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