

10 Tips on How to Demonstrate a Credible Commitment to Employee Development

1. Create a Culture of Learning

Encourage employees to update their skills. Stay positive and proactive when employees are learning new job skills. Support your employees' efforts by providing the necessary resources and subject matter experts to assist during the learning process.

2. View Training as an Investment

Employees are our most valuable resource. View training as long a term investment in your organization's overall growth and development. When employees are confident in their skills they are more likely to participate in knowledge sharing and mentoring.

3. Provide useful tools

Provide training and educational information that will promote employee advancement and promotions. Work with other managers to develop stretch assignments that will assist employees in meeting career goals.

4. Set up regular one on one meetings to discuss employees professional and educational goals

Meet with individual employees regularly to track progress on skill development and goal achievements. Answer questions about job training requirements and provide different training sources.

5. Acknowledge employees' accomplishments during staff meetings

Increase employees' morale by announcing training, educational achievements, and completed developmental assignments. This will provide motivation for the other employees to succeed.

6. Match tasks with talent

Aim for employee development by giving employees confidence in what they do best. Have employees complete correlating tasks with their talents so that each employee is utilizing their strongest skills.

7. Developmental Assignments

Provide employees with developmental work assignments designed to provide exposure to different leadership/managerial experiences and perspectives. Allow employees to shadow leaders or managers and schedule interviews with high level organizational leaders.

8. Distance Learning

Offer employees training through CD-Roms, the Internet, video-teleconferences or textbooks so that employees can easily have access training resources and to complete training courses at their own pace.

9. Individual Development Plan

Assist employees with preparing a written development plan to be used as a roadmap for career development. Make a list of specific objectives that will enhance skills and specific goals for meeting those objectives

10. Team Projects

Assign employees to teams that are designed to strengthen leadership and interpersonal skills and to stimulate a commitment to personal development. Team projects should be related to specific educational goals that will provide experiences in working through challenging assignments.

Employee Satisfaction and Engagement

Productivity begins with Employee Engagement.

For more information on Employee Satisfaction and Engagement, please visit: www.cpms.osd.mil/worklife

