security; software and hardware use and development; graphic design programs
 5. **GOAL:** Development of networks and networking skills
SKILLS: Develop and sustain professional, campus, and community contacts; create strategic alliances; hone effective interpersonal communication
 6. **GOAL:** Additional ideas?
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Based on the skills you circled above, select the top three you would like to enhance this year:

- 1.
- 2.
- 3.



Getting Your Game On: Potential Playing Fields

Opportunity	Website	Cost
UA League		
Human Resources Series and Workshops	www.hr.arizona.edu (see career development section)	Free
University Information Technology Services Workshops	www.uits.arizona.edu (see workshops section)	Free
Appointed Professionals Advisory Council (APAC)	www.apac.arizona.edu	Free
Staff Advisory Council (SAC)	www.sac.arizona.edu	Free
Faculty Senate	www.facultygovernance.arizona.edu	Free
UA Classes and Certificates	www.catalog.arizona.edu	Varies
Community and National Arenas		
Public Library Workshops	www.library.pima.gov (see events, classes, and programs section)	Free
Professional Organizations	Varies by field, discuss with supervisor	Varies

Game Changers

Our data were clear: time and money are the biggest obstacles when it comes to pursuing opportunities.

TIME:

UA values professional development and has built paid time into our work lives - at least 16 hours of paid release for full-time, benefits eligible employees. Access the full policy here:

<http://www.hr.arizona.edu/policy/503>

It might feel like you don't have time to get away, but new skills can help you become more efficient and effective. It's a matter of short-term pain for long-term gain!

MONEY:

Many campus and Tucson opportunities are offered free of charge.

Check with your department to explore funding availability.

Additional funding sources: Qualified Tuition Reduction; SAC "Emily Krauz Staff Endowment Scholarship"; APAC Professional Development Fund; Graduate and Professional Student Council Funding; professional organizations on or off campus, and others!

You've Warmed Up ... Now It's Game Time!

Before presenting your game plan to your supervisor, find out as much as you can in the way of specifics. These prompts should help:

- What I want for this year:
- How this benefits me and my team:
- Where I want to participate:
- Dates and time frames (time of the year, how many hours):
- Costs (if known) and funding opportunities: