

# Development Action Suggestions

The three basic types of development activities are:

- On-the-Job Activities
- Coursework
- Readings

**On-the-Job Activities** (Most learning/development is done on the job).

- Feedback
  - Structured or information feedback from peers, superiors and subordinates on a daily basis.
- Modeling (Working with someone side-by-side who is already proficient in what they are doing).
  - Observing individuals in the organization with the necessary skills
  - Discussing the observations noted
  - Observing interactions with others
  - Replicating what an expert did (e.g. solving a problem)
- On-the-Job Assignments
  - Starting new projects
  - Replacing those on vacation
  - Presenting to others
  - Taking on special assignments
  - Involving yourself in the community
  - Leading a project
  - Assuming task force committee membership or chairperson role
  - Rotating jobs
  - Trading objectives with a peer
  - Being allowed to structure own work
  - Serving as a back-up

**Coursework**

- In-house training courses
- Evening adult education
- Extension courses
- Summer courses
- Seminars
- Workshops and training courses in management development
- Independent study courses
- Audio/videotapes for development

**Readings**

- Books
- Magazines
- Articles in newspapers
- Professional journals

**Opportunities at Creighton**

- Employee Development program offered through the University College
- DOIT courses in software
- Free college courses as an employee
- Campus committee involvement
- HR Training Classes: Performance Management, Selection & Interviewing