Developing Skills for Your Professional Growth

Takeaways

- Define professional growth
- How you assess the skills you need for your growth
- How to develop your skills

What is professional growth?

DEFINITION

Professional Growth

- Professional growth refers to the development and enhancement of your skills, knowledge, expertise, and abilities usually within your current profession

- It focuses on becoming more proficient and effective.

- Professional growth can lead to increased job satisfaction, better performance, and increased job security.

The Differences between Professional Growth and Career Growth

Professional growth focuses on improving and expanding your current skills and expertise, making you better at what you currently do (or want to do), whereas career growth pertains to your journey of advancing through different roles and positions to achieve your overall career objectives. Both types of growth are valuable and can coexist. Professional growth often serves as a foundation for career growth.

What is professional growth?

EXAMPLES

Examples of professional growth

- Develop public speaking skills

- Improve meeting management

- Expand training skills

- Become more technologically proficient

- Improve customer service

- Develop effective stress management and conflict resolution skills

- Pursue certification

- Enroll in a formal degree program

- Get more involved in professional organizations

- Obtain a promotion

- Become a yoga instructor

Assessing the Skills You Need

What career path do you have or want?

Do you want to take on new challenges in your
current role, improve existing skills, and keep
up with new developments and technology?

Are you a CTO looking to improve,
or do you want to be a CTO?

Do you need to upgrade your skills
as an operations manager?

How do you find out what skills you need?

- Research trends and advancements
- Read job postings
- Network
- Attend Conferences
- Career Coach

What skills are needed for that career?
Telecommunicator

Conflict Resolution

Attention to Detail

Verbal Communication

Collaboration

Multitasking

Stress Management

Understanding of Technology

Customer Service

Active Listening

Empathy

What skills are needed for that career?
CTO

Organization Skills

Attention to Detail

Public Speaking

Record Keeping

Time Management

Stress Management

Understanding of Technology

Project Planning

Curriculum Development

Instructor Certification

What skills are needed for that career?

Operations Manager

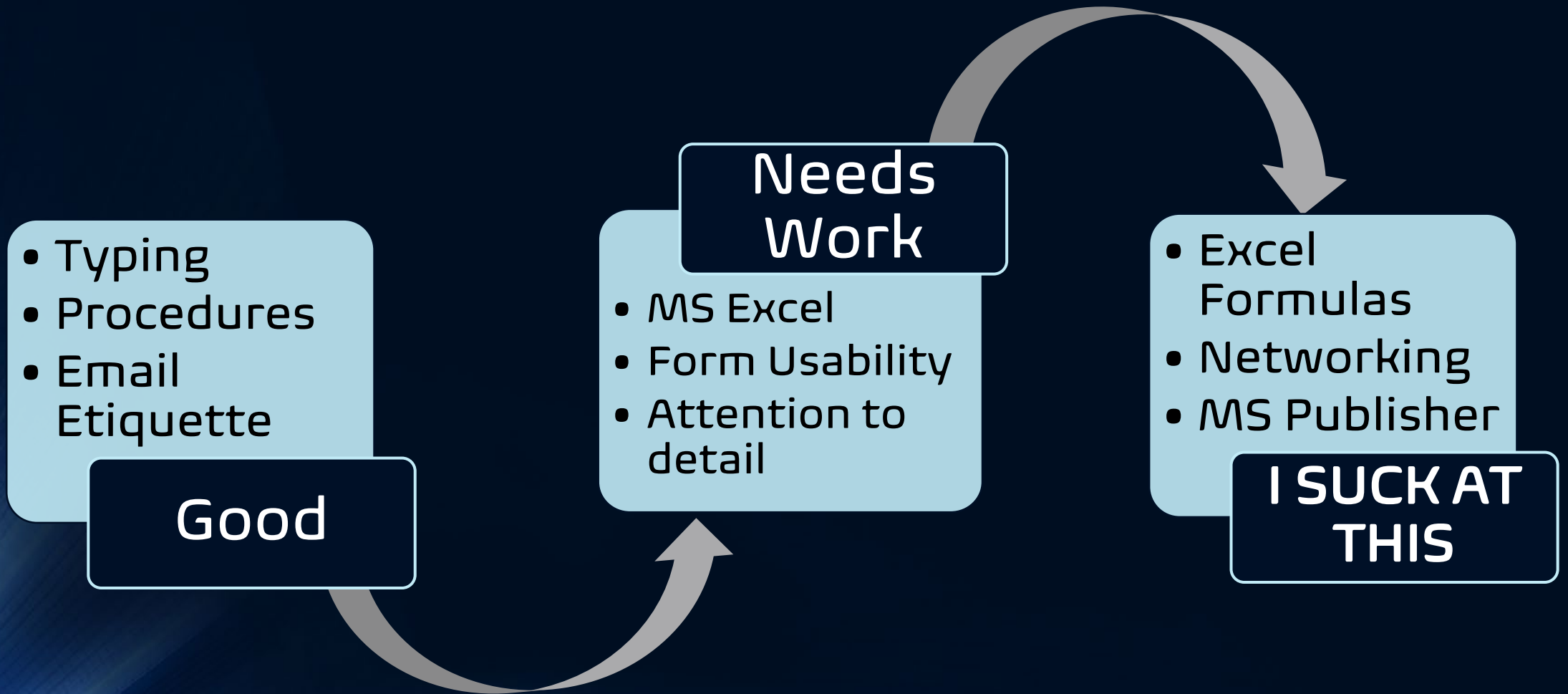|	
Organization Skills	Attention to Detail
Conflict Resolution	Record Keeping
Time Management	Stress Management
Effective Communication	Project Planning
Performance Evaluations	Data Management
Understanding of Technology	Recruit Interviews

What skills do you already have?

How proficient are you in them?

Three lists of your skills by your proficiency in them

Good

- Typing
- Procedures
- Email Etiquette

Needs Work

- MS Excel
- Form Usability
- Attention to detail

- Excel Formulas
- Networking
- MS Publisher

I SUCK AT THIS

What skills do you lack or need to improve?

skills you need – skills you have = skills you lack

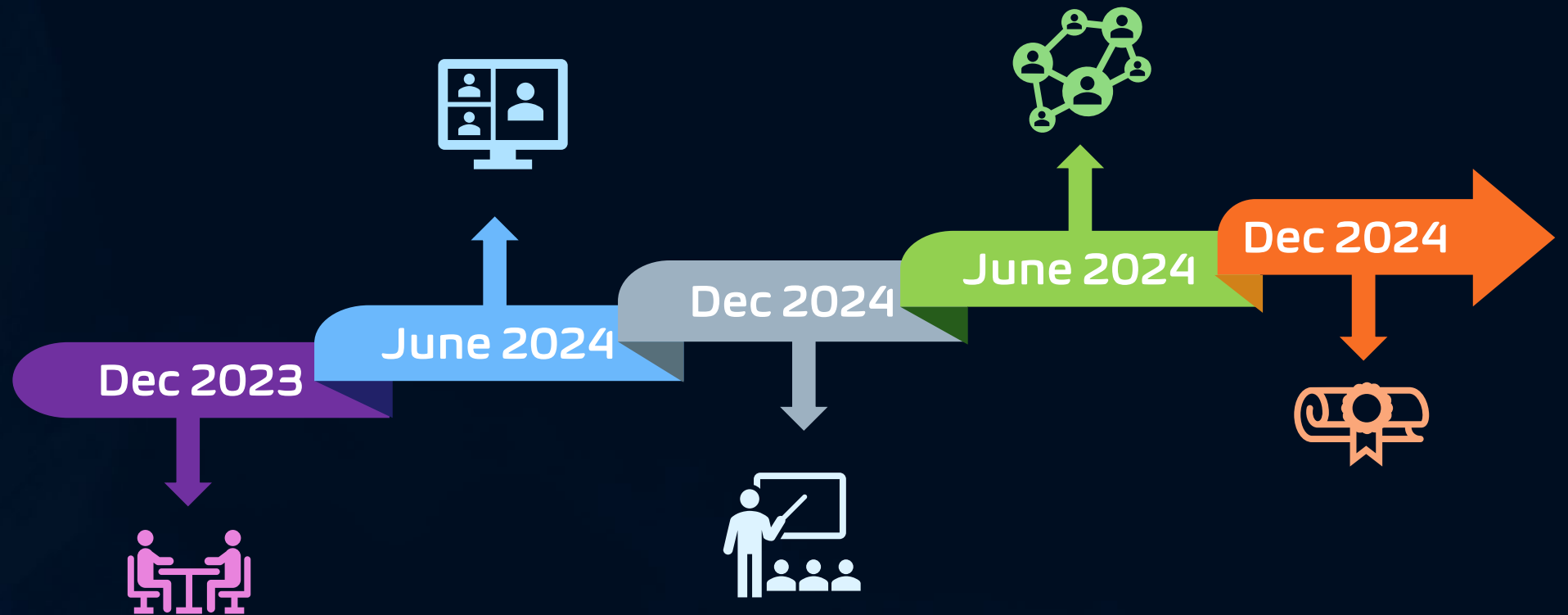skills you lack + skills you suck at = skills gap

How do you develop the skills you need?

Steps to developing skills

1. Create a Learning Plan

2. Set Clear Goals

3. Research and Gather Resources

4. Receive Feedback

5. Stay Informed

6. Embrace Failure

7. Measure Progress

8. Stay Motivated

9. Be Patient

Create a learning plan

Free or low-cost resources

- Library
- Online Courses
- Workshops
- Webinars
- Podcasts

Online Sites offering free courses

- Coursera
- YouTube
- Harvard
- Stanford Online
- [edX](edX)
- Udemy
- The Open University
- Alison
- Verizon
- Plus many more.

Webinars

- APCO International

- NENA

- 911der Women

- Missouri Professional Training Partnership

- LinkedIn

- 911.gov

- Central Square

- And many more.

Other resources

- College courses/Degree
- Online Courses
- Workshops
- Professional Organizations
- Conferences

Often Overlooked Steps

RECEIVE FEEDBACK

- Candid and constructive

- Detailed and specific

- Actionable

- Goal oriented

EMBRACE FAILURE

- Opportunity to learn

- Increase your adaptability

- Increase self-awareness

- Build humility

- Spark innovation and creativity

Measure Progress

Regularly evaluate your progress by comparing your current skills to your initial assessment. Adjust your learning plan as needed.
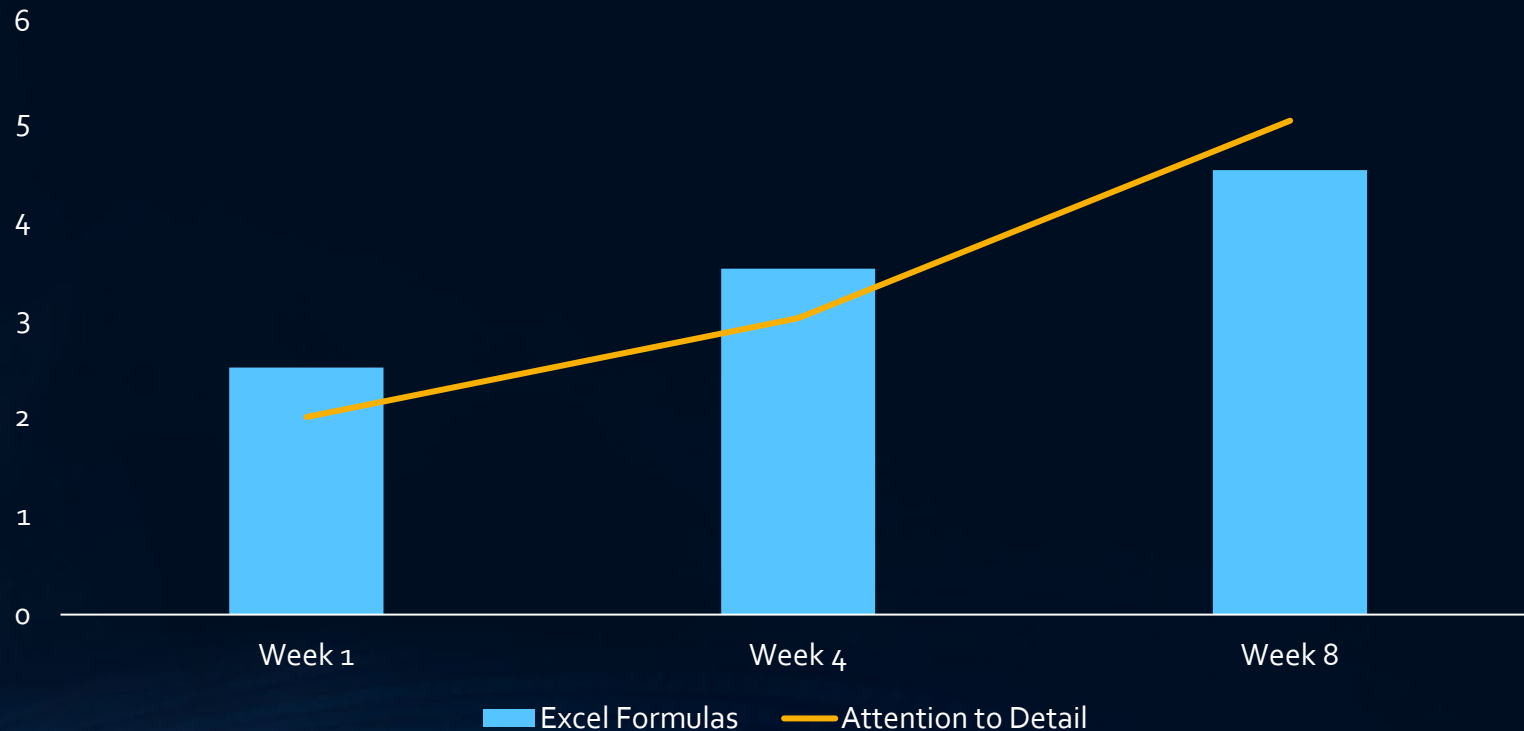
CELEBRATE!!

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