

## **Non Credit Developmental Activities**

To help you identify development activities a variety of ideas are listed below. There are spaces at the end of the list for you to add any ideas that come to mind. The activities suggested here range from very simple ones to complex projects. The appropriate choice is entirely a function of your development needs and your commitment.

1. Take an internal training course at your workplace in an area you would like to master.
2. Study and seek certification in a specialty in which you would like to be considered an expert.
3. Subscribe to and read the principal journals and periodicals in an area of interest.
4. Join and become active in a professional society.
5. Write and submit a paper/article for publication in a professional journal.
6. Write a paper for presentation at a professional conference.
7. Develop a regular, professional correspondence in which you share ideas with a counterpart in another company, area of interest, or organization.
8. Develop a mentoring relationship with someone you admire and respect.
9. Become a mentor to a less experienced colleague.
10. Ask your supervisor to give you an assignment that would really stretch your creative capabilities.
11. Make a presentation to your supervisor/manager and make a policy or action recommendation that you have studied and thought through carefully.
12. Volunteer for a task force.
13. Volunteer to lead a task force.
14. Study ways to improve the quality, simplify, or speed-up some aspect of your work.
15. Start a professional network of colleagues whom you meet at various meetings/functions/training programs.

16. Pick a specific barrier to your personal development and work on reducing or eliminating it.
17. Go to a seminar on personal growth.
18. Organize your work in a way that cuts down on non-productive activity.
19. Look for an opportunity to take a bigger risk in some area of your work.
20. Find an opportunity to create a process or procedure that will save your organization money.
21. Take the time to clean up and organize your office/desk for most effective use.
22. Work on empowering your employees to make decisions and take risks.
23. Study and clearly identify the direction that technology is expected to take in your department, plan, division, area, etc.
24. Identify a current issue/concern and put together a problem-solving team to study and address it.
25. Take a course, read a book, or otherwise improve your understanding of a subject outside of your current area of expertise.
26. Plan an off-site meeting or conference.
27. Become active in a volunteer organization.
28. Join a community board.
29. Coach children's sports.
30. Offer to fill in for your supervisor while she/he is on vacation.
31. Learn how to give an effective presentation.
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