



**GUIDANCE FOR MANAGERS & SUPERVISORS
WHEN DISCUSSING PROFESSIONAL DEVELOPMENT**

Discuss career aspirations and goals, individually, with each team member.

- If you haven't already, assist the employee in the creation of their own professional development plan
 - Connect the development objectives to the approved goals or targeted training efforts.
 - Introduce LinkedIn Learning as a resource to employees as they work through their professional development plan.
 - Talk specifically with employees about their progress in their professional development plans frequently in regularly scheduled 1:1s.

Discuss expectations around engaging in Professional Development activities.

- May want to distinguish between courses/skill development outlined in the professional development plan, or job related vs. courses/skill development that seem to be more personal in nature.
- May want to establish a minimum/maximum amount of hours that you'd expect them to utilize the on-line learning system during work hours.
- We strongly encourage that employees be required to seek prior approval before engaging in professional development learning opportunities.