Professional Development and Leadership: Strategies & Resources
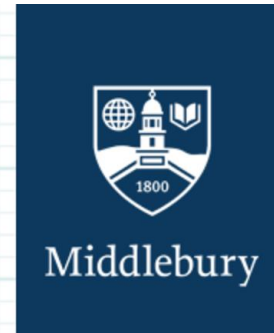
As we discussed in our previous article, professional development promotes high levels of engagement performance (which ultimately leads to increased employee retention *and* fulfillment of our strategic goals). Did you miss last week's article? Follow this link: Professional Development and Leadership for an overview before reading on.

In this Leadership Insights we will discuss:

- Strategies for Developing Your Employees
- Professional Development Resources at Middlebury

Strategies for Developing your Employees

For many "professional development" conjures up the image of conferences, webinars, raining videos, books podcasts, etc. In truth, the most important part of an employee's professional development begins with you, their leader. We encourage you to speak with employees about professional development interests and plans in your regular one on one meetings. A word of caution, pointing employees to the available resources is not a development plan in and of itself. A development plan includes setting goals, providing the space for learning, experimenting, and taking on new or different projects, and evaluating progress.

If you've never had a conversation with your employee about professional development, we have some good news! Our new Compensation Structure will provide you with the opportunity to share with your employees where they have been placed within the Skill Matrix and discuss ways in which individuals can continue to progress within their career. You and your employees can create a professional development plan together to help your employees reach their goals.

In general, make sure you are engaging in the following strategies with your employees:

- Collaboration and Goal Setting: Identifying what an individual wants to accomplish, establishing a plan, and creating measures of success (both qualitative and quantitative).
- Coaching: Asking questions to help an individual think through and come up with solutions or courses of action on their own. Offering suggestions or advice. Reflecting on progress.

- Mentoring: Providing information, teaching, imparting knowledge (including knowledge of the unspoken "this is how we work" norms or rules of the culture). Providing suggestions for courses of action or areas of improvement.

Need help implementing these strategies or navigating conversations with your employees? Contact your HR Business Partner! (Really...they love to geek-out on these types of conversations!).

Professional Development Resources at Middlebury

Linkedin Learning

LinkedIn Learning is a fabulous video-based online instruction resource that is available to all academic year faculty, staff, and students. You can learn new skills to help at school, work or home by watching short, 2 to 3-minute movies or by working through an entire course. This isn't only about technology, either. Yes, there are courses on just about every piece of software you can think of, but there are also "soft skill" topics such as resume writing, interviewing techniques, customer service, and leadership. If you want to develop your creative side, there are courses for that as well, including photography, music, and animation. Follow this link to learn more about LinkedIn Learning: LinkedIn Learning at Middlebury

Oracle Learn (OLC)

Oracle Learn is the online learning system provided within Oracle. Oracle Learn replaces the employee Safe Colleges compliance courses. Employees will complete required training within the Oracle system. We hope to build and expand the learning catalog to provide more self-paced learning opportunities to employees.

- Oracle Learn Tips:
  - If an employee is experiencing an issue where the progress of their course is not saving in Oracle, have them clear their browser cache or switch browsers. The recommended browser for Oracle is Firefox.
  - Employees may search for and enroll in courses by browsing the course catalog. More courses will become available over the next few weeks.
  - You may check on your direct reports course progress in "My Team Learning."
  - You may assign courses from the catalog to your team in "My Team Learning."
  - Resources:
    - Click this link to review How to complete a required course
    - Click this link to review How to browse the course catalog
    - Click this link to review How to view "My Team Learning"
    - Click this link to review How to assign learning to your team

Staff Development Fund

The fund supports a variety of work-related development activities that may include: participation in short courses, workshops, and training programs, as well as opportunities for staff members to prepare training programs and workshops for other employees on campus. In some cases Middlebury will consider supporting self-improvement projects designed to benefit the individual or to facilitate career advancement only if there is significant promise of benefit to Middlebury as well. Staff professional development is budgeted at the department level, therefore this fund is designed to help offset rather

than replace costs to departmental budgets. Follow this link to learn more about the Staff Development Fund: Staff Development Fund

Continuing Education Fund

Through this fund, Middlebury provides support to eligible staff who wish to enroll in credit-bearing courses from an accredited program or institution. Follow this link to learn more about the Continuing Education Fund: Continuing Education Fund

Up Next…

Stay tuned for a shorter Leadership Insights focused on updates to our Oracle system.

Leader Pulse Survey

How many conversations about professional development have you had with your employees this month? Share with us using this link to the Leader Pulse Survey: Leader Pulse Survey