MEMBER PROFESSIONAL DEVELOPMENT PLAN

This document can be used as a template to help create a career development plan with your manager. Some USW Local 1998 bargaining units have more specific provisions in their Collective Agreements regarding professional development, but career development can be useful for all members.

Name: **Date:**

Your Development Goal

What is one area you wish to develop? What specifically do you want to improve? (E.g., "I want to increase/improve/strengthen my...")

Questions to Consider

- Are there any professional or technical skills you wish to build?
- Are there future roles you would like to prepare yourself for?

Your Vision

What does success look like? How will you know when you have achieved your goal? (E.g., I will know/be able to...")

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Strategies *(What will assist you in achieving your goal?)*

Social: Other People

Seek a coach or mentor, observe others, ask for advice from leaders/peers

Formal: Courses

Credit and non-credit courses (e.g., LLC, SCS), online resources, self-directed learning

Experiences: On the Job

Special projects, committees, activities, assignments

Resources and Supports

What resources do you think you require? (E.g., educational assistance, leader support, etc.)

Timing

What is your timetable to achieve your goal? Can you identify any milestones? (E.g., goal achievement date, halfway point, etc.)

Next Steps

Professional Development Resources for USW Local 1998 Members

- The Centre for Learning, Leadership, and Culture (LLC)
  - Career Services
  - LinkedIn Learning
- The School of Continuing Studies (SCS)
- United Steelworkers – District 6 Education and Training

Collective Agreement Language Related to Professional Development

USW Local 1998 Collective Agreements

Casual Bargaining Unit

- Letter of Intent: Professional Development

Residence Dons Bargaining Unit

- Letter of Intent: CPR and First Aid Training
- Letter of Intent: EDIA Training

St. Michael's College Bargaining Unit

- Article 13:01 – Unpaid Leave of Absence
- Letter of Understanding: Educational Assistance

St. Michael's College Residence Dons Bargaining Unit

- Letter of Intent: CPR and First Aid Training

Staff-Appointed Bargaining Unit

- Article 12:04d – Secondments
- Article 13:01 – Unpaid Leave of Absence
- Article 33 – Professional Development
- Letter of Understanding: Participation in University Committees and Other Collegial Activities
- Letter of Intent: Educational Assistance
- Letter of Intent: Self-Funded Leave Plan
- Letter of Intent: Career Development & Talent Retention

University of Toronto Schools Bargaining Unit

- Article 13:02 – Unpaid Leave of Absence
- Article 34 – Professional Development
- Letter of Intent: Educational Assistance and Professional Development Fund
- Letter of Intent: Self-Funded Leave Plan

Victoria University Bargaining Unit

- Article 12:04 – Term Vacancies
- Article 13:01 – Unpaid Leave of Absence
- Article 13:14 – Self-Funded Leave Plan
- Letter of Intent: Educational Assistance