

---

# Professional Development

## **Definition**

Demonstrates a commitment to professional development by proactively seeking opportunities to develop new capabilities, skills, and knowledge; acquires the skills needed to continually enhance his/her contribution to the State and to his/her respective profession

**Key Words:** Continual Learning, Develop one-self

## **Behavioral Indicators:**

- Commitment to improve one's technical and personal growth
- Continues to learn about and improve theories and principles
- Takes advantage of professional development opportunities
- Seeks out new learning experiences

---

## **PROFICIENCY LEVEL: Professional Development**

### **LEVEL I**

- Engages in continuous learning opportunities to further develop skills and capabilities in technical and functional areas
- Uses feedback from co-workers and customers to find ways of enhancing his/her performance
- Accurately identifies his/her own strengths and development needs, leverages strengths, and takes action to develop areas that can be improved

### **LEVEL II**

- Takes part in professional associations to maintain a current knowledge base and relationships with others in his/her field
- Updates professional knowledge and skills on a regular basis to stay current and apply new trends or best practices to his/her work at the University
- Seeks out continuous learning opportunities that develop self and expands organizational intellectual capital
- Proactively requests feedback from co-workers and customers and uses it to enhance personal and team performance
- Provides coaching to others to help them leverage their strengths and effectively develop in areas where improvement is needed

### **LEVEL III**

- Participates in professional associations to ensure he/she is visible to others in his/her field of expertise
  - Shares new knowledge regarding professional standards with others to ensure they are able to contribute new ideas to the University
  - Anticipates student and staff needs/ stays abreast of changes in the external environment and anticipates how they will impact his/her department and/or University
  - Helps others enhance their experience with the University's performance management program by mentoring and coaching them through the process
-