



PLANNING YOUR DEVELOPMENT

Planning your development could open many possibilities for you. It may mean getting more out of your current role, increasing a skill or competency, or increasing your technical knowledge in an area. Regardless of your reasons, development is important to ensure you are keeping pace with the ever-changing demands of your job in order to perform at a higher level and, more importantly, achieve job satisfaction.

To begin, you want to plan your development by following the process below:

1. Identify your development needs: Target specific areas that are meaningful.
2. Consider your approach: Think about what you want to learn and reflect on that information.
3. Plan your development: Map-out how you want to learn and what resources you will use.
4. Review your progress: Create a Personal Development Plan and document your learning.

This simple process will enable you to learn at your own pace.

Learning on Demand (LOD) resources are available to exempt and IT professionals develop business writing skills.

Log on to Learning on Demand to Get Started!

Last month's theme was: **Effective Business Writing**.
Next month's theme will be: **Diversity and Inclusion**.

For more information contact:
Mary Cornwell or Stan Sikorski at
LearningonDemand@das.ohio.gov.