

Las Positas College

Professional Development Day

Tuesday, October 23, 2018

8:00 a.m. to 8:50 a.m.

Building 2400, Room 2470

Classified Professionals Discussion Panel

Hosted by: William L. Garcia, Vice President of Student Services

Lessons Learned as a Classified Professional

1. Do not be too quick to say “No.” Instead, ask tell me more.
2. Be open to learning new knowledge, skills, and abilities.
3. Reputations take years to build but can be undone in a single day or action.
4. Remember that you will take what you learn and experience with you.
5. Find a mentor even if it means it is not your immediate supervisor.
6. Share your personal professional journey with your immediate supervisor.
7. Share your personal and professional plans with your immediate supervisor.
8. It is never too late to go back to school or acquire additional training.
9. Going out of your comfort zone may be required to move forward.
10. See your current position within the profession as such and not just simply as a job.

How to Move Forward

1. Consider positions that may not be on the traditional route to your desired destination or goal.
2. Need to stay in and commit to your current position longer than one or two years.
3. Build a network on professionals both at the college and beyond.
4. Remember it is a small world especially as it relates to California community colleges.
5. Learn from your mistakes – do not repeat them. They are learning opportunities.

Ascending the Ranks

1. Serve on selection committees including outside of your department, division, office, or program.
2. Participate on committees, councils, task forces, and other special initiatives.
3. Be in the know. Read your e-mail messages, newsletters, advisories, etc.
4. Get involved. Join your professional association, union, or senate.
5. Attend professional development opportunities on and off-campus.

Readying for the Next Position

1. Do not assume everyone knows who you are, what you have done, and what you want to do.
2. It is okay to brag about yourself. Everyone else will.
3. You will be competing against other internal and external candidates. So get ready.
4. Proofread your employment documentation, do mock interviews, and treat each position uniquely.
5. Practice makes perfect. Do not be afraid to apply and interview. The worst response is a “No.”