

**\* Districtwide  
Classified Professional  
Development Committee**

June 5, 2015  
Classified Leadership Institute Presentation

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**\* Educate and Motivate**

- \* Personal Professional Development Plan
- \* Campus Tours
- \* Classified Employee of the Year

Staff names: Sharon Oxford, Michael Shanahan, Patti Blair, Ashley Chalotis, Leanne CoVrin, Peder Nielsen, Krista Mendelsohn, Matthew Moore, Olivia Long, Ashley Lajote, Sophie Crocker, Joe Esquivel

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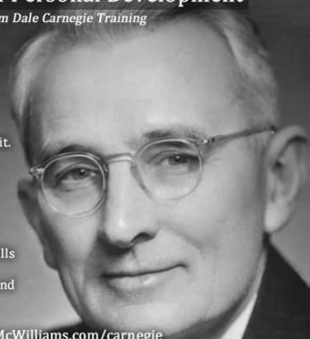
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**7 Secrets of Personal Development**  
*from Dale Carnegie Training*



- 1: Only you can take charge of your personal development.
- 2: Development is a personal process.
- 3: Success often occurs in places where you least expect it.
- 4: Focus on the little things around you, not just the bigger picture.
- 5: Improving your listening skills will make you a better communicator.
- 6: Never stop learning new skills and practicing basic ones.
- 7: Success starts with failure and is a "trial and error" process.

MattMcWilliams.com/carnegie

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**\* Introduction to the Personal Professional Development Plan (PPDP)**

- \* To provide clear, accessible resources for classified employees to develop a growth plan specific to their professional goals and in collaboration with their supervisor
- \* To encourage employees to participate and establish goals, make conscious choices, and take action

Voluntary Collaborative Support and Feedback Accountability

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**\* The PPDP**

- \* Discuss:
  - \* Employee Goals
  - \* Future Opportunities and Development Objectives
    - \* Current Training to Maintain and Enhance
    - \* Training for Growth
  - \* Resources Needed
  - \* Success Factors
  - \* Action Plan
  - \* Coaching/Mentoring Opportunities
  - \* Benchmarks

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**\* Employee and Leader Roles in the PPDP Process "Collaborate"**

<u>Employee Role</u>	<u>Leader Role</u>
* Identify opportunities	* Provide support
* Establish goals	* Suggest mentor(s)
* Just do it!	* Review goals and provide feedback
* Track progress and compile certificates of completion and transcripts	* Encourage progress
* Discuss successes and next steps	* Delegate development opportunities (other duties as assigned)
	* Forward completed certificates to Human Resources
	* Acknowledge and congratulate

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### \* Development Resources Suggestions

- \* Lynda.com
- \* Mentor
- \* College Courses
- \* Workshops
- \* Special Projects
- \* Conferences
- \* Professional Associations
- \* State Clearinghouse

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### \* Feedback

What's your feedback on -

- \* Plan
- \* Process/Roles
- \* Resources
- \* Benchmarks - what do you want to see from this program? How is success measured?

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