

# Individual Professional Development Plans

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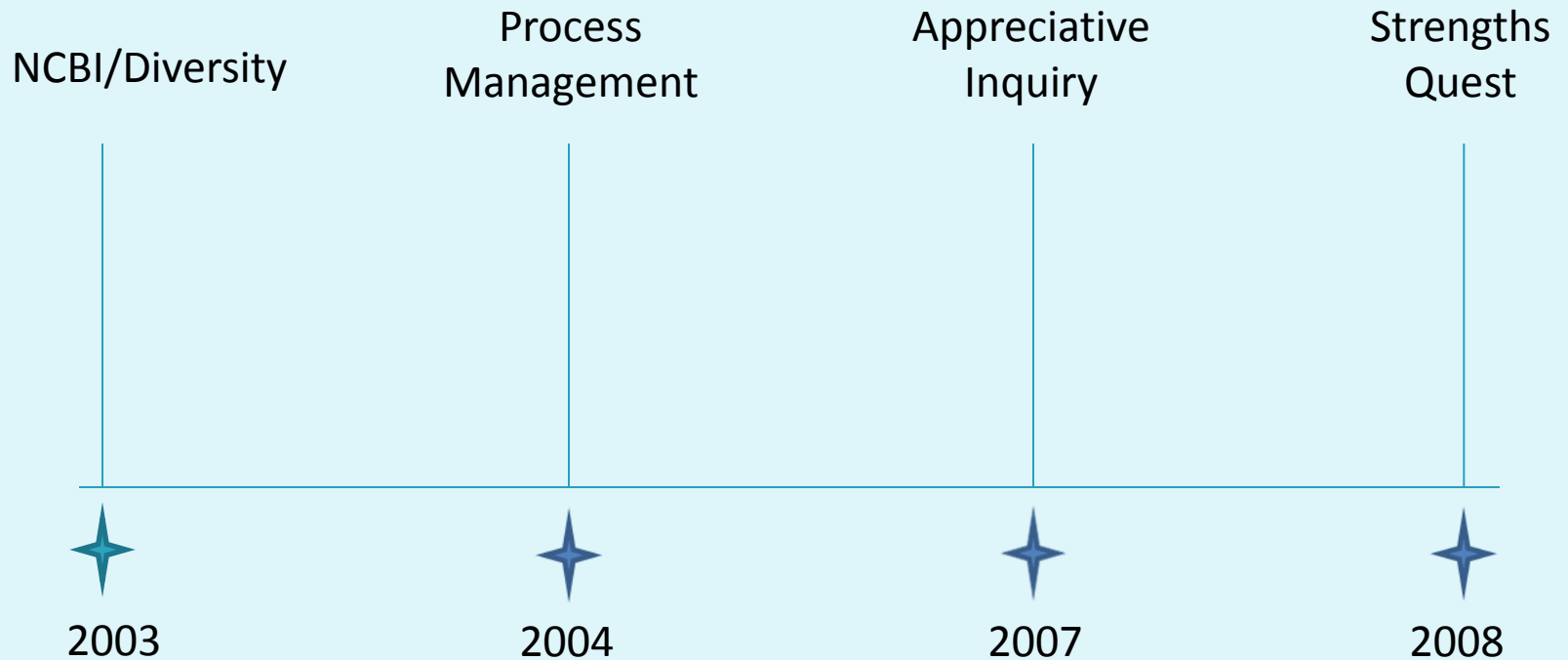
# Cabinet Interviews 2012

- How have you used goal setting to reach your current position?
- Historically how has the College addressed the effectiveness of strategic planning, professional development and performance appraisal?
- Potential risks and/or challenges associated with aligning strategic planning with professional development?
- What would an ideal professional development program look like for you and your direct reports?

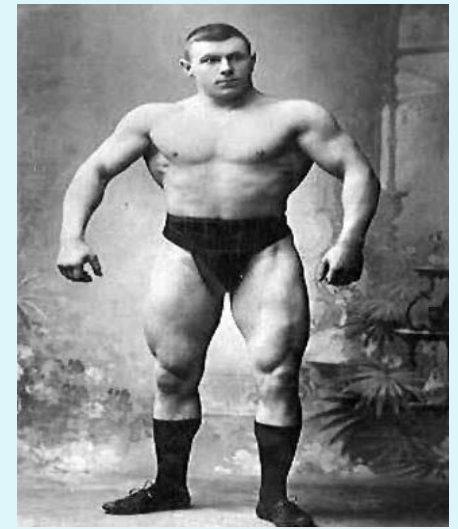
# Cabinet Interview Results

- Strategies: mentors, flexibility and openness to opportunities
- College has had no formal system of measurement
- A good thing to align strategic plan with professional development
- Ideal would :
  - Provide time/space for reflection
  - IPDPs would provide a vehicle for succession planning

# NECC - SNAP Timeline



# Strengths



## **Strengths Quest (SQ):**

An approach to organizational, employee, and student development that capitalizes and builds on individual strengths.

By understanding our talents and applying knowledge and skill, we are able to discover and work from our strengths.

This can lead to great satisfaction in our work, our leadership, and our relationships with colleagues.

# National Coalition Building Institute (NCBI)

## **National Coalition Building Institute (NCBI):**

NCBI founded in 1984 in Washington, D.C., is a non-profit leadership training organization that works to eliminate prejudice and conflict in communities throughout the world.

NCBI provides an effective diversity training program that teaches effective listening skills, conflict resolution skills, the ability to manage dialogue across group lines and a rationale for creating a welcoming classroom that becomes everyone's responsibility.





# Appreciative Inquiry

## **Appreciative Inquiry (AI):**

AI is an approach to change and organizational learning, a way of being, seeing, and thinking, an individual mindset.

AI searches for and finds the positive core, and when the positive core is revealed and tapped into, it provides a sustainable source of positive energy that nourishes personal and organizational change and, potential, transformation.

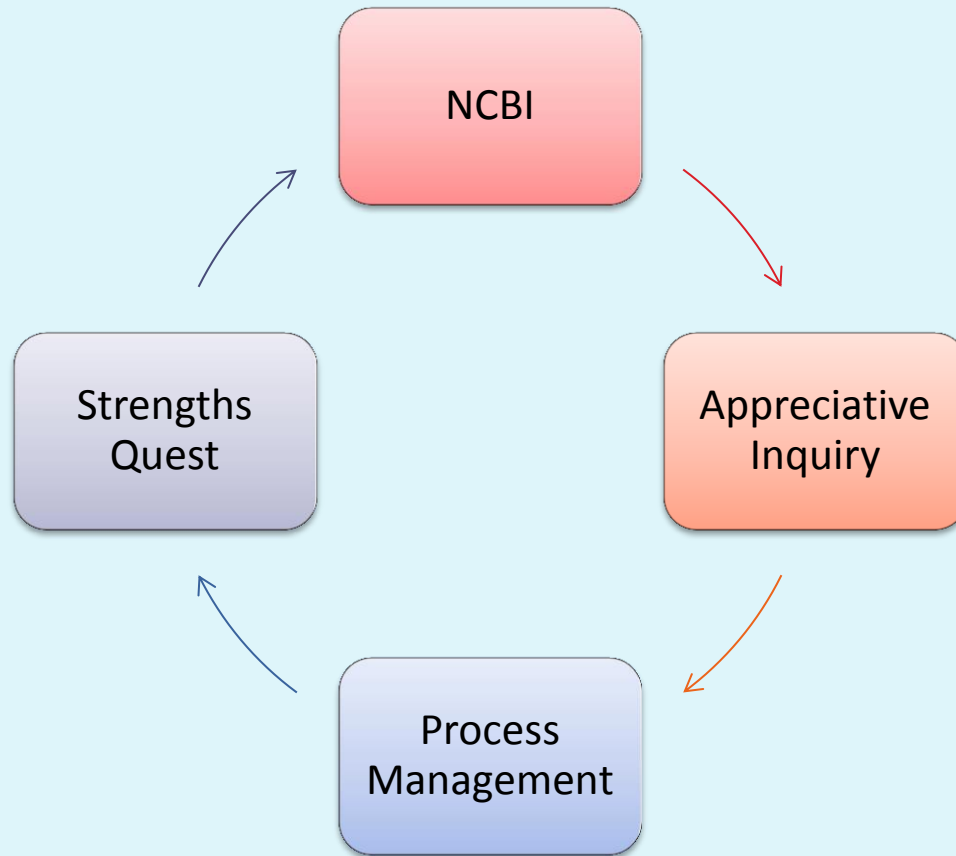


# Process Management

## **Process Management:**

The overall goal is to promote better service to students and collaboration among faculty and staff working on college projects.







## Goal 5: Expand a “Culture of Learning” across the college.

Creating a “Culture of Learning” means building on the successes of NECC’s Center for Professional Development, Living Our Vision of Excellence Committee, and Center for Instructional Technology and doing even more to support growth and development, including:

- Opportunity for ongoing training and development plans for all faculty and staff
- Access to regularly scheduled workshops, classes, and leadership academies
- Opportunities for advanced forms of growth and development through conferences, classes, and programs outside the college
- An organizational structure and resources within the college to support this “Culture of Learning”



# Strengths Domains

Teams should be well-rounded precisely because we, as individuals, are not.

Executing	Influencing	Relationship Building	Strategic Thinking
Achiever	Activator	Adaptability	Analytical
Arranger	Command	Connectedness	Context
Belief	Communication	Developer	Futuristic
Consistency	Competition	Empathy	Ideation
Deliberative	Maximizer	Harmony	Input
Discipline	Self-Assurance	Includer	Intellection
Focus	Significance	Individualization	Learner
Responsibility	Woo	Positivity	Strategic
Restorative		Relator	

**Executing:** What pushes an individual towards results. Motivational strengths that generate and focus energy to achieve and accomplish a lot, for themselves and their teams.

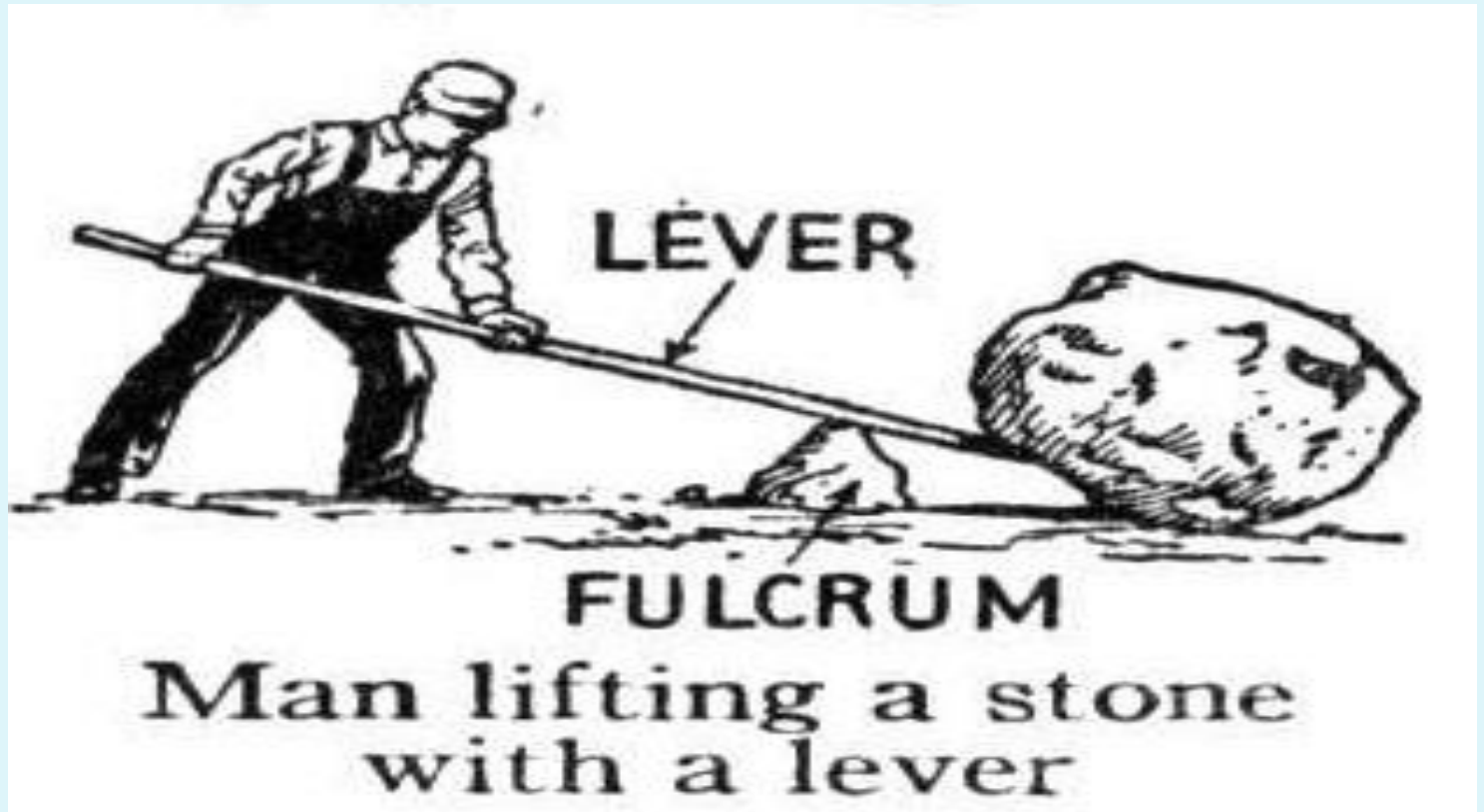
**Influencing:** How an individual moves others to action. Interpersonal strengths that enable a person to impact or influence others in powerful ways by taking charge, speaking up, and making sure ideas are heard, inside and outside a group.

**Relationship Building:** How a person builds connections with others, including interpersonal bonding, forming deeply meaningful and close personal relationships. In teams, these themes are the “essential glue that holds a team together,” creating groups that are greater than the sum of their parts.

**Strategic Thinking:** How a person analyzes the world. Strengths of perception, organization, and information processing that produce lifelong learners and help teams make better decisions. They help us focus on what could be stretching our thinking for the future.

# Leverage Strengths!

Do you get to do what you do best every day?



Only 29% of the American workforce falls into this category.



# Reflection Questions: Successes and Challenges

Reflection Questions	Strengths Zone: Successes	Outside your Primary Strengths: Challenges

# Question One

What were your major achievements and accomplishments this past year?

## Question Two

What areas of your performance (behaviors and results) are most closely aligned with your strengths?



# Question Three

Who are your direct reports and how have you leveraged their strengths this past year?

# Question Four

Where do you feel your work is most valued within the organization, and how does your work contribute to the strategic directions and goals?

# Question Five

What additional skills or knowledge would help you more effectively perform your present job or enhance your skill/job opportunities?

# Identifying Goals

*Effective goals are broad statements of meaningful outcomes, longer term, based on ideas:*

- are clearly written
- are achievable
- provide a framework for writing statements of objectives
- are adaptable to changes
- are consistent with the mission statement of the institution

# Creating Objectives

*Effective objectives use action words that specify definite, observable behaviors, short to medium term, based on fact, measurable and tangible:*

- indicate an appropriate level of attainment
- are assessable through one or more indicators
- comprehensively and meaningfully define a goal
- are realistic and achievable
- use simple language

Let's give it a try.....

# Goals and Objectives

Specific Goals for the Year Ahead	Specific Action Steps toward goal achievement (activity)	Specific desired skill attainment	Specific measurable result
Goal: Objectives:			
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# Goals and Objectives

Specific Goals for the Year Ahead	Specific Action Steps toward goal achievement (activity)	Specific desired skill attainment	Specific measurable result
<p><b>Goal: More proficient in dealing with conflicts</b></p> <p><b>Objectives: Put learned tools (AID, GROW, CC) into practice</b></p>	Utilize AID/GROW in bi-weekly meetings with individual staff	use of AID/GROW becomes second nature, habit	More open & honest non-blameful communication between staff and me.
<p><b>Goal: Institute best practices for internal marketing of employee development workshop information</b></p> <p><b>Objectives: Implement a multi-prong approach to marketing of workshops</b></p>	<p>Meet with NECC MARCOM</p> <p>Research other institutions' L&amp;D websites</p> <p>Check best practices for marketing L&amp;D workshops through ASTD.</p>	Gain new knowledge	Include question on workshop evaluation tool as to how employee heard about workshop.
<p><b>Goal:</b></p> <p><b>Objectives:</b></p>			
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# What's next....for us

Date	Time	Activity	Complete
2/26/13	2:00-4:00	IPDP Workshop	✓
9/17/13	2:00-3:30	Mid-Year Review- of Process	
1/21/14	2:00-3:30	Year-End Review of Process	

What's next.....for you!

# How you can help shape the process...

1. Develop goals and objectives that are meaningful and measureable.
2. Identify activity, resources, and materials needed to bring your goal to fruition.
3. Discuss your goals, objectives and budgetary requests with your supervisor (many goals may not have any budgetary implications).
4. Revise if necessary and plan accordingly.
5. Keep track of your progress and process, and help us to work out roadblocks or areas of challenge!