

# Ten ways to engage in your career development



Career Development

[kuh-reer] [dih-vel-uh p-muh nt], [n]

the ongoing process of learning and improving your skills and knowledge, including job mastery and professional development, coupled with career planning activities

## TEN TIPS AT-A-GLANCE

10

Here you will find some of the available resources for your continued professional growth and development.



Career development is unique to everyone. There is no set formula you need to follow - your path is ultimately in your hands. The important thing is that you take action.



Start with the basics



Learn more about you



Explore careers



Prepare for opportunities



Research the matter



Make a plan



Take initiative



Develop yourself



Expand your network



Take care of you

### Under Construction!

Based on your feedback, here is what is coming...



Career Development Day

Job Shadow Program

Career Assessment Centers

New Training Academy - Stepping up and Leading Up

Career Development Website

Employee Self Assessment Tools

Additional Interview and Resume trainings

And much more!

# Developmental Activities and Resources



The items listed below are suggested ways and applicable resources to begin or continue the career development process.

Challenge: Select a few items in a couple different categories and see how it goes!

## Start with the basics

Lay the foundation for career development by performing well, being engaged, and learning about the organization.

[Employee Engagement Website](#)

[County Intranet](#)

[Civics 101](#)

[County Departments Intranet and Internet Pages](#)

[Shared Vision 2025](#)

[Budget and Performance](#)

[New Employee Welcome Site](#)

[SMC Performance](#)

[Policies and Standards](#)

## Learn more about you

Assess your personality and interests to have a better understanding of yourself. Knowing yourself will help you choose a satisfying career field to explore

[Career Exploration Assessments](#)

[Self-Directed Search](#)

[Jung Typology Test](#)

Training Course: Career Planning and Development

[Myers-Briggs Type Indicator](#)

Career specific assessments

## Explore careers

Research areas and fields of interest

[Informational Interviews](#)

[Department Missions and Positions](#)

[ICMA Coaches Corner](#)

[County of San Mateo Job Descriptions](#)

## Prepare for opportunities and take the next step

Prepare for the Civil Service process

Training Course: Presenting Yourself Effectively in a Civil Service Interview Process

[Interview Guidelines](#)

[How to Apply for a Position](#)

[Sign Up for Job Interest Cards](#)

[Apply for Openings](#)

[Tips for Completing Supplemental Questions](#)

[Sample Interview Questions](#)

## Research the matter

Continue development through external avenues

[International City/County Management Association \(ICMA\)](#)

[Cal-ICMA](#)

[Municipal Magazine](#)

[Career Development Books](#)

[Career TED Talks](#)



## Make a plan

Develop a course of action and steps to reach your career goals

[Employee Development Plan - Workday](#)

[UC Berkeley: Career Action Plan](#)

Remember to work with your supervisor or coach/mentor to set goals and make a plan

# Developmental Activities and Resources (continued)



## Did you know?

Career development can help you achieve satisfaction and engagement in the workplace which leads to individual and organizational success.

### Take initiative in your work

Seek development activities through day to day work and active participation in the organization

#### Work Experience

- o Work-Out-of-Classification
- o Temporary/provisional appointments
- o "Acting" or interim assignments
- o Cross-training
- o Internships
- o Volunteering

#### Special Assignments

- o Participation in strategic initiatives
- o Short term projects
- o Presentations to groups
- o Task force/committee assignments
- o Teaching a class in a technical knowledge area
- o Team leader assignment
- o Special studies/reports

### Develop yourself through training and further education

Take advantage of formal training and education opportunities

#### Training

- Instructor-led Trainings
- Regional Training and Development Consortium Courses
- LMS Online Trainings
- External Trainings
- County Certificate Programs

#### Education

- Degree Programs
- Tuition Reimbursement

#### Certifications

- Credentialed Government Leader Program
- Job-specific certification programs

### Expand your network and find a coach or mentor

Help people help you!

#### Networking

Yammer

#### Coaching

ICMA Coaching Program

#### Professional Organizations

International City/County Management Association

Municipal Management Association of Northern California

Engaging Local Government Leaders

#### Participate in County Sponsored Events & Countywide committees

- Women in County Government
- Wellness Committee
- Safety/Risk
- Employee Engagement
- Other

### Stay balanced & take care of you

Maintain work-life balance to prevent burnout, maintain engagement, and productivity

#### Wellness Program and Work-Life Services

- Wellness Classes and Events
- Concern: EAP
- Wellness Dividends
- & much more!
- Other

#### Employee Benefits

- Ergonomics
- Retirement and Financial Planning

### Additional options for Supervisors and Managers

Manager/Supervisor Leadership Training Matrix

Leadership Advantage 2.0

Essential Supervisory Skills

Management Development Program

Supervisors' Online Support

Management Talent Exchange Program

<http://hr.smcgov.org/>

