

Professional Development Suggestions / Examples

The purpose of this document is to provide Northern Kentucky University (NKU) employees with a listing of suggested learning opportunities towards employee professional development. The resources available consist of books, articles, videos, courses, and other activities for consideration.

Note: This is a continuously evolving document as new opportunities arise and not intended to be an all-inclusive list. You can also refer to the **Professional Development Resources** document for additional learning opportunities.

Courses, Videos, Webinars

- **All:**
 - [Building Resilience](#) by Tatiana Kolovou; via LinkedIn
 - [3 Ways to Build Resilience in Times of Uncertainty \(Coronavirus\)](#) by AnneGradyGroup; via *YouTube*
 - [Resilience Reset \(Demo\) - Anne Grady | Resilience, Emotional Intelligence, Leadership](#) by AnneGradyGroup; via *YouTube*
 - [Communication Styles](#) course by Dan Kuemmel; via *Hoonuit*
 - [Emotional Wellbeing and Stress Reduction](#) by Dr. Brad Goodell; via *Hoonuit*
 - [Goal Setting](#) by Heather Slee; via *Hoonuit*
 - [Successful Time Management](#) by Dr. Rob Cavanna; via *Hoonuit*
 - Courses about workplace and occupational safety and compliance; via [Vector Solutions \(fka SafeColleges\)](#)
 - [Microsoft Products](#); via *Hoonuit*
 - [Microsoft Teams](#); via *Microsoft*
- **Managers / Leaders:**
 - [Leadership Styles](#) course by Liz Van Kleeck; via *Hoonuit*
 - [Leadership Strategies](#) by Ron Farrow and Liz Van Kleeck; via *Hoonuit*
 - [How Do I Deal with Resistance to Change?](#) by Dan Kuemmel; via *Hoonuit*

Books

- **All:**
 - Johnson, S. (1999). *Who moved my cheese*. Vermilion; via [W. Frank Steely Library](#)
 - Patterson, K., Grenny, J., McMillan, R., & Switzler, A. (2002). *Crucial conversations*. McGraw-Hill Contemporary; via [W. Frank Steely Library](#)
 - Dweck, C. S. (2006). *Mindset: The new psychology of success*. New York: Random House; via [W. Frank Steely Library](#)
- **Managers / Leaders:**
 - Adams, M. G. (2015). *Change your questions, change your life: 12 Powerful tools for leadership, coaching, and life: Vol. Third edition*. Berrett-Koehler Publishers; via [W. Frank Steely Library](#)
 - Kohn, S. E., & O'Connell, V. D. (2005). *6 Habits of highly effective bosses*. Career Press; via [W. Frank Steely Library](#)

Continuing Education

- Take advantage of the opportunity to pursue or continue a higher education journey at NKU via the Tuition Waiver Program. Refer to the [Benefits site](#) for more information.
- Check into obtaining a certificates, certifications, accreditations, or other credentials via associations or other entities

Feedback or Advice

- Connect with your direct manager or other manager that are aware of your work to gain feedback or advice on ways to improve your performance.
- Connect with co-workers/peers who are familiar with your work to gain feedback or advice on ways to improve your performance.

Mentorship or Coach

- Seek a senior leader, whom you can trust and with influence, to accept your invitation/request to be your mentor or coach.
- Explore various organizations that offer mentor/coaching.
- Serve as a formal or informal mentor, which helps to build your leadership skills.
- Managers can connect with NKU's HR Employee Relations for coaching related to issues in managing employees.

Non-Profits or Associations

- Refer to your favorite non-profit organization's webpage to join a committee or volunteer role that could potentially grow or improve your knowledge and skills.
- Chair a committee or become a board member to grow or improve decisioning and leadership capability.
- Ask your manager for stretch opportunities to gain new knowledge and skills.

Journals & Periodicals

- Subscribe to journals or periodicals from an association or other entity that enables continuously learning and the ability to stay current on the latest research or findings.

Internal and External Professional Development Resources

- Take advantage of the internal and external resources on the HR Training & Development webpage. Refer to the [Professional Development Resources document](#).