

Colorado College

Professional Development and Assessment Guide

Employee Name: _____ Supervisor Name: _____

Date: _____

The purpose of this guide is twofold: it can be used as an opportunity for growth and/or as part of the performance appraisal improvement plan. These professional development opportunities can be met in various ways by: meeting with the supervisor or a designated mentor, reading materials and books, attending training courses, or scheduling Employee Assistance Program sessions.

This form is completed by the employee and the supervisor together.

Communication

- Negotiation skills
- Proofreading / editing skills
- Advising skills
- Written communication skills
- Public speaking / facilitation skills
- Verbal communication skills
- Providing feedback to co-workers
- Listening skills
- Handling emotions in difficult situations
- Other: _____

Accountability

- Time management
- Organizational skills
- Managing multiple priorities
- Personal responsibility and ownership
- Other: _____

Initiative/Problem solving

- Problem solving skills
- Managing change
- Decision making skills
- Creative thinking skills
- Other: _____

Productivity

- Evaluation / assessment skills
- Goal setting & planning
- Project planning
- Other: _____

Working Relationships

- Conflict management skills
- Teamwork/collaboration
- Appreciation of differences
- Other: _____

Customer Service

- Customer service skills
- Telephone etiquette
- E-mail etiquette
- Addressing customer concerns
- Public relations / marketing skills
- Presenting a professional image
- Other: _____

Job Knowledge

- Office management techniques
- Computer/equipment skills
- Job knowledge skills
- Budget management/development
- Other: _____
- Other: _____
- Other: _____

Staff who supervise

- Hiring, orientation and supervising
- Providing feedback
- Addressing performance issues
- Understanding employment regulations, laws and policies
- Establishing performance standards
- Training, coaching and mentoring skills
- Managing project teams/groups
- Crisis management
- Leadership skills
- Other: _____

Safety/Security training

- Fire/Electrical safety
- Field trips and driving
- Office/industrial ergonomics
- Tool/machinery use
- Blood borne pathogens
- Chemical safety
- Environmental hazards
- Basic First-Aid and CPR
- Work Comp. procedures
- Personal safety resources
- Other: _____

Campus Awareness

- Campus tour
- Mission vision
- Current events
- Policies and procedure knowledge
- Other: _____