Developing Staff at Rice University

As detailed in our **approach** to learning and development at Rice, Organizational and Professional Development strives to develop and offer learning experiences and resources that meet the needs of a diverse range of positions, learning types and the overall rapidly changing landscape of workplace learning.

Whether a classroom-based, online, social, etc. learning format, training and development experiences should be relevant, applicable to one's work and provide hands-on practice of skills. Additionally, transfer of learning on-the-job and intentional coaching will be communicated and encouraged in order to maximize retention, change behavior and achieve results. The following are *examples** of development options or activities that can be used when creating a professional development plan or targeting the development of a specific competency and for overall career development.

Structured or Formal Development Experiences, Training, or Instruction
- Course / class (on-site, online, blended, etc.)
- Classroom - based training or forum
- Videos or DVDs, webinars, webcasts, podcasts, etc.
- Conference
- Reading
- Research (consider subscription to professional publication /journal)

Collaboration, Social Learning, and Coaching
- Coaching (peer, small group, virtual, etc.)
- Social media groups (LinkedIn, professional associations, etc.)
- Interview SMEs or leaders
- Job shadow, executive tag-a-long or observation
- Mentoring (be mentored or mentor others)
- Join a local group, a Community of Practice (on campus / online) or other interest group
- Participate in event by having a booth
- Plan and lead a special event or recognition event for staff

Experiential, On-the-Job
- Stretch assignment or job enrichment
- Learn and apply new technology
- Critique another process, procedure, etc. or do benchmarking
- Case studies, problem-solving (using various models), etc.
- Role-plays, skits, role-reversals, simulations, etc.
- Make a video or podcast
- Develop a portfolio (self, for department, etc.)
- Lead a taskforce, special project, etc.
- Make a presentation (internally or externally) or demonstration
- Develop a process, job aid, etc.
- Facilitate a focus group
- Assume leadership for a regularly scheduled meeting
- In-basket exercise: participants are given samples of incoming email or a physical in-box (memos, phone messages, etc.) and are challenged to address the issues presented by its contents
- Critical incidents: short version of case study
- Teach backs: after learning the basics, teach to group
- Journal, self-assessment

Some examples can fit into multiple categories but have been placed on only one for this document