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- Background
 - Classified Growth & Development is an employee-driven system to help LAUSD classified employees determine their strengths and
 opportunities for growth. It supports the annual evaluation that the supervisor conducts by providing the employee a chance to provide
 input and determine areas of growth for him/herself.
 - This process was developed with the input of an Advisory Committee that consisted of various stakeholders including labor partners, classified and certificated employees, parents and community members, etc.
 - It is a more comprehensive process, and more growth-oriented than previous tools that we may have had.
 - It should provide you with very useful information that can help you determine where you wish to grow and develop as an employee of the District.

- Employee Information
 - The first screen of the Growth Planning Tool asks for your employee number. This is needed to gather data from your Self-Assessment.
 - Once you advance to the second screen, your information will be displayed. The information is taken directly from your Self-Assessment and is identical to the way that the employee entered the information.
 - An e-mail will be sent to you at the email address provided in your Self-Assessment.

Growth Planning Tool		
MPLOYEE INFORMATION		
Name:	Job classification:	
Heidi Hrowal	Program & Policy Development Advisor	
Work location:	LAUSD e-mail address:	
Personnel Commission	heidi.hrowal@lausd.net	





- Competencies rated in the Self-Assessment
 - This page of the Growth Planning Tool lists the Competencies that you rated as part of the Self-Assessment.
 - Note however, that the Competencies are separated by rating category.
 - Those Competencies rated DEVELOPING are shown at the top.
 - Those Components rated EFFECTIVE or EFFECTIVE + are shown at the bottom.





- How to choose Competencies for Growth Plans
 - Out of the 8 to 12 Competencies that you rated in your Self-Assessment, you should select two for the development of growth plans.
 The following recommendations should help you determine which Competencies to select.
 - The priority should be to select Competencies that were rated DEVELOPING. These should have the most impact on improvement in job performance.
 - If there are more than two Competencies that have been rated DEVELOPING, select two that are most relevant to the position and will lead to the greatest overall improvement.
 - If there are fewer than two Competencies that have been rated DEVELOPING, select the one rated, plus an additional Competency rated EFFECTIVE or better in an area in which there is a strong desire for improvement.
 - If there are no Competencies that have been rated DEVELOPING, select two Competencies that were rated based on interest in improving in those areas, or that might lead to improvement that would be helpful toward promotion or other opportunities.
 - Remember, only select Competencies that were rated as part of the Self-Assessment.



- Growth Plan Strategies
 - Educational Strategies/Activities
 - This refers to gaining a greater understanding about a particular area through such efforts as attending a class or workshop; or reviewing books, articles, videos, or tutorials
 - Educational options include
 - Professional development offered by LAUSD, such as the online courses provided through the Learning Zone, the Organizational Excellence website, or Skillsoft; as well as instructor-led training or webinars offered by Organizational Excellence
 - Professional development offered by an outside source not affiliated with LAUSD
 - Books
 - Articles
 - Attending meetings of and participating in professional organizations



- Growth Plan Strategies (continued)
 - Experiential Strategies/Activities
 - This refers to learning by observing someone else demonstrate their ability to perform well in the Component area.
 - Experiential options include
 - Shadowing to follow someone in their work routine in order to observe how they work.
 - Mentoring to be an advisor or guide to a newer or lower-ranking co-worker
 - Teaming with others in the same field
 - Observations
 - Application Strategies/Activities
 - This refers to trying out new skills or techniques in the targeted area.
 - Application options include
 - Adding new work activities
 - Cross training with another department to learn what they do
 - Increasing responsibilities by asking your supervisor for more duties



Resource Guide: *Growth Planning Tool*

Growth Planning Pages

- At the top of both of the Growth Planning pages, there a drop-down box for selecting the Competencies for which you are developing the growth plan.
- When you click on the arrow on the right side of the box, you will open a list of all the Competencies. Select one for which you will build a growth plan.
- Once you select the Competency, the benchmarks for that competency will appear below the box for your reference.

Presentation Skills	v
For your reference, th	e following are the benchmarks for the Competency you selected.
DEVELOPING	
Inconsistent practice	and outcomes
EFFECTIVE	
Consistent practice a	nd outcomes
Presents information cle	arly and in an organized manner, whether orally or in writing. Adjusts vocabulary, formality, style
and tone according to	the audience and purpose. Delivers the right amount of information in the time given. Makes
clear presentations with	appropriate supporting information and/or visual aids to enhance audience understanding. Uses
and body language for i	increased impact. Conveys confidence, noise, and expertise
and body language los	
EFFECTIVE +	
Exceptional practice a	nd outcomes + builds capacity of co-workers
Practices and outcome	as described for Effective, PLUS models behavior and helps co-workers and peers to perform





- Growth Planning Pages (continued)
 - Following the benchmarks, there are three boxes with prompts for developing your growth plan.
 - The last box is related to the activities that you will complete in order to grow in the designated area.
 - Following the box, in blue lettering, are the words "Click to add more..." This allows additional spaces for indicating activities. There
 enough additional boxes to allow up to 10 activities, although the employee is not required to list that many.

pecific beliaviors would	you nike to improve:]
low will you know that yo	ou have improved in this area? What changes in behavior do you expe	ct to see?
st the activities you will ill help you improve. You	perform and/or the strategies you will use through the end of the scho I may list up to 10 separate activities/strategies for this Competency.	ool year tha (Refer to th
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- Response page
 - Once you have hit the "Submit" button, you will land on the Response page.
 - This page provides the link that you will need to re-enter the Growth Planning Tool this is the same link you receive when you hit the "Save" button.
 - Copy this link somewhere so that you can return to your own Growth Planning Tool at any time. The information at the end of the link is different for every person (this is just a sample – clicking this link will get you to the Growth Planning Tool used for this demo).
 - If you misplace your link, there is no need to start over again call or e-mail Heidi Hrowal (contact information on the last page) and she can provide you with your link.
 - Note: Do not go back in with the original link and re-enter your employee number and expect to have your information appear on the growth planning pages. You must access with the link you receive on the response page to see the information already entered.

Thank you for completing your Growth Planning Tool. You will receive an e-mail shortly that displays your responses. You may also return to make updates to the Growth Plan with this link:





- E-mail Summary
 - Once you have hit the "Submit" button, you will also receive an e-mail with all the information that you
 provided in your Individual Growth Plan.
 - The e-mail will come from cgdc@lausd.net and may go to your junk mailbox. The e-mail can be added to your safe sender's list and is best viewed in your Inbox rather than in the junk mailbox.



- Need support here's our contact information
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