

Professional Development for Working Learners

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RESOURCE	Guides

What is Professional Development

Professional development refers to ongoing learning and skill-enhancement activities that individuals engage in to enhance their expertise, knowledge, and effectiveness in their current role or chosen field. It involves intentional efforts to stay current with industry trends, acquire new skills, and broaden one's capabilities to achieve career goals and contribute effectively to the workplace. Professional development can take various forms, including workshops, courses, networking, and mentorship, aimed at continuous improvement and career advancement.

Professional development ideas

Conduct Informational Interviews: Informational interviewing is a way to get additional information and insights into a field or career that you are interested in. You can find these people through LinkedIn or other networking opportunities, but you can always ask your supervisor for potential connections. Once you have found someone, reach out and see if they are willing to chat with you about their role. Be prepared before the meeting with questions and topics you want to discuss. Check out this [module](#) created by the ASU Work+ team for helpful tips and guidance on preparing for an informational interview.

Take Career Assessments: Career assessments are a great way to find out more about yourself and learn more about careers you may be interested in. On the Work+ website, you can go to the [learner hub](#) and scroll to the bottom for a list of career assessments. After taking the assessments, talk to your supervisor about tasks or projects you can work on to improve your skills for that career.

Polish Your LinkedIn Profile: It is important to have a complete and polished LinkedIn profile. This includes a professional headshot, a summary about you and your work experience, your skills, your education, jobs you have or have had, and any organizations you are a part of. Begin following any relevant professionals or companies in career areas you are interested in.

Complete LinkedIn Learning: Search for a LinkedIn Learning course that best aligns with your career interests and complete it to gain LinkedIn certifications. ASU provides all professional and student staff with free LinkedIn Learning access. If you already have a LinkedIn account and need to link it with your ASU email to access the courses, use [this link!](#)

Work+ Canvas Pathway: Learn about the career competencies, practice professional storytelling, and start to connect the work you are doing now with your future career goals with guided activities through Work+'s online modules.

Read a book: Read a professional development book or any book that aligns with your career. Ask your supervisor or coworkers for recommendations.

Meet 1:1 with Your supervisor: Schedule a 1 on 1 meeting with your supervisor and facilitate a conversation regarding your professional development. You can access templates to structure your meeting [here](#).

Update Resume: Review and realign your existing resume with your future career goals, incorporating any ongoing projects or achievements.

Career Coach Meeting: Book an appointment with a career coach to receive personalized advice directly tailored to your career.

Attend Career Fairs: Career fairs are great opportunities to network and find out about new opportunities. They can help you meet people in the career fields you are interested in. [Handshake](#) is a great tool for finding career fairs.

Explore Career Opportunities: Utilize Handshake, and navigate LinkedIn or Indeed to explore what opportunities are available for your career.

- **Handshake:** Through Handshake, you access a comprehensive platform tailored for exploring careers, internships, and job openings aligned with your qualifications. It connects you with potential employers, providing resources like resume tools and career advice to empower your pursuit of meaningful opportunities.
- **LinkedIn:** Engaging with LinkedIn enables you to establish a professional digital footprint, highlighting your skills, experiences, and accomplishments for potential employers and networking connections. It serves as a tool for career growth, facilitating connections with industry experts, job exploration, and insights into diverse fields, supporting your future career.
- **Indeed:** This platform gives you access to a vast array of job listings from various sources, streamlining your job search by providing a centralized platform to explore diverse opportunities. It enables you to customize job alerts, upload your resume, and apply directly to positions, making the process more efficient and targeted toward your career goals.

Conversation Cards: Ask your supervisor for a few Work+ conversation cards and practice answering the prompts with a peer or supervisor.

Elevate: This is a comprehensive resource that connects you as a student to personalized experience-based learning opportunities that enrich your educational journey and help define your career.