Staff Professional Development

Penn Engineering believes in providing opportunities to develop and deepen staff competencies within their fields and beyond in order to enrich their experiences as Penn Engineering professionals.

This Includes:

- Opportunities to expand competencies to optimize processes and performances within Penn Engineering and the broader University

- Opportunities to self-actualize and engage in providing input in professional growth and development

- Access to professional activities to promote learning and foster application

Best Practices for Managers

- Establish and communicate departmental practices related to professional development requests and designate time for staff to pursue professional development opportunities within these established departmental practices

- Help staff identify and participate in training opportunities

- Hold regular staff meetings to encourage transparency and dialogue

- Incorporate professional development discussions into the ongoing feedback or annual performance appraisal process

- Support mentorship opportunities when applicable

- When submitting PO's or requests for professional development payments to the Business Office, designate as "employee professional development" for budget purposes

- Request that after attending professional development opportunities, staff report out and demonstrate career growth by applying what they learn to the job

Suggested Trainings for Staff and Managers

- Interpersonal Communication - Lynda
- Finding Your Time Management Style - Lynda
- Developing Cross-Cultural Intelligence - Lynda
- How to Make Yourself Indispensable - Knowledge Link
- Delegating Tasks - Lynda
- Managing Team Conflict - Lynda

Lynda.com

Knowledge Link

University of Pennsylvania Guidance for Staff

The University has provided guidance for staff to request work time for coursework and/or professional development at the following link on the Central HR web page: https://www.hr.upenn.edu/default-source/learning-and-development/requesting-work-time-for-coursework-and-professional-development.pdf?sfvrsn=6b788856_6