



# The Importance of Professional Development

Training Objective: To create a  
Career Development Plan

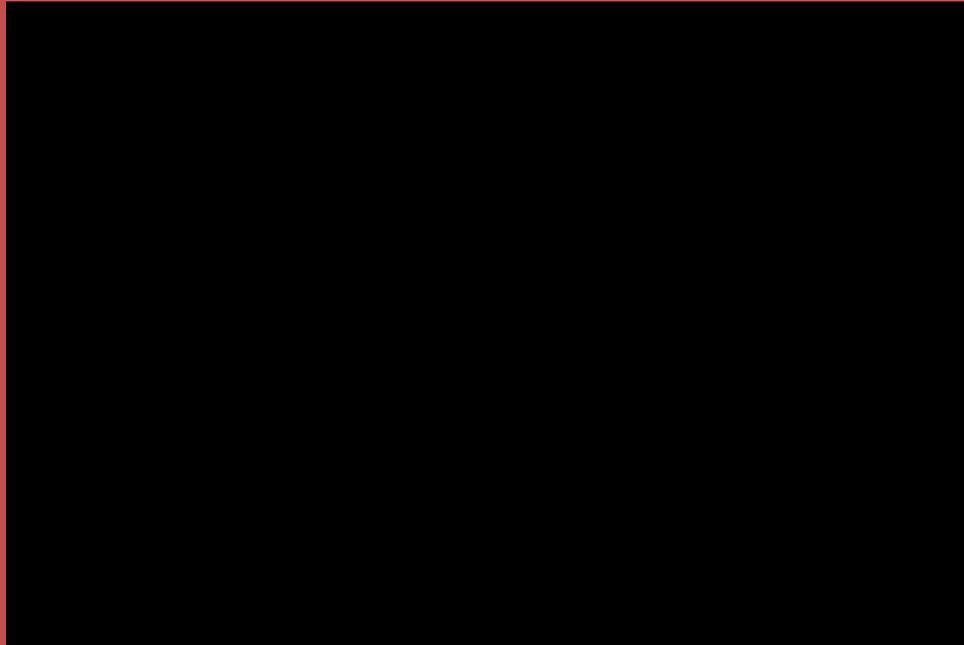
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# What is Professional Development?

- **PROFESSIONAL DEVELOPMENT** is a required soft skill for all professions. It is the continuous process of acquiring new knowledge and skills that relate to your profession, your job responsibilities, or your work environment. It is a key role in maintaining trained, informed, and motivated people.
- **CAREER DEVELOPMENT PLAN** is the proactive planning and execution of actions steps towards your career goals.

As a result you get - transformed lives and increased productivity.

# George Constanza Ponders a Career Move - Video



# Self Assessment List It – Date It



## First List – Who Am I?

- List your skills, interests and personality.
- List the things you are not so good at.
- Make a list of your personality traits.

**This list describes your character and tells your story.**

Second list - What are my professional and personal goals? Date it. Is it doable? Why not?

**This list is a guide to your next chapter in life.**



## Career Planning

Creating a career plan is a critical step in professional development. The ability to develop professionally is an important skill that all court employees should have in order to grow and remain competitive. When we, as employees, learn new skills and seek new challenges, it not only adds value to our individual careers, but it also adds value to the Court.

# Professional Development Training Resources



EDUCATION IS **EMPOWERMENT!**

- **Court Training Seminars**
- **Federal Judiciary Center (FJC)**
  - FJC Online Education
  - Current & Upcoming Programs
- **JNet (In the News Site)**
  - Provides links to court resources
- **Judiciary Online University (JOU)**
  - Free Books 24x7
  - Free Webinars
  - More than 75 new resources added
- **Michigan State University (MSU)**
  - University approved courses in judicial administration (certificates, and/or master of science degree in judicial administration)

# Who Gets Promoted?

Congratulations!



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- Usually someone that has been with the court for a while; knows the court's vision; does his job well; keeps his nose clean; and is dressed appropriately.
- He is noticed by his superiors because he speaks up in staff meetings; volunteers for special projects; he gets continuous training in his field and he is self-motivated.
- Not afraid to move out of their comfort zone.
- Dare to do something different!
- Dare to be different!



# Get out of your Comfort Zone!

## The Comfort Zone Challenge Video



## OUTLINE FOR CAREER PLAN

### I. Self-assessment:

Make a list of your skills – list the things you are good at and list the things you are not so good at. Make a list of the things that interest you. Make a list of your personality traits.

*This list provides you with a perspective of where you are in life.*

### II. Vision – what's your vision for your life?

Make a second list of all the things you would like to do professionally or personally. Next to it write a date of when you would like to make these accomplishments. Next to that write whether it's doable and, if not, why?

Set Goals: One Year Goals; Two Year Goals; Five Year Goals

*This list is your guide to where you want to go in life.*

### III. Take Action – Plan Your Career

If there is an item on your list that is doable right here, right now, take action! Bring your dream into reality. If there is an item on your list that may not be doable list out a plan of action. For example: I would like to go back to school and obtain a Master's of Science Degree in 2017. Financially and because I work long hours, it may not be doable. So, what's my next step? Give up? No, not at all. My first step is to find a master's degree program that suits my interest and schedule. Second step, research the costs for tuition and apply for scholarships. Now, is it doable? Yes. Why? Because I have a plan of action and a deadline that will hold me accountable.

## Professional Development Engage in Training and Education

In order to grow and remain competitive in your position, or to transition to a new position, do you need the following skills?

- Ability to communicate effectively (written and verbal)
- Ability to collaborate (bring other units together/join forces/act as a team)
- Emotional Intelligence
- Listening (giving and receiving constructive feedback)
- Leadership

Do you need to engage in the following training?

- Read relevant material in your field
- Attend appropriate training seminars
- Volunteer for special projects
- Get a mentor

## **I WANT TO LEAD THAT PROJECT!**

Challenge Exercise: Move Out of Your Comfort Zone!

Scenario: A unit head in the court is having an Orientation Forum for new judges, law clerks and judicial assistants. The orientation forum has various components: a meet and greet breakfast, CM/ECF Next Gen training session; HR training session; Judicial Conduct training session; dinner and tour of the city. Each department must submit training materials and present a brief overview of their office. Your department head would like to form a small training committee for this project and is looking for a person to lead. The perks for the leader and committee members are: 2 day time off award; cash bonus and possible promotion. *You want to be the person to lead the training committee? Or, do you want to be a member of the committee?*

The Act: A discussion with the unit head re: I want to lead that project!

Questions to ponder and possibly include in the pitch:

- Should you send the unit head an email asking for an available time to meet and discuss the position?
- Since the unit head passes your desk every morning; should you stop and ask if you can talk to him/her for a minute.
- Although a resume was not requested, should you provide a resume or some type of documentation that states your experience?
- Should you list your experience and reasons for wanting to lead the committee or be a member of the committee in an email?
- Should you dress for success the day of your meeting?

Instructions:

- The class breaks into groups: (1) a formal group; (2) an informal group; (3) a group that is neutral or undecided.
- The group discusses the reasons for wanting to lead the training committee/or be a part of the committee. For example: previous leadership experience; organized; knows how to stay on schedule; needs the time off; good communicator; party planner, etc. (See exercise slips)
- The formal group and informal group select a person to present the pitch or present as a group.
- The groups may want to consider the 5 questions above.
- Based on the information from the class, one person from the formal group and one person from the informal group will give a 3 minute pitch to the neutral group (unit heads) as to why he/she should be the leader/or member of the training committee. The unit heads will provide feedback to each group.

The Ending Act: Based on the class information the judges pick a leader and state the reasons for their decisions.