

Creating Opportunities

Using this worksheet as a guide think about your year of service– the campus or organization that you serve at, the projects that you are involved with, and the events that you have planned/are planning. What opportunities are there for you to develop as a professional? Use this worksheet as a tool to help you think strategically about professional development opportunities that you can seek out during your year of service. The first box on the left asks you to think about your strengths and the second box on the right asks you to think about skills sets you want to gain.

Capitalizing on Strengths

Is there a project that I don't worry about?
(it's going well, I feel comfortable with it)

What projects am I working on that really
showcase my skills?

What is going on at my sites that is running smoothly?

How can I challenge myself in this situation?

What will I gain from this challenge?

Is there a skill I can practice or demonstrate in this
situation?

How can I enhance, support or add value to this project or
situation?

What do I know about myself that I can share or
contribute?

Acquiring New Skills

Is there a specific professional skill that I feel I am lacking
and that I would be able to develop during my year?

Are there projects in my work plan that provide me the
opportunity to learn this skill?

If not, are there projects that I could participate in that would
give me the experience that I am looking for?

Who can help me find opportunities?

What kind of support do I want/need in order to
accomplish my goal?

Are there workshops that I would like to attend?

Are there resources that would help me develop this skill?

What do I want the end result to be?