

Professional Development Activities: Tracking Template for UGS Staff

Purpose: Staff members can use this template to 1) record participation in professional development activities and 2) reflect on how those activities contributed to job performance and professional or personal development goals.

Uses: Documenting your professional growth and achievements is an excellent way to prepare for your yearly performance appraisal. Discussing and planning for your professional development, however, is an ongoing conversation between supervisor and staff member not limited to performance appraisal season. In addition to tracking current participation, use the template to identify areas for longer-term professional growth and relevant future training opportunities.

Definitions & Examples: “Professional development activity” can be defined in a number of ways. Examples of activities include:

- Attending UGS professional development workshops*
- Attending campus trainings (such as TX Classes, TSI Information Sessions, Blackboard/Canvas, DEFINE, TracDat)
- Holding leadership roles in campus or outside organizations
- Participating in a campus committee or campus association (such as ACA, APSA)
- Attending conferences
- Giving campus or conference presentations
- Leading professional development activities for your unit within UGS

**UGS Professional Development Workshops, 2013-2014:*

Fall:

Survey Design 1: Survey Foundations

Survey Design 2: Applied Workshop

Assessment Plans 1: Plan Foundations

Assessment Plans 2: Actions Taken—Using Assessment for Program Improvement

Spring:

Qualitative Data Analysis 1

Social Media Strategies

Higher Education Governance

Recognizing & Responding to Students in Distress

Qualitative Data Analysis 2

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Record your 2013-2014 activities below.

PD activity, 2013-2014 academic year	Briefly describe the main topics or learning outcomes.	How did this activity enhance my ability to perform my current job duties, and/or how did the activity contribute to my professional development goals?

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Reflect on what knowledge and skills you would like to develop in the near future. Identify professional development activities that can help you achieve your goals.

Specific knowledge or skill areas I want to improve	How will this knowledge or skill area enhance my ability to perform my current job duties?	What professional development activities can help me acquire this new knowledge or skill?	What are my next steps?