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; UA Access 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?

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

<table>
<thead>
<tr>
<th>Opportunity</th>
<th>Website</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UA League</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources Series and Workshops</td>
<td><a href="http://www.hr.arizona.edu">www.hr.arizona.edu</a> (see career development section)</td>
<td>Free</td>
</tr>
<tr>
<td>University Information Technology Services Workshops</td>
<td><a href="http://www.uits.arizona.edu">www.uits.arizona.edu</a> (see workshops section)</td>
<td>Free</td>
</tr>
<tr>
<td>Appointed Professionals Advisory Council (APAC)</td>
<td><a href="http://www.apac.arizona.edu">www.apac.arizona.edu</a></td>
<td>Free</td>
</tr>
<tr>
<td>Staff Advisory Council (SAC)</td>
<td><a href="http://www.sac.arizona.edu">www.sac.arizona.edu</a></td>
<td>Free</td>
</tr>
<tr>
<td>Faculty Senate</td>
<td><a href="http://www.facultygovernance.arizona.edu">www.facultygovernance.arizona.edu</a></td>
<td>Free</td>
</tr>
<tr>
<td>UA Classes and Certificates</td>
<td><a href="http://www.catalog.arizona.edu">www.catalog.arizona.edu</a></td>
<td>Varies</td>
</tr>
<tr>
<td><strong>Community and National Arenas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Library Workshops</td>
<td><a href="http://www.library.pima.gov">www.library.pima.gov</a> (see events, classes, and programs section)</td>
<td>Free</td>
</tr>
<tr>
<td>Professional Organizations</td>
<td>Varies by field, discuss with supervisor</td>
<td>Varies</td>
</tr>
</tbody>
</table>

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: