



Professional Development

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MEET YOUR COMMUNICATION COACH

Dr. Stevie M. Munz is an award winning teacher and researcher with 10+ years of experience in the communication field. She has led hundreds of discussion forums, presentations, trainings, and workshops.

As a communication expert, she is passionate about developing your communication power skills. From public speaking, to professional storytelling, to writing and editing services, and diversity, equity, inclusion workshops.

Contact her at Stevie@summit-communication.com today at to set-up your first consultation!



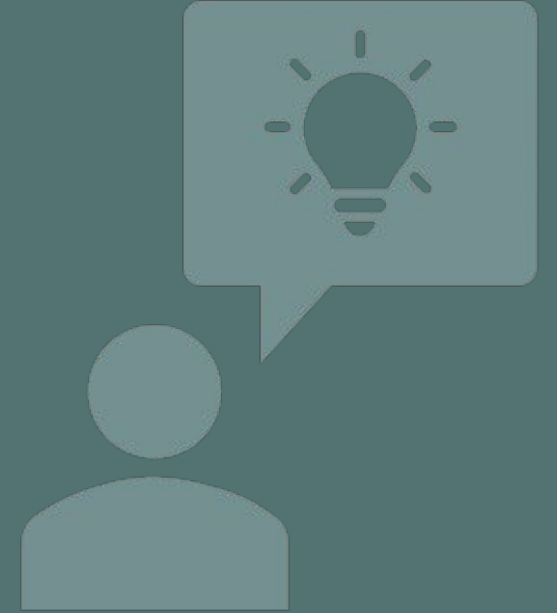
WHAT IS OUR GOAL TODAY?



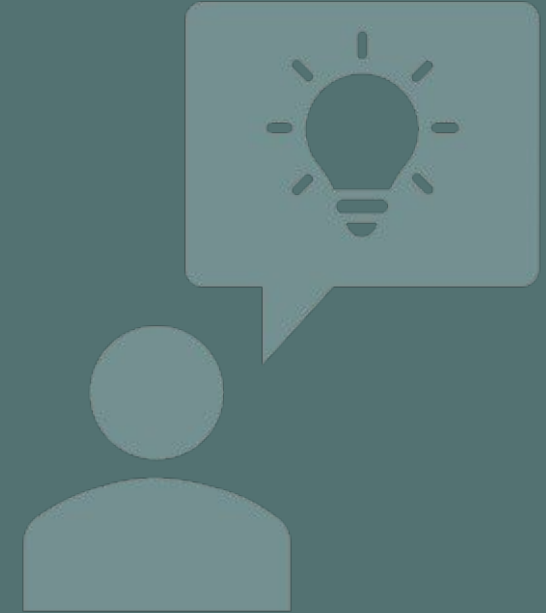


Professional Development

How would you describe
professional development?



What are some challenges you have experienced with professional development?



What is Professional Development?

- ❑ Professional Development is a means of supporting people in the workplace, helping them to understand their jobs and how to do them better
- ❑ It is a process that is continuous throughout our working lives
- ❑ Opportunities for professional development help us to broaden our skills and work more effectively



- ❑ Professional development can be a part of an individual's desire to be a better practitioner, improve their career prospects, or make their job more fulfilling
- ❑ In some cases, it can be required by professional bodies in order to maintain professional status (licensing, continuing education, etc...)



Examples of Professional Development

- ❑ Continuing Education
 - ❑ Enrollment in formal degree programs
 - ❑ Obtaining accreditations, certificates, and other credentials through educational programs

- ❑ Professional Organizations
 - ❑ Attending workshops, conferences and meetings sponsored by professional organizations
 - ❑ Presenting essays, papers and workshops at conferences
 - ❑ Serving as a committee member, board member, or officer
 - ❑ Coordinating functions and events presented by the organization

- ❑ Learning by Doing
 - ❑ Staying updated on current technology & systems
 - ❑ Being informed on new developments in your field
 - ❑ Accepting new challenges in current position - taking on new projects or assignments
 - ❑ Learning through interactions with others (group projects, networking)

What's in it for me?

- ❑ Elevate career prospects by earning additional qualifications
- ❑ Better understand the latest developments and current climate of your field
- ❑ Develop and deepen your understanding of your profession
- ❑ Sharpen leadership skills
- ❑ Gain more confidence in your abilities
- ❑ ***Have a more fulfilling career!***



What's in it for my employer?

- ❑ Companies that foster work environments rich in development opportunities attract better quality talent, and retain high quality employees. Often times, professional development programs for employees are a built in feature of business plans by employers.



Goal Setting

- ❑ Setting goals will help you stay on track on your development path
 - ❑ Can also help determine what exactly you want out of your career
- ❑ Goals should be SMART:
 - ❑ Specific
 - ❑ Measurable
 - ❑ Achievable
 - ❑ Relevant
 - ❑ Time sensitive (long term & short term)



Professional Development Goals

- ❑ **Develop a new skill set**
 - ❑ Increase the number & type of tasks you're able to do
 - ❑ Which skill set you choose will depend on your industry, job, and personal preferences
 - ❑ Think about what will be valuable for **you**
 - ❑ Related goals could include: going back to school, online courses & programs, shadowing coworkers, etc..



Professional Development Goals

- ❑ **Develop workplace skills**
 - ❑ Tools and strategies that help us interact smoothly with others, are crucial for career advancement
 - ❑ Include verbal & nonverbal communication
 - ❑ Empathy, self-awareness, leadership
 - ❑ Related goals may include:
 - ❑ Joining a public speaking club
 - ❑ Taking an online course in communication, psychology, or negotiation



Professional Development Goals

- ❑ **Take on leadership responsibilities**
 - ❑ Demonstrate your ability to take on new types of tasks and roles
 - ❑ Show your others your desire to grow
 - ❑ Lead team meetings
 - ❑ Lead a team activity to collectively learn a new skill
 - ❑ Speak with management regarding ways to demonstrate your leadership skills
 - ❑ Go the extra mile



TIP: Understand your ***Emotional Intelligence*** or the capacity of individuals to recognize their own, and other people's emotions, to discriminate between different feelings and label them appropriately, and to use emotional information to guide thinking and behavior. 💡

Professional Development Goals

☐ Expand your professional network

- ☐ Expose yourself to new ideas
- ☐ Build your profile
- ☐ Stay informed on new opportunities
- ☐ Grow the number of people who you know in your field



☐ Related goals could include

- ☐ Attend in person networking events related to your profession
- ☐ Join virtual networking events through Zoom, LinkedIn, Facebook, etc..
- ☐ Volunteer for a local service club



Professional Development Goals

❑ Boost your credentials

- ❑ Credentials can include certifications, certificates, and degrees
- ❑ Can open up new career opportunities, or pave the way for a promotion
- ❑ Think about what makes sense for **you**
- ❑ Think in terms of long & short term goals

❑ Examples may include:

- ❑ Earn a certification in your field within the next year
- ❑ Earning a higher degree within the next 3-4 years



What professional development activities have you participated in?

Professional Development Goals

- ❑ **Stay up to date in your field**
- ❑ Consuming media that is related to or pertinent in your field is often a great way of staying in the know (and can often be done on the go)
 - ❑ Books, podcasts, Youtube channels, news publications
- ❑ Consult with colleagues or other professionals for specific recommendations (when all else fails, a simple google search will usually yield good results)
- ❑ Relevant goals may include:
 - ❑ Read two books related to your profession this month
 - ❑ Listen to two podcasts related to your field this week
 - ❑ Follow at least 5 experts in your field on social media



Professional Development Goals

- ❑ Cross train with another department
- ❑ **Shadowing another department can result in numerous positive results**
 - ❑ Encourages communication & cooperation
 - ❑ Can lead to ideas on how to improve your own team
 - ❑ Can lead to a more thorough understanding of how your organization operates as a whole
- ❑ **Goals may include:**
 - ❑ Ask 2 people from different departments to lunch
 - ❑ Create & facilitate a program at your workplace for cross department shadowing



Professional Development Goals

- ❑ Find a mentor
- ❑ Mentors can help you navigate & overcome challenges related to your development
 - ❑ Reach out to someone in your workplace from who you think you'll be able to learn
 - ❑ Utilize the professional network you've been growing
 - ❑ Find people in professional & alumni groups who have the knowledge & experience to help you along your development path
- ❑ Relevant goals may include:
 - ❑ Arrange meetings with potential mentors to see if it's a fit
 - ❑ Assess both long and short term goals of having a mentor - how will this benefit you the most professionally?



Growth vs Fixed Mindset

- ❑ Setting goals alone isn't enough - it's also necessary to have a mindset that will help you achieve those goals throughout your development. In this context, mindsets can generally be divided into two categories:

- ❑ **Growth Mindset**

- ❑ The belief that anything can always be learned if enough effort is made. Embrace mistakes, learn from them and try new ideas instead. Do not be afraid of failure - simply try again.

- ❑ **Fixed Mindset**

- ❑ The belief that abilities are static and cannot be changed. Often times people with this mindset will avoid new or challenging tasks, thereby avoiding failure as well.



Developing Vulnerability in the Workplace


- ❑ The benefits of vulnerability in the workplace start with leaders who are willing to be open even when it's uncomfortable. Leaders who don't act like they are perfect and know the answers all the time tend to create a sense of psychological safety in their team.
- ❑ Vulnerability normalizes emotions in the workplace. When leaders display authentic emotions, they instantly become more relatable to their reports, which breeds trust and connection – two key ingredients of collaborative, high-performing teams.
- ❑ Vulnerability is essential to authenticity.

What does vulnerability look like in the workplace?

Being honest. Speaking up. Sharing your perspective. Asking for help. Showing empathy. Demonstrating understanding to coworkers.



Recommendations

- Understand your professional development goals.
- Practice goal setting.
- Try to understand how you develop role/leadership skills.
- Be a lifelong learner. 
- Embrace a growth mindset and vulnerability!





REVIEW

Thank you for your time and attention today. Today we covered the following topics:

- Defining Professional Development
- Setting Development Goals
- Growth Mindset & Core Identity Values

I hope you found this workshop useful in preparing for your future presentation.



Contact: *Stevie@summit-communication.com*

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