

Blueprints for Growth

■ ■ Building Your Professional Development

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Why this matters for us:

- Heavy workloads
- Siloed positions
- Limited budgets
- Few formal opportunities
- Lack of clear advancement pathways

Need for self-directed action

Barriers

- Limited funding
- Time constraints
- Minimal leadership support
- Burnout
- Restricted access to programs
- Unclear advancement paths

Opportunities

- Leadership presence and credibility
- Expanded professional network and visibility
- New and in-demand skills
- Increased confidence
- Access to mentors, collaborators, and champions
- Help with career direction
- Tools to support others and create change.

How to combat your barriers

- Limited Budget
 - Internal focus
 - On the outside
 - Build from within
- Time
 - A little goes a long way
 - Color-coding
 - Rainchecks
 - Accountabilibuddies

Leverage your Development

Leadership

- Committees
- Task forces
- Project leads

Learning

- Certificates
- Micro-credentials
- Online platforms/webinars
- Conferences

Connection

- Mentorship
- Affinity groups
- Networking

Creation

- Start a workshop
- Form a learning circle
- Propose a program

“REMEMBER THE
DOUBLE L,
DOUBLE C”

What We've Done at our University

UNCG Executive Assistants Group

Division Leadership Development
Program

Staff Senate

Staff Assembly

UNCG Executive Assistants Group

- Networking & connection
- Leveraging AI
- Career Development
- Leadership Programming
- Reducing Burnout



Division Leadership Development Program

- Leadership training centered on staff who are NOT supervisors.
 - 10 modules
 - Capstone project
 - Mostly UNCG Faculty and Staff as facilitators
 - Create the program
 - Teach a module
 - *Budget Friendly



IGNITE

Ignite your leadership potential

Staff Senate

- University representation by division
- Leadership positions
- Focused initiatives
- Senators Step Up Program
 - CCL Leadership Trainings
 - Branching out to include trade experiences



Staff Assembly

- Representation at the system-level
- Voice in system-wide decisions
- Building a strong professional network & inter-campus relationships
- Advocate for campus needs
- Learn system operations
- Scholarship opportunities



Certifications & Micro-credentials

Low Cost or Free Options

- Google Project Management Certificate(Coursera)
- Excel for Business (LinkedIn Learning / Coursera):
- Emotional Intelligence (LinkedIn Learning)
- Effective Communication (Coursera / LinkedIn Learning):
- AI Tools for Productivity (Google Digital Garage / HubSpot Academy)
- Executive Presence on Video Calls (LinkedIn Learning)
- Strategic Leadership & Management by (Coursera, Univeristy of Illinois)

Higher Cost Options

- Project Management Professional (PMP)®
- Data Analytics for Decision Making by (edX — Wharton/UPenn).
- The Professional Administrative Certification of Excellence (PACE)
- AI for Executive Assistants Course (Workplace AI Institute)
- Executive Assistant Certification (Executive Assistant Institute)
- Micro-credential in Higher Education Administration (University of North Alabama)
- Nova Chief of Staff Certification

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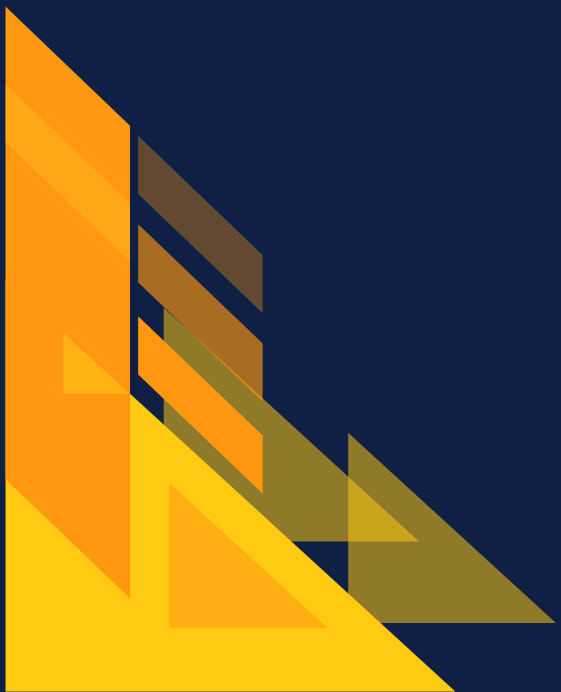
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Blueprint Concept

- A blueprint = a customized plan
- Based on YOU
- Built with creativity + self advocacy



Blueprint for Growth

