**Professional Development Learning Plan Questionnaire**

***<< Department >>***

**Employee Questionnaire**

Career and professional development is a self-initiated and managed process. It is up to each one of us individually to actively pursue our own continuous learning, professional development and career development.

**Self-Assessment: Role Fit**

**Employee Name: Position: Date:**

It is important to take stock of your current role:

|  |  |  |
| --- | --- | --- |
|  | **Personal Self-Assessment Questions** | **Response** |
| 1 | What do I like about my current role? |  |
| 2 | What makes me feel unique in this organization?  |  |
| 3 | Which of my abilities, interests, and/or values does my current role allow me to express on a regular basis? |  |
| 4 | What are the challenges of my role?  |  |
| 5 | Which of my abilities, interests, and/or values would I like to be able to express more in my work? |  |
| 6 | Towards what occupational fields do I feel most drawn?  |  |
| 7 | What work environments do I enjoy the most?  |  |
| 8 | What kinds of people do I most enjoy working with?  Why do I feel this way? |  |
| 9 | At this point, do I feel attracted to leadership role (supervisory or managerial)? For what reasons? |  |
| 10 | What steps can I take to gain clarity as I answer these questions? |  |

**Career Values**

This exercise can be a useful tool in clarifying values related to work satisfaction.

|  |  |  |
| --- | --- | --- |
|  | **Personal Career Values Questions** | **My Response** |
| 1 | What would you miss most if you left your current job? Why? |  |
| 2 | What was your "best job ever?" Why? |  |
| 3 | When have you felt truly energized in your work at BCIT? What made you feel energized? |  |
| 4 | What value would you not compromise in a job? Why? |  |

For this exercise, career values may be considered within four domains:

1. **Intrinsic Values**: What *motivates me* to truly love my work, day after day? Intrinsic values may include: achievement, giving to community, status, independence, power.
2. **Work Environment Values**: What *working conditions* *and environment* provide an optimum environment in which I do my best work? Work environment values may include: learning, professional development, benefits, work-pace (fast/slow), income, structure.
3. **Work Content Values**: What makes my *work activities* most satisfying and engaging to me? Values in this area may include: problem-solving, organizing, contact with public, detailed work, creative work.
4. **Work Relationship Values**: What *characteristics of interaction with others* in my workplace are most important to me? Values may include: open communication, diversity, leadership, teamwork, competition, trust.

**Learning Goals Focus**

Following are some questions you can ask yourself to help focus your learning goals:

|  |  |  |
| --- | --- | --- |
|  | **Personal Questions** | **My Response** |
| * *1*
 | * What am I curious about right now?
 |  |
| *2* | What do I need to learn to keep up with the changes in my unit/department? |  |
| *3* | What strengths would I like to leverage more fully?  |  |
| *4* | What do I want to get better at? |  |
| *5* | What are my career goals for the next 3-5 years? |  |

**Trend Tracking**

Understanding trends in your current industry will allow you to make a more informed decision on where you might want to go with your career. As you read, research, and speak to colleagues and contacts to seek answers to the following questions:

|  |  |  |
| --- | --- | --- |
|  | **Trends Questions** | **My Response** |
| * 1
 | What are the major industry, economic, political and social changes taking place that will affect BCIT? |  |
| 2 | What are the opportunities and problems ahead? |  |
| 3 | How will my profession be different in two years?  In five years?  |  |
| 4 | What counts for success here?  How will that change in the future? |  |

 *(Source:* [*http://hr.berkeley.edu/development*](http://hr.berkeley.edu/development)*)*

**Professional Development Learning Plan Questionnaire**

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**Manager Questionnaire**

Career and professional development is a self-initiated and managed process. It is up to each one of us individually to actively pursue our own continuous learning, professional development and career development.

**Manager’s Assessment of Staff: Role Fit**

**Employee Name: Position: Date:**

It is important to take stock of their current role:

|  |  |  |
| --- | --- | --- |
|  | **Manager’s Assessment Questions** | **Response** |
| *1* | How does \_\_\_\_\_\_ current role support the group? |  |
| *2* | What unique qualities does \_\_\_\_\_\_\_ bring to the organization?  |  |
| *3* | What challenges do you see \_\_\_\_\_\_\_\_\_ facing? |  |
| *4* | What work do you see \_\_\_\_\_\_\_\_\_\_ excelling in most?  |  |
| *5* | Do you see \_\_\_\_\_\_\_\_\_\_ in a leadership role? Why or why not? |  |

**Manager’s Understanding of Staff Career Values**

This exercise can be a useful tool in clarifying values related to work satisfaction.

|  |  |  |
| --- | --- | --- |
|  | **Manager’s Career Values Questions** | **My Response** |
| 1 | Was there a time when you witnessed \_\_\_\_\_\_\_\_\_\_ being energized in their work at BCIT? Why? |  |
| 2 | Do you recognize the values \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ brings to their work? What would you say they are? What does it look like? |  |

For this exercise, career values may be considered within four domains:

1. **Intrinsic Values**: What *motivates me* to truly love my work, day after day? Intrinsic values may include: achievement, giving to community, status, independence, power.
2. **Work Environment Values**: What *working conditions* *and environment* provide an optimum environment in which I do my best work? Work environment values may include: learning, professional development, benefits, work-pace (fast/slow), income, structure.
3. **Work Content Values**: What makes my *work activities* most satisfying and engaging to me? Values in this area may include: problem-solving, organizing, contact with public, detailed work, creative work.
4. **Work Relationship Values**: What *characteristics of interaction with others* in my workplace are most important to me? Values may include: open communication, diversity, leadership, teamwork, competition, trust.

**Manager’s Understanding of Staff Learning Goals Focus**

Following are some questions that may support your employee’s learning goals focus:

|  |  |  |
| --- | --- | --- |
|  | **Manager’s Questions**  | **My Response** |
| 1 | What does \_\_\_\_\_\_\_\_\_ need to learn to keep up with the changes in the unit/department? |  |
| 2 | What strengths do you acknowledge \_\_\_\_\_\_\_\_\_\_\_\_ having and support in their work? |  |
| 3 | What could \_\_\_\_\_\_\_\_\_\_ do to support and improve their position? |  |

**Manager’s Understanding of Trends Tracking**

Understanding trends in your current industry will allow you to make a more informed decision on where you might want to go with your career. As you read, research, and speak to colleagues and contacts to seek answers to the following questions:

|  |  |  |
| --- | --- | --- |
|  | **Trends Questions** | **My Response** |
| * 1
 | What are the major industry, economic, political and social changes taking place that will affect BCIT? |  |
| 2 | What recommendations would you make regarding opportunities for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the future? |  |