



The Office of Human Resources introduces **PROGRESS (PROfessional Growth and Enrichment Series)**, a systematic process where you will follow a self-exploratory course that focuses on your professional development.

PROGRESS Objectives:

- Support the University's Strategic Priority to recruit, recognize and retain the best staff and administrators;
- Foster a climate that supports and encourages professional development; and
- Prepare employees to market themselves and take the next steps toward professional development

Through a series of modules, you will:

- Identify what you value as a career professional by establishing career goals and determining personal values, occupational interests and abilities;
- Learn your preferred style when interacting with others;
- Complete the Strong Interest Inventory, which will help you to categorize areas of work and life interests and identify careers linked to those interests; and
- Prepare a personalized Development Plan

PROGRESS Modules

Module I is the foundational program and a pre-requisite for modules II-IV. Participants are asked to complete all four modules and the **Strong Interest Inventory**.

- **Module I** – Getting to Know You (Foundation and Prerequisite) – Through a series of exercises, you will identify what you value as a career professional by defining career goals and identifying personal values, occupational interests and abilities;
- **Completion of the Strong Interest Inventory** (and feedback meeting with T&D);
- **Module II** – Social Styles and Interpersonal Effectiveness – this module includes a self-assessment that identifies your Social Style. **Note:** Prior attendance at a Social Styles workshop satisfies this step;
- **Module III** – Creating a Personalized Development Plan; and
- **Module IV** – Resume Writing and Interviewing Tips

It is estimated that participation in all aspects of the program will take approximately 10 hours with the expectation that committed participants will spend time on their own researching and building on their development plan.

Eligibility to Participate in PROGRESS

You are eligible to participate in PROGRESS if: you are interested in exploring career development at St. John's, you have attained a minimum rating of PW on your most recent performance evaluation and you are not on corrective action.

For information on PROGRESS, please contact Training & Development at hrted@stjohns.edu or call (718) 990-2330.