Growing Your Career: Resources @ Stanford

Career Services
Training to Build Skills
Financial Resources
Informal Networks
Job Enrichment
Other Resources
Manager’s Role
Career Services Resources

Owning Your Career @ Stanford: A Roadmap to Your Success! (OSE-1140)

Career Counseling Network
Owing Your Career @ Stanford

Comprehensive career management program includes:

- 3-½ hour introductory workshop to help you identify a career action plan
- Two 30 minute one-on-one sessions with a member of the Office of Staff Employment
- Semi-monthly brown bag lunch sessions on various career-related topics

STAP approved; enroll using STARS (OSE-1140)
Career Counseling Network (CCN)

- Licensed, professional counselors to support your individual career development efforts
  - Fees discounted for Stanford staff

- Benefits-eligible staff can use up to $400 in annual STAP funds towards counseling provided by CCN counselors
  - No supervisory approval required

- See the website for details and reimbursement procedures
  [http://ose/career_svcs/ccn.html](http://ose/career_svcs/ccn.html)
Training to Build Skills

STARS (Stanford Training and Registration System)
Stanford Continuing Studies
Health Improvement Program (HIP) and BeWell Employee Incentive Program
Stanford Advanced Project Management Certification Process
• Take advantage of the hundreds of skills building options offered by Stanford departments and groups in STARS
  – In Axess, click the STARS (Training) tab
  – Under the Search Catalog field, click the link to “Browse Catalog” to review courses, programs, and workshops in the categories listed
Stanford Continuing Studies

• Professional development courses are offered in the evenings and on weekends, taught by Stanford instructors and affiliates
• An MLA (Master of Liberal Arts) program is also offered
• All courses are STAP approved for benefits-eligible staff
• Additional information can be found at the website http://continuingstudies.stanford.edu/
Health Improvement Program

• Keeping your body and mind active and fit contributes to your professional growth
  – Exercise classes, healthy living seminars offered at different times of the day and evening
  – Many classes are STAP approved for benefits-eligible staff

• See http://hip.stanford.edu/ to review options
• See http://bewell.stanford.edu/ to learn how you can earn $$ in your paycheck by participating in wellness activities
Stanford Advanced Project Mgmt Certification Program

• Offered by the Stanford Center for Professional Development, a registered education provider for the Project Management Institute (PMI)
  – Courses are STAP approved for benefits-eligible staff

• See
Informal Networks

Networking Options

Volunteering
Networking Options

• Join a staff group; you can talk with other Stanford staff about their jobs, gain support and camaraderie, and learn strategies to being successful at Stanford
  – [http://www.stanford.edu/dept/diversityaccess/about/staff_groups.html](http://www.stanford.edu/dept/diversityaccess/about/staff_groups.html) for a listing of affinity groups
  – See [http://tips.stanford.edu/TIPS](http://tips.stanford.edu/TIPS) (Team to Improve Productivity at Stanford)

• In your department, watch for opportunities to work on or lead cross-functional work teams
Volunteer Options

• Get involved to make a difference (and meeting others is a great bonus!)

• Visit http://newhire.stanford.edu/connected/index.html
Stanford New Hire site for some ideas of campus groups that need volunteers
Financial Resources

STAP (Staff Training Assistance Program)
STRP (Staff Tuition Reimbursement Program)
STAP

• For benefits-eligible staff taking skills-building classes for current job or career development approved by supervisor
  – Up to $800 per fiscal year (9/1-8/31), not prorated, cannot carry over from one fiscal year to the next
  – Can be used for on campus and off campus classes, conferences, workshops, or seminars

• See http://hreap.stanford.edu/index.html
STRP

• For benefits-eligible staff who have at least one year of Stanford service and who are enrolled in a degree program at an accredited institution
  – Up to $5,250 per fiscal year for tuition and registration fees
  – Prorated based on % of time worked, cannot carry over from one fiscal year to the next

• See http://hreap.stanford.edu/index.html
Job Enrichment

Ideas to derive satisfaction in your current position
Job Enrichment

• Job enrichment is about developing skills and knowledge to stay engaged and challenged in your current position:
  – What do I enjoy most about my job? How might I do more of it?
  – What could be added to my job to make it more satisfying? More energizing?
  – Which of my current tasks is the most routine? Could I do less of it? (Could I switch certain responsibilities with a coworker?)

• Build on the energy that comes from doing what you love

• Identify a Stanford staff member who holds a position of interest to you and ask that person for an informational interview to expand your awareness of other types of positions
Other Resources

Useful links
Useful Links

- Office of Staff Employment (OSE): [http://ose.stanford.edu](http://ose.stanford.edu)
- Stanford Jobs: [http://jobs.stanford.edu](http://jobs.stanford.edu)
- SLAC Linear Accelerator Jobs: [http://www-public.slac.stanford.edu/hr/jobs/search.asp](http://www-public.slac.stanford.edu/hr/jobs/search.asp)
- Stanford Hospital Jobs (includes Lucile Packard Children’s Hospital): [http://stanfordhospital.org/employment/jobs.html](http://stanfordhospital.org/employment/jobs.html)
Manager’s Role

Some ways you can support career development in your staff
Manager’s Role: How?

• Managers encourage staff development and career self-management by:
  – Leading and directing work that enables goals to be accomplished
  – Creating opportunities for employee engagement and success
  – Understanding employee career aspirations and provide coaching and feedback to help their movement in that direction
  – Helping employees identify strengths and development options
  – Being watchful for opportunities to help employees grow
Manager’s Role: Helpful Conversations

• Hold Professional Development Discussions
  – In addition to providing feedback about goals and duties, engage your staff in career development discussions on a regular basis:
    • “As you think about your career, what opportunities would help you to learn and grow?”
    • “What are your career aspirations, and what support would be useful from me?”
    • “What career development goals have you set for yourself this year?”
Manager’s Role: Helpful Actions

• Implement cross training/shadowing opportunities; not only is this beneficial to the work group/department, but cross training is an excellent, hands-on way to learn and grow

• Create a “stretch goal” for each of your staff that requires them to learn or do something new—exploration can be a powerful career development tool!
Manager’s Role: Helpful Actions

• At the end of a project or assignment, ask the employee what he/she has learned that might contribute to their career goals:
  – “What aspects of this project/work have contributed to your career goals?”
  – “How has the work on this project/work contributed to your career development plans?”
Manager’s Role: Resources

• Supervisors and Managers have a variety of resources available:
  – Your local human resources representative; he/she can clarify required skills, knowledge and behaviors needed for school/unit positions, which can help you communicate to staff
  – Your peers; in meetings with peers, ask about cross training/shadowing opportunities or cross-functional team work that could allow a staff member to learn and grow
  – Your own bosses; when committees or project teams are formed, discuss options around including your staff to provide exposure and facilitate learning and growth
Office of Staff Employment (OSE): http://ose.stanford.edu