



CUCSA AND YOUR PROFESSIONAL DEVELOPMENT

2011-2012

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PURPOSE

Your experience as a CUCSA delegate offers unique professional development opportunities. In fact, one of the charges of CUCSA is to train leaders. In response to this charge, a list of competencies has been developed which reflect the type of skills that can be enhanced or developed by fully participating in your role as a CUCSA delegate. In addition, a CUCSA Individual Development Plan Program has been created that will allow you to set professional development goals based on CUCSA activities in which you will participate. By participating in the CUCSA Individual Development Plan, you will gain the following benefits:

- Enhance or develop leadership/management skills
- Use the CUCSA Individual Development Plan to supplement your current professional development plan
- Demonstrate the benefits of your participation in CUCSA to your supervisor and others

DELEGATE EXPECTATIONS

Each Delegate is expected to:

- Become familiar with the CUCSA Competencies
- Create a CUCSA Individual Development Plan which includes at least
 - Two skills to be developed and
 - Four learning activities that will help you develop those skills

The CUCSA Individual Development Plan is to be submitted to the CUCSA Chair Elect by **October 3, 2011**. This allows you to use the first CUCSA meeting as an opportunity to determine what activities will best align with the management/leadership skills you would like to develop.

- Accomplish the goals and learning activities in your CUCSA Individual Development Plan before the last CUCSA meeting in June. The completed CUCSA Individual Development Plan is to be submitted to the CUCSA Chair Elect by **May 4, 2012**.

CUCSA COMPETENCIES

The CUCSA Competencies can be found on page 3 of this document. There are four overarching competency areas which are then broken down into 15 skills dimensions represented by 33 behavioral examples. For each of the skill dimensions, there is a behavioral description. For each of the competency areas, there is a list of opportunities CUCSA offers to enhance or develop this particular competency area. The list is not all-inclusive.

CUCSA INDIVIDUAL DEVELOPMENT PLAN (IDP)

To create your CUCSA IDP:

1. Download the CUCSA IDP from the CUCSA website. It can be found in the delegate resources section of the website.
2. Determine *at least* two skills from the CUCSA Competencies that you would like to enhance or develop. Remember, building on your strengths is professional development too!
3. For each skill listed, identify at least two or three specific *Learning Activities* you will engage in, as a part of CUCSA, which will help you enhance or develop that skill.
4. Identify a *Learning Success Criteria* for each of the learning activities you have listed. The *Learning Success Criteria* should reflect the measure you will use to determine if the targeted learning has been accomplished.

Once the CUCSA IDP is created, forward it electronically to the CUCSA Chair Elect, Steve Garber, at sgarber@berkeley.edu no later than **October 3, 2011**.

When your CUCSA IDP is complete, near the end of the year, you will again forward the completed plan to the CUCSA Chair Elect no later than **May 4, 2012**.

A sample plan is provided on page 6.

Communication		
Related Skill Dimensions	Demonstrated by:	Opportunities to Build Competency (Learning Activities)
Oral communication	<p>Conveys oral thoughts and ideas in a clear and concise manner</p> <p>Uses language appropriately (speech patterns, grammar, terminology, jargon)</p> <p>Actively seeks others' perspectives to ensure inclusiveness and understanding.</p>	<ol style="list-style-type: none"> 1. Active participation in CUCSA quarterly meetings demonstrated by asking informed questions of presenters, contributing ideas, etc. 2. Active participation in assigned workgroup as demonstrated by contributing ideas, writing a section of the report, etc. 3. Responding to requests for information made by CUCSA leadership. 4. Taking a proactive role in enhancing bidirectional communication between the local assembly and CUCSA. 5. Fostering and/or strengthening collaborative relationships with senior leadership at one's home location. 6. Preparation of campus updates.
Oral Presentation	<p>Presents viewpoints to groups in a clear and persuasive manner</p> <p>Uses a variety of voice qualities</p>	
Written communication	<p>Expresses ideas clearly and concisely</p> <p>Uses standard English and business writing guidelines</p> <p>Explains terminology as necessary for the intended audience</p>	
Active Listening	<p>Focuses on the individual speaking</p> <p>Asks clarifying questions</p> <p>Uses appropriate non-verbal communication (eye contact, body language, gestures, facial expression)</p> <p>Summarizes what has been heard</p> <p>Speaks only when others are not speaking</p>	
Providing Feedback	<p>Keeps others informed in a timely manner</p>	

Problem-solving		
Related Skill Dimensions	Demonstrated by:	Opportunities to Build Competency (Learning Activities)
Strategic Problem Analysis	Analyzes the situation Identifies alternative solutions/generates ideas Develops specific actions Gathers and utilizes available information in order to understand and solve organizational issues and problems.	<ol style="list-style-type: none"> 1. Identification of resources required, and methods to acquire those resources, to produce a high-quality workgroup product. 2. Interactions with high-level University officials during quarterly meeting. 3. Coordinating logistics to allow for efficient workgroup collaboration outside of CUCSA's formal meeting structure.
Decisiveness / Judgment	Demonstrates political acumen Makes high quality decisions when required	

Performance Management		
Related Skill Dimensions	Demonstrated by:	Opportunities to Build Competency (Learning Activities)
Delegation	Assigns roles, responsibilities, and tasks to appropriate person Establishes timeline and review process for evaluation of work delegated	<ol style="list-style-type: none"> 1. Coordinating logistics to allow for efficient workgroup collaboration outside of CUCSA's formal meeting structure. 2. Creation of a timeline, and tracking of progress, to insure timeline delivery of high-quality workgroup product. 3. Preparation for quarterly CUCSA meetings. 4. Preparing Junior Delegates for their role as Senior Delegates. 5. Timely responses to requests from CUCSA leadership.
Planning & Scheduling	Establishes goals and priorities Able to adapt to change Develops logical course of action that supports overall goals	
Achievement Orientation	Accomplishes tasks, projects, and assignments on time and with quality.	

Leadership / Influence

Related Skill Dimensions	Demonstrated by:	Opportunities to Build This Competency (Learning Activities)
Relationship Management	<p>Establishes and develops cooperative, supportive and collaborative working relationships with others.</p> <p>Utilizes appropriate interpersonal styles and approaches in facilitating a group towards task achievement</p>	<ol style="list-style-type: none"> 1. Actively participating in the workgroup by volunteering to take on a group role such as Chair, Co-Chair, Record Keeper, etc. 2. Coordinating logistics to allow for efficient workgroup collaboration outside of CUCSA's formal meeting structure. 3. Fostering and/or strengthening collaborative relationships with senior leadership at one's home location. 4. Taking a proactive role in enhancing bidirectional communication between the local assembly and CUCSA. 5. Supporting both CUCSA and the local assembly by working to mentor and/or recruit future staff leaders.
Interpersonal Sensitivity	<p>Takes actions that demonstrate consideration for the feelings and needs of others.</p>	
Team/Interpersonal Support	<p>Assists, motivates, encourages and supports others who depend on each other to accomplish tasks, projects and assignments.</p> <p>Motivates and inspires others.</p>	
Negotiation/Conflict Mgmt.	<p>Negotiates and effectively resolves interpersonal differences with others.</p>	
Organizational Awareness	<p>Understands the organization's mission and functions and how its social, political and technological systems work and operates effectively within them.</p>	

**CUCSA 2011-2012
Individual Development Plan (IDP)**

Name: Anne Sample	Date: September 15, 2011
Location: UC Riverside	Target Date for Completion: May 4, 2012

Skill to be developed: Oral Communication

<i>Learning Activities</i>	<i>Learning Success Criteria</i>	<i>Date Completed</i>
Adopt simple, concise, and direct language to ask pertinent questions to presenters during CUCSA quarterly meetings.	I will actively participate in CUCSA quarterly meetings demonstrated by asking at least three informed questions of presenters, per meeting. The questions will reflect my understanding of the presenter's background and the information they have presented.	
Practice being more assertive in sharing my opinions and ideas in a group setting. Attend the Assertiveness Training workshop on campus.	I will contribute at least one suggestion or new idea in each workgroup meeting. The suggestion/idea will reflect knowledge of the goals of our workgroup project.	

Skill to be developed: Achievement orientation

<i>Learning Activities</i>	<i>Learning Success Criteria</i>	<i>Date Completed</i>
Develop a system of tracking projects and deadlines related to CUCSA workgroup goals.	I will complete all assigned tasks by the prescribed deadline or earlier.	
Develop a method of communicating with the local assembly to receive feedback on important issues.	Timely, substantive responses to requests from CUCSA leadership within prescribed deadlines.	

Skill to be developed: Team/Interpersonal Support

<i>Learning Activities</i>	<i>Learning Success Criteria</i>	<i>Date Completed</i>
I will offer suggestions as to how the tasks of CUCSA might be streamlined.	One of the streamlining suggestions I put forward will be implemented by the CUCSA membership.	