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Step 1: Identify your professional development needs.

Continuing your professional development is critical at all phases of your career. Consider your level of proficiency in the following list of core professional skills and in which areas you need to develop during this phase of your career.

For each skill, identify whether you:

-  Have a solid proficiency in this skill already
-  Expect to learn this skill from mentor or program
-  Need training or practice in this skill

| Career Path Preparation | Communication Skills | Self-Assessment & Development |
|---|---|---|
| <div>Have Expect Need</div> <div>    Exploring Career Options </div> <div>    Acquiring Career Experience (project, work, or volunteer experience specific to a targeted career path) </div> <div>    Professional Etiquette </div> <div>    Preparing Application Documents </div> <div>    Networking </div> <div>    Job and Internship Search </div> <div>    Interviewing Skills </div> <div>    Negotiation Skills </div> | <div>Have Expect Need</div> <div>    Scholarly Writing </div> <div>    Oral Presentation </div> <div>    Communicating with Diverse Audiences </div> <div>    Digital Literacy (ability to find, evaluate, produce, and communicate clear information on various digital platforms) </div> <div>    Using Social Media to promote your research and/or career </div> | <div>Have Expect Need</div> <div>    Wellness and Life Balance </div> <div>    Assessing Knowledge, Values, and Interests (to identify potential career paths) </div> <div>    Assessing Transferable Skills (skills acquired during training applicable to different careers) </div> <div>    Financial Literacy (managing personal finance, investing, budgets, retirement, tax plan) </div> <div>    Success and Socialization in your Program or Department </div> <div>    Transitioning from Training to a Professional Career </div> |
| Project Management, Leadership & Collaboration | Teaching & Mentorship | Scholarly Expertise & Integrity |
| <div>Have Expect Need</div> <div>    Entrepreneurship </div> <div>    Grant Writing </div> <div>    Budget Management </div> <div>    Time Management </div> <div>    Delegation </div> <div>    Teamwork </div> <div>    Collaboration </div> <div>    Conflict Management </div> <div>    Valuing and Promoting Diversity </div> | <div>Have Expect Need</div> <div>    Pedagogical Methods and Teaching Philosophy </div> <div>    Syllabus and Course Design </div> <div>    Leading and Facilitating Active Learning </div> <div>    Assessing Learning and Skill Development </div> <div>    Advising and Role Modeling </div> <div>    Assessing Effectiveness of Teaching or Mentoring Strategies </div> | <div>Have Expect Need</div> <div>    Command of Disciplinary Knowledge/Scholarship </div> <div>    Familiarity with Interdisciplinary Knowledge/Scholarship </div> <div>    Command of Research Methods in Field and Adjoining Fields </div> <div>    Collaborative Research </div> <div>    Familiarity with Ethical Norms </div> <div>    Civility in Scholarly Exchange and Pedagogy </div> |

Step 2: Identify training needs specific to your goal.

Now, consider your professional goals during your training career at UCLA and your professional goals in pursuing a future career path. Consider what additional skills and training you may need to meet those goals, beyond those identified in Step 1.

For each goal, list additional skills or training needed and note whether you:

- ☒ Expect to learn this skill from mentor or program
- ☐ Need training or practice in this skill

| Identify your research, academic, and training goals | Any additional skills, training, or experience needed |
|---|---|
| E.g. Prepare for presenting thesis work at seminars and conferences | <div>Expect <input checked="" type="checkbox"/> Need <input type="checkbox"/></div> Join toastmasters group |
| E.g. Expand my network of mentors beyond my faculty advisor | <div>Expect <input checked="" type="checkbox"/> Need <input type="checkbox"/></div> Take networking workshop |
| | <div>Expect <input checked="" type="checkbox"/> Need <input type="checkbox"/></div> |
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| | <div>Expect <input checked="" type="checkbox"/> Need <input type="checkbox"/></div> |
| Identify your career and career path exploration goals | Any additional skills, training, or experience needed |
| E.g. Develop some experience in my career path of interest | <div>Expect <input checked="" type="checkbox"/> Need <input type="checkbox"/></div> Do job simulation exercises |
| E.g. Find opportunities to network with professionals in my field | <div>Expect <input checked="" type="checkbox"/> Need <input type="checkbox"/></div> Join professional society |
| | <div>Expect <input checked="" type="checkbox"/> Need <input type="checkbox"/></div> |
| | <div>Expect <input checked="" type="checkbox"/> Need <input type="checkbox"/></div> |
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