



# Employee Development Resource Guide

*The Employee Development Resource Guide is a tool to be used to facilitate development discussions between employee and supervisor. The examples should generate ideas and promote opportunities for all employees.*

## Education

- Attend an informative lecture, presentation or seminar
- Attend a training workshop
- Complete a certificate program
- Enroll in an undergraduate or graduate course
- Obtain a GED, Associates, Bachelors or Graduate degree

## Knowledge

- Review current policies or practices
- Review supporting documents (e.g. summary plan documents)
- Attend a conference
- Watch webinars or listen to podcasts
- Utilize an e-learning tool for self-paced learning
- Read relevant books or periodicals
- Enroll in a course provided by HR, OIT or other University departments (e.g. Frontline Supervision, Microsoft Excel, BuyND)
- Initiate an informational interview
- Present to a group, department or others on a relevant HR topic

## Competencies

- Take an appropriate assessment (e.g. Harrison, DiSC, MBTI, 360 Reviews, Upward Feedback) to build on identified interests, strengths or opportunities for improvement
- Listen to a speaker on leadership
- Read a book (e.g. about team building or strategic thinking) to develop a particular competency relevant to your current or aspirational role
- Attend technical or other job-specific training (e.g. continuing education credits or updates on laws and regulations)
- Start or join a book club

## Experience

- Job shadow
- Network as a member of a professional organization
- Complete volunteer work through a group or organization
- Present to a group, department or others on a relevant HR topic
- Become a mentor or mentee
- Create, implement or assess a major project or initiative
- Implement or support a process improvement
- Lead or participate on a department committee
- Lead or participate on a University committee
- Cross-train