

# Department of Human Resources

## Office of Employee Development Invest in Continuous Learning

*Continuous Learning is among the 11 University-wide performance attributes/competencies. These competencies are the skills, knowledge, and abilities that reflect the mission and values of Boston College.*

To be proficient in Continuous Learning each employee needs to:

- keep current with new work methods, skills, and technologies to complete work activities
- take ownership for own self-development
- apply learning from past experiences to current and future work activities

Here are some tips to make your learning in a workshop setting a worthwhile and positive experience.

**BEFORE YOU GO** | *Ask yourself*

- What do I expect to gain from attending?
- How is the workshop relevant to my current job and future at Boston College?
- Are there specific projects, tasks, or situations related to the program to work on during the workshop?
- How will I test my new skills/knowledge and track my progress?
- How can my manager support me?

**WHILE YOU'RE THERE** | *Take 100% responsibility for your learning by*

- staying present and fully engaged
- asking questions and asking for clarification
- being willing to share your ideas and feelings
- being open to new ways of doing things
- focusing on the main points and deciding what's important

**WHEN YOU RETURN** | *Apply and reinforce your learning by*

- using work projects to try out your new skills
- asking for support and help as you practice your new skills
- telling people what you're trying to do differently
- sharing what you've learned with your manager and co-workers

Participation in Employee Development programs is a work-related activity and an expectation of one's job. Our array of workshops, resources, and services are intended to improve employee success and job effectiveness. Our offerings also serve as an investment in an employee's future at Boston College by providing opportunities for full professional development beyond her or his current role and job description.