



PROFESSIONAL DEVELOPMENT LEARNING ROADMAP

Learn with us!



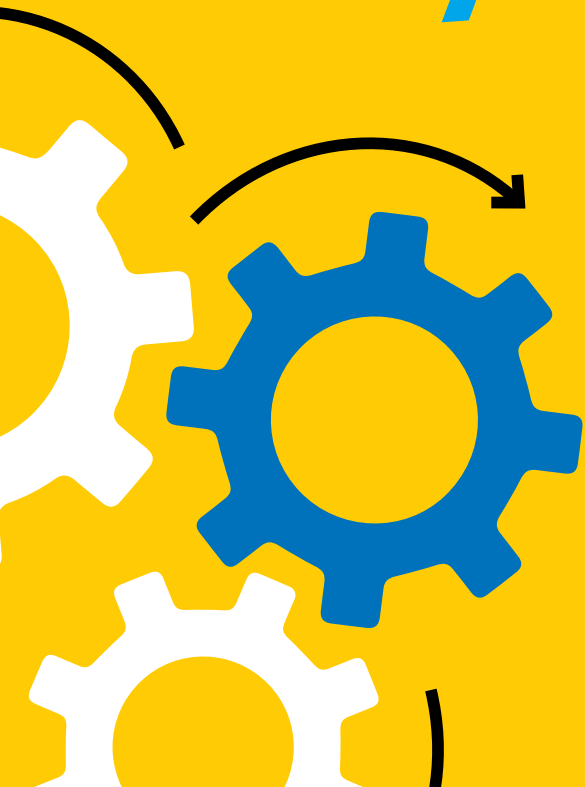
SANTA
MONICA
COLLEGE

JANUARY

Manage Your Mindset!



**The very best thing
you can do for the
whole world
is to make the
most of yourself.**



Wallace Wattles

JANUARY

Manage Your Mindset!



Action Item

Consider creating a portfolio to make your successes more accessible and visually compelling. A well-curated portfolio is a powerful tool to showcase your skills, expertise, and the impact you've had in your professional journey. This process can combat imposter syndrome and build confidence, keep your experience top of mind, and help you be more strategic about what skills you want to build next.

Think about Including your:

- Educational Transcripts
- Courses you have taken
- Certificates you have earned (LinkedIn Courses, etc)
- Volunteer work
- Big projects at work you have spearheaded and their results
- Conferences you have attended
- Recommendation letters
- Travel Experience, study abroad, and language learning
- Awards
- Workshops you have facilitated
- Personality test results
- Leadership programs you have participated in
- Any time you were ever quoted in articles
- All your evaluations from work



Read

The Squiggly Career
Helen Tupper and Sarah Ellis



Watch

A 3-Step Guide to Believing in Yourself

Sheryl Lee Ralph



Do

Get rid of diminishing words when you describe yourself

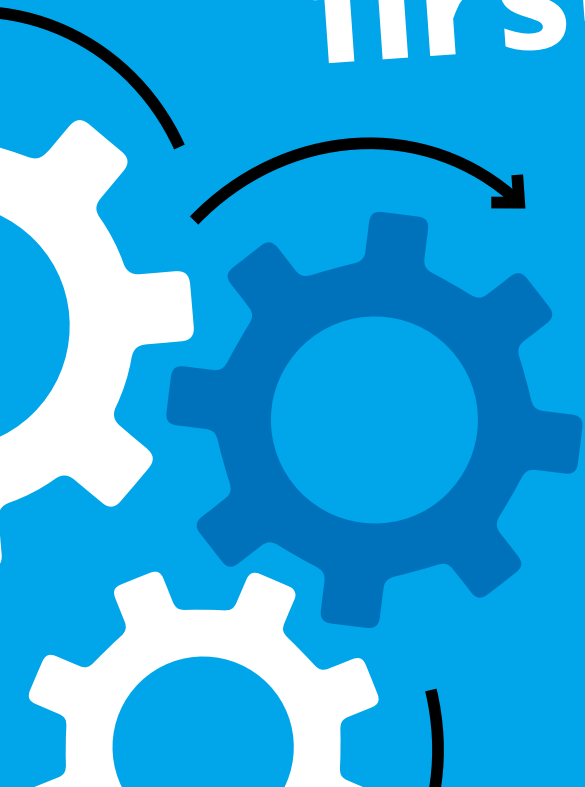
- I'm just an admissions coach
- I'm an admissions coach
- I think I'm good at building relationships with students
- I am good at building relationships with students

FEBRUARY

Habits for Growth



Setting goals is the
first step in turning
the **INVISIBLE**
into the **visible.**



Tony Robbins

FEBRUARY

Habits for Growth



Action Item

Set **SMART** goals.
Make them:

- **Specific**
- **Measurable**
- **Attainable**
- **Relevant**
- **Time-Bound**

Example I want to read more books becomes: I will read at least 1 page each night before going to sleep

Example I want to spend more time outside becomes: I will take a walk around campus each day for my morning break



Try it for 30 days

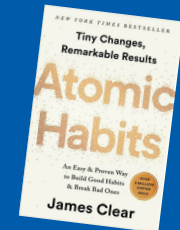
Choose a specific goal to tackle daily this month! Consistent daily commitment to your goal for 30 days will make these positive actions easier and integrated into your routine.

Monitor your progress along the way and track those satisfying checkmarks, and don't forget to reflect and celebrate at the end of the month.



Read

Atomic Habits
James Clear



Watch

Try Something New for 30 Days
Matt Cutts



Do

Create a "Two-Do" List

Long to-do lists can be overwhelming. To build momentum, put the two most important things on your list, and make time to do them. When you finish them, you can add to your list.

MARCH

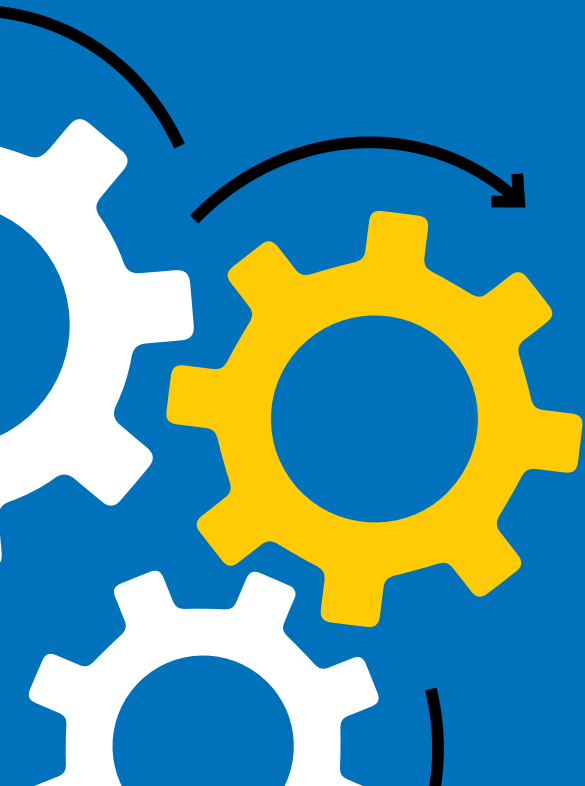
Feedback and Communication



Great communication

begins with

connection.



Oprah Winfrey

MARCH

Feedback and Communication



Action Item

Want more feedback? Ask for it!

**Ask one family member, one friend, and one colleague
“What three words would you use to describe me?”**

Reflect on those words. Are there trends? Do you relate to the responses? The answers can give you insight into your strengths and give you an opportunity to seek out how to use those more at work.

Extra credit: keep all responses on a note on your phone that you can reference anytime you need a confidence boost!

Source: The Squiggly Career



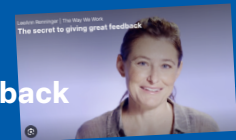
Read

Radical Candor
Kim Scott



Watch

The Secret to Giving Great Feedback
LeeAnn Renninger



Do

Offer solutions, not just problems
Instead of fixating on issues, direct your attention towards potential solutions.
The contrast between saying “This won’t work” and proposing “Can we try this idea?” is significant.



Update proactively

People are busy.
Intentionally frame what they asked you to do.

Use this outline:

- Here’s what you asked me to do
- Here’s what I did
- Here are the risks/blockers (if any)
- If given more time, I’d do this

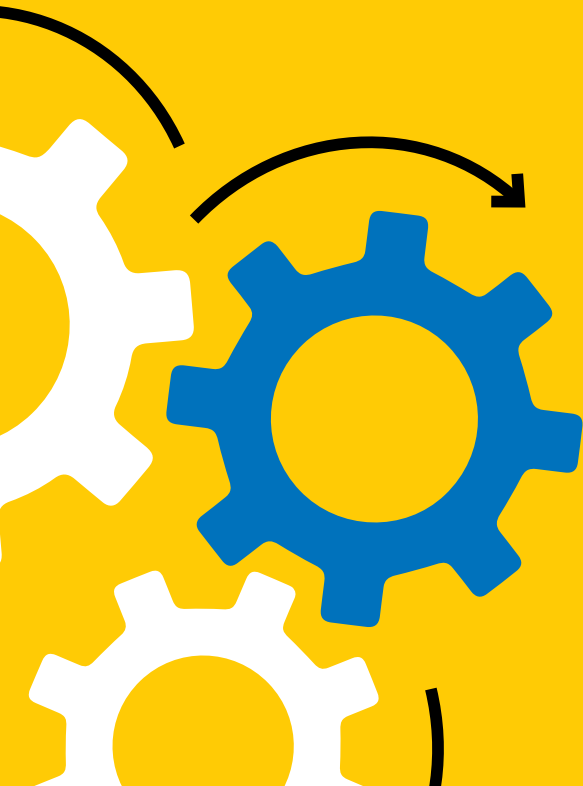
Source: Ben Meer

APRIL

Connections



I have never scored a goal in my life without first getting a pass from someone else.



Abby Wombach

APRIL

Connections



Action Item

**Foster the connections you already have-
Send a thank you card!**

Research suggests we're happier and healthier when we have our emotional needs met by several people, from various parts of our life.

Think of a coworker you are grateful for from your current job or position, or a past one. Write a brief letter detailing what you appreciate about them. Make it extra meaningful: don't forget to be specific!



Increase Your Connectivity

Ways to expand your network!

1. Update your Outlook profile and Zoom account by adding a picture of yourself
2. Foster connections by starting your next meeting with everyone sharing a personal or professional "win of the week"
3. Have your team take the free [VIA Strengths Survey](#) and discuss how you resonate (or not!) with your results.
3. Participate in workshops or training sessions to foster collective growth
4. Volunteer for interdepartmental events on campus (Midterm Motivation is coming up on April 3rd!)
6. Attend a Campus Coffee Connections event (next up: April 4th!)
7. Pro-Actively write a LinkedIn recommendation for a colleague



Read

How to Build the Social Ties You Need at Work

Amy Gallo, for
Harvard Business Review



Watch

How to Find the Person Who Can Help You Get Ahead at Work

Carla Harris



Do

Have a curious career conversation

- Who's job are you interested in learning more about?
- Who is a few steps ahead of you whom you could ask for advice?