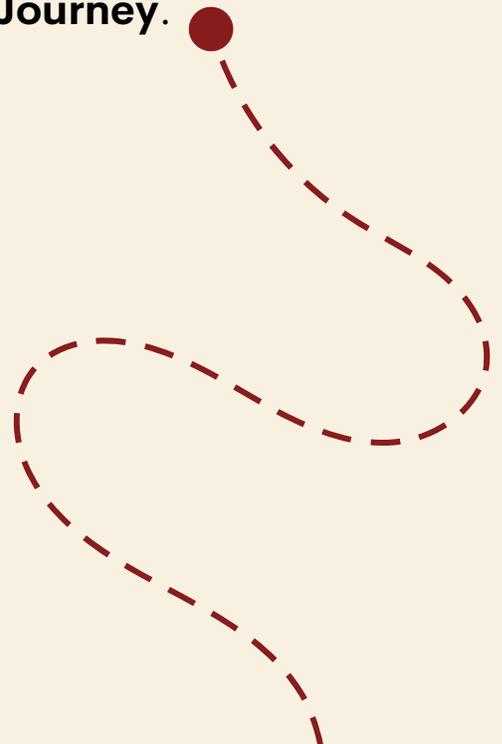


EMPLOYEE
INDIVIDUAL DEVELOPMENT
Opportunities & Resources

Explore the possibilities for your growth.

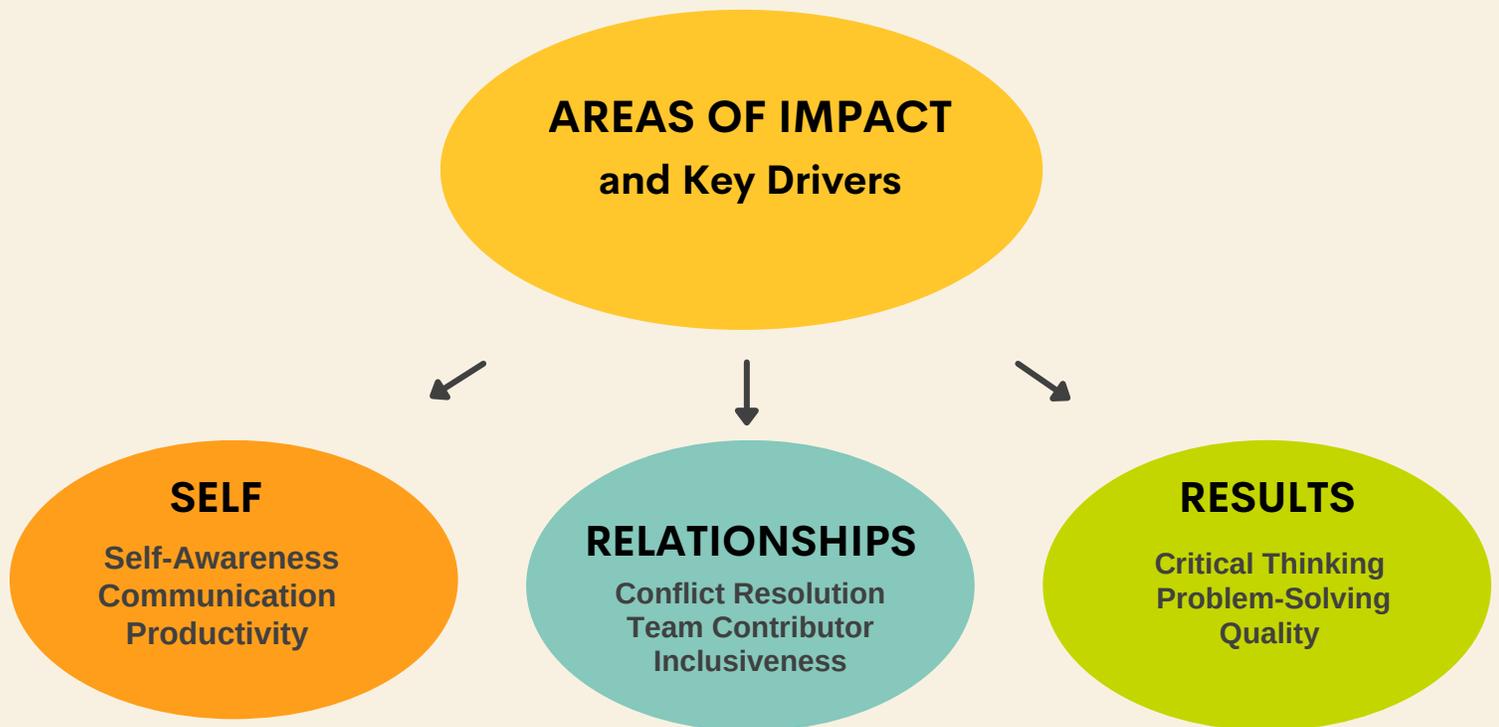
You can identify learning priorities by thinking about the impact you have in your job. We call this **Employee Impact**, which reflects the significance of an employee's efforts and the difference they are making through their contributions.

To help you explore your **Employee Impact** further, we've created an easy-to-use guide to map your **Learning Journey**.



When thinking about what you would like to learn, consider how you can broaden your impact by enhancing your skills and knowledge in specific areas.

You can focus on any of these key areas of impact and their primary drivers to facilitate your development and growth.



Learn more by reading the descriptions of the Areas of Impact

AREA OF IMPACT:

RESULTS

Critical Thinking
Problem-Solving
Quality

Outcomes or impact from various activities, efforts, and behaviors that are crucial for assessing performance, measuring success, and guiding decisions.

drivers:

Critical Thinking



The ability to analyze and synthesize information systematically, combining creativity and reflective thinking to make sound judgments.

Problem Solving



The process of solving a challenge that involves identifying the issue, analyzing it, and finding solutions through critical and creative thinking, adaptability, decision-making, and collaboration.

Quality



The standard of excellence achieved by a product, service, or task, defined by attributes like value, user-friendliness, completeness, presentation, timeliness, accuracy, and appropriateness.

AREA OF IMPACT:

RELATIONSHIPS

Conflict Resolution
Team Contributor
Inclusiveness

Workplace interactions involve how employees communicate, collaborate, and connect both formally and informally.

drivers:

Conflict Resolution



Good interpersonal relationships facilitate constructive conflict resolution, including addressing disagreements, negotiating, and minimizing friction.

Team Contributor



Work relationships are crucial in shaping how effectively team members contribute to their team. This involves collaboration, trust, reliability, idea sharing, and a sense of inclusion.

Inclusiveness



Work relationships are essential for inclusiveness, and involves active listening, trust, respect, reducing bias, constructive dialogue, empathy, cultural sensitivity, and leveraging diversity.

AREA OF IMPACT:

SELF

**Self-Awareness
Communication
Productivity**

Focuses on owning your performance, growth, and well-being by proactively managing your tasks, interactions, and professional development.

drivers:

Self-Awareness



The ability to clearly understand your emotions, biases, values, strengths, and limitations. It helps you reflect on your emotional processes, recognize your impact on others, and make better decisions.

Communication



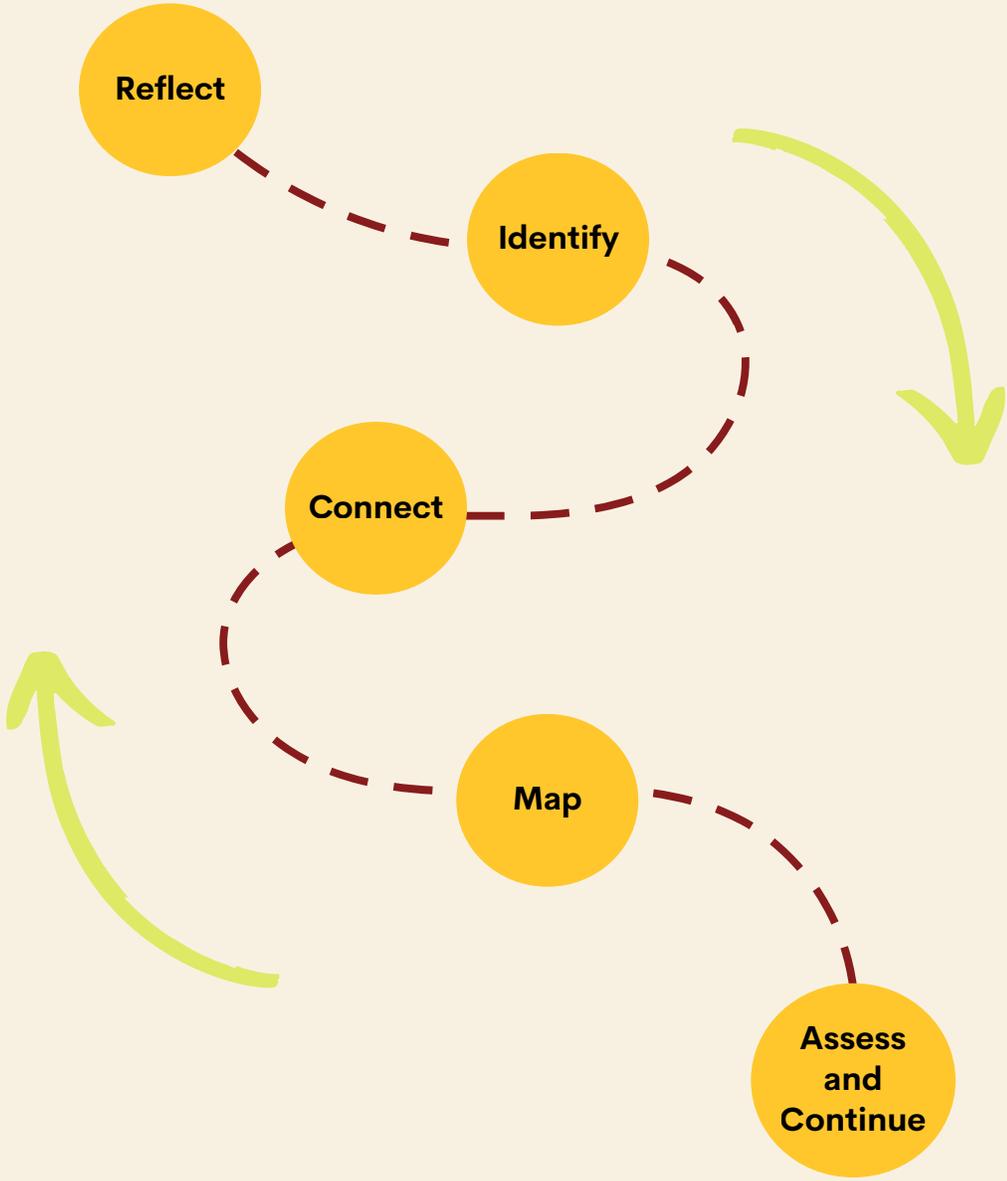
Understanding and managing your emotions and behaviors fosters a positive, productive work environment. This involves enhancing empathy, clear communication, effective conflict resolution, and better feedback.

Productivity



Productivity is achieving tasks and goals efficiently. It involves time management, focus, goal setting, stress management, prioritizing, planning, and accountability.

MAP YOUR LEARNING JOURNEY



2. Identify priority areas you want to develop

- Review the descriptions of the **Areas of Impact and Key Drivers**
- Discuss with your supervisor for guidance on identifying priority areas
- Then, select 1-2 priority areas you'd like to develop

SELF

- Self-Awareness
- Communication
- Productivity

RELATIONSHIPS

- Conflict Resolution
- Team Contributor
- Inclusiveness

RESULTS

- Critical Thinking
- Problem Solving
- Quality



3. Connect with opportunities and resources

Now that you have identified the priority areas you'd like to learn and develop, it's time to explore the different ways you can learn about those areas. Available options for learning are organized on the Workplace Learning & Development website: [WLD individual learning](#).

[Workshop Catalog](#)

[LinkedIn Learning](#)

[Self-Guided Learning](#)

[Microlearning Certificate](#)

[Leadership Academy](#)

[Quick Tips](#)

As you explore these options, you will want to consider your learning style, time availability, and setting.

How do you prefer to learn?

- Visual (videos, infographics, etc.)
- Auditory (podcasts, lectures, etc.)
- Kinesthetic (hands-on activities, simulations, etc.)
- Reading/Writing (articles, manuals, etc.)

What format do you prefer?

- In-person or virtual workshops
- Online courses
- Self-paced learning
- Printed readings (books, articles, handouts, etc.)



4. Map your Learning Experience Journey

Download and fill in your **map** that will help you prioritize, plan and commit to your self-designed learning experience.

Share with your supervisor and discuss any needs for your learning to happen, such as release/designated time, access to a computer.

5. Assess and continue developing and growing

As you learn and apply new skills and knowledge, be deliberate in defining how you'll measure your progress. Here are some prompts that you might want to use:

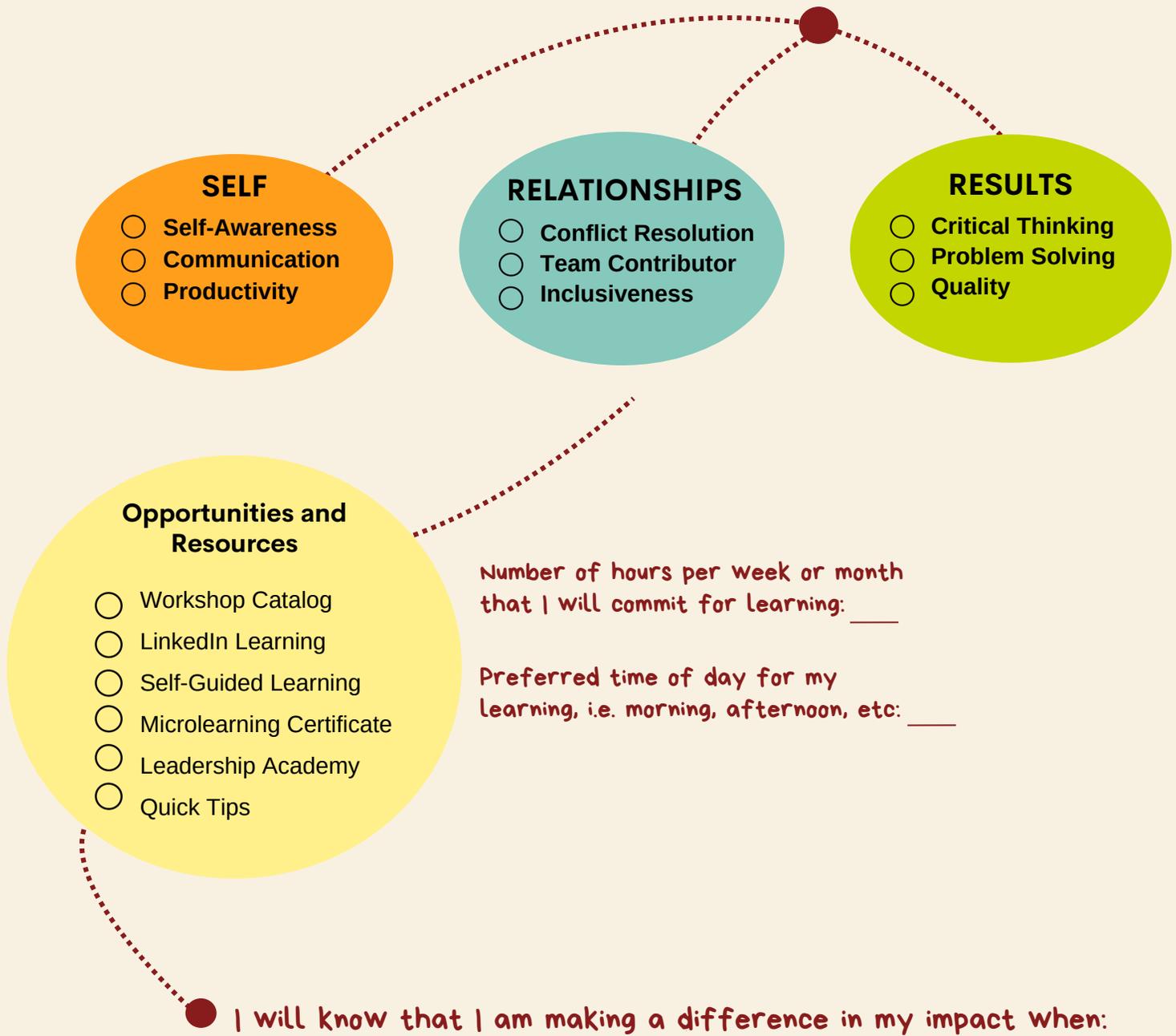
- *I will know that I am making a difference in my impact when:*
- *I will know I am progressing in my priority areas when:*

As you engage in different learning opportunities, you may find that some changes may need to be made in your learning journey:

- Do priority areas need to be changed or added and why?
- What can your supervisor do to further assist with your development?



The impact I want to make in my work:



Schedule time for my learning:

WEEKLY APPOINTMENT BOOK

WEEK OF _____

TIME		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7 am	00					
	30					
8 am	00					
	30					
9 am	00					
	30					
10 am	00					
	30					
11 am	00					
	30					
12 pm	00					
	30					
1 pm	00					
	30					
2 pm	00					
	30					
3 pm	00					
	30					
4 pm	00					
	30					
5 pm	00					
	30					
6 pm	00					
	30					
7 pm	00					
	30					
8 pm	00					
	30					



Employee learning and development is a continuous effort. Review your learning priorities on a regular basis and update your **Learning Journey Map**.