



From Self-Assessment to Success: Building a Professional Growth Plan

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Session Objectives

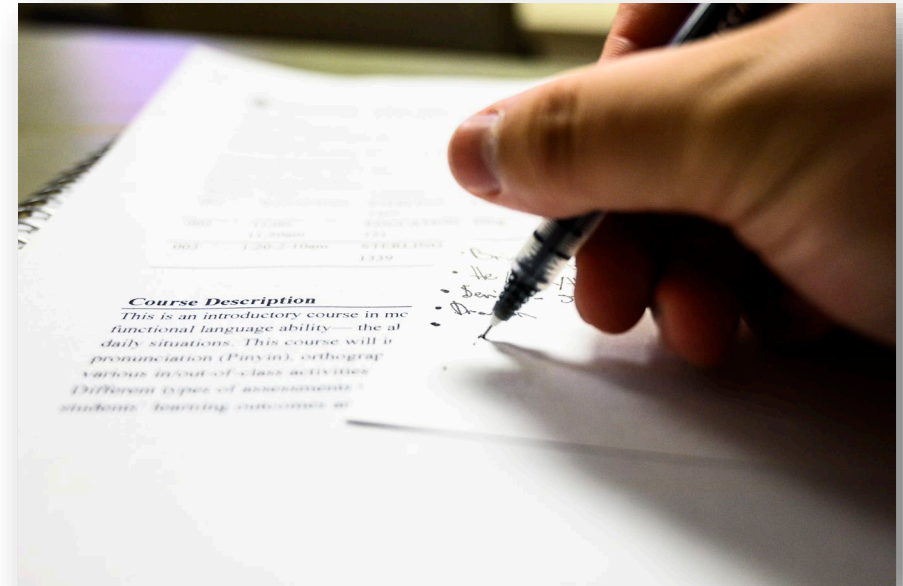
- **Evaluate Your Skills** – Learn how to conduct a thorough self-assessment to identify strengths, areas for improvement, and continued learning options on the UW-Madison campus.
- **Develop a Strategic Growth Plan** – Explore effective hands-on strategies for building a structured development plan that aligns with their professional goals and organizational expectations.
- **Communicate with Confidence** – Gain techniques for comfortably presenting their growth plan to supervisors or mentors, fostering productive conversations about their career development.



Skills Assessment

Instructions

- Assessment leads to development plan and discussion
- Consider current position when rating your proficiency
- Skip over non-relevant skills
- Add relevant skills
- Note areas of development
- List possible training options
- 4-5 minutes to complete





Knowledges and Skills @UW (KS Hub)

- [KS Hub](#) for employees who want to develop their skills, stay relevant in their career, or want to learn something new
- Over 1,300 job titles in the [Title and Standard Job Description \(SJD\) Library](#) link to a list of the top 5 KS
 - Each KS has a dedicated landing page with a definition and at least one learning recommendation associated with it (e.g. Active Listening)
- Learning opportunities available
 - LinkedIn Learning (UW-Madison employee account)
 - UW-Madison courses and training programs

Resources being added for high demand knowledges and skills



World Economic Forum: The Future of Job Report 2025

Emerging skills for the evolving workforce to 2030

- Analytical Thinking: The ability to critically evaluate information and solve complex problems is increasingly valued.
- Resilience and Flexibility: Adaptability to changing work environments and challenges is essential.
- Digital Literacy: Proficiency with digital tools and technologies is fundamental in the modern workplace. (AI)
- Teamwork and Collaboration: The ability to work effectively in teams remains a key competency.



Growth Plan



70-20-10 Model of Development

- **70% on-the-job experience**
learning by doing
- **20% social learning**
learning through interactions with others
- **10% formal training**
structured learning activities



SMART Goals for Development

- Specific....
- Measurable....
- Attainable....
- Relevant....
- Time-Based....



Skill Building Conversation

- Prepare in advance
- Timing and appreciation
- Focus on specific skills/knowledge (not a big list)
- Propose a plan: 70/20/10 Model or SMART
- Discuss support and resources (be creative)
- End with appreciation and follow-up

Helpful to have it during your mid-point review or during goal setting for the next performance cycle. (Recommend: monthly)



Create one goal and share



Career Growth Resources

[Learning and Talent Development](#)

- Employee Career Counseling
- Develop Your Career: The KS Hub
- Grow as a Leader
- Coaching Employees for Retention and Career Development
- Conferencing on campus

[Communities of Practice](#)

[Mentorship Programs](#)

[Title and Standard Job Description Library](#)



Questions (If time allows)



Thank You

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