









# Coffee & Competencies with Career Development

AUTHOR	Northern Arizona University
DATE	April 2024
RESOURCE	Templates

NACE Competencies	Discussion Questions	Reflection	Notes/Action Items or Ideas
<b>Critical Thinking</b> 	<p>In what ways do you utilize critical thinking in your current role to be more efficient?</p> <p>How could effective use of critical thinking skills improve one area in your role/department?</p>		
<b>Communication</b> 	<p>What methods of communication do you utilize that are effective? Are those methods different between students and peers?</p> <p>How could you improve your communication with colleagues and students?</p>		
<b>Teamwork</b> 	<p>In what ways do you foster collaborative professional relationships in your department?</p> <p>In the past, how has teamwork broken down and failed to produce positive working relationships? What could have been done differently?</p>		
<b>Equity &amp; Inclusion</b> 	<p>Within your role, how can you advocate for inclusion, equitable practices, and justice?</p> <p>What barriers to Equity &amp; Inclusion have you faced or are currently facing?</p>		

NACE Competencies	Discussion Questions	Reflection	Notes/Action Items or Ideas
<p><b>Professionalism</b></p> 	<p>Traditionally, how have you defined professionalism for yourself and how did you model that for your peers?</p> <p>What is one aspect of professionalism you could improve upon and how?</p>		
<p><b>Technology</b></p> 	<p>Has technology changed the way that you complete your work? If so, what changed, and did it enhance your efficiency?</p> <p>In what ways has technology been a challenge and hindered your ability to accomplish goals?</p>		
<p><b>Career &amp; Self-Development</b></p> 	<p>How do you personally ensure that you have continual growth and development for your role?</p> <p>What areas of development do you feel are lacking in your field/department?</p>		
<p><b>Leadership</b></p> 	<p>In your role, how have you inspired and motivated your colleagues and students?</p> <p>What are some resources/non-traditional methods that could aid in recognizing personal and team strengths?</p>		