Informal and Formal Learning Opportunities

The following is a listing of informal and formal learning opportunities to be considered when completing a Development Plan.

Coaching (Learning through people)
Is a planned, purposeful meeting or conversation (usually more than one) with an individual who has strong skills in an area that an individual wants to develop. The key outcome of this activity is to have this person pass on or teach their expertise to the learner. It is most useful when trying to develop a particular job skill.

Challenging Assignments (Learning on-the-Job)
This is adding new challenge to the current job or increasing the complexity or scale of the job itself. Learners continue their current job and add some assignment(s) to improve their skills or knowledge. This activity helps develop skills, knowledge and attitudes or insights for a higher level of a particular skill.

Self-Study (Self-Directed Learning)
Self-study is usually used jointly with other development activities. Self-study involves using any kind of resources (i.e., books, videotapes, professional writings, professional discussions, etc.) to increase skill, add to knowledge, change values or attitudes or to satisfy an interest area to improve competency levels.

Job Rotation/Secondments (Learning On-the-Job)
Job rotation and secondments are a developed activity where a learner is assigned to work in a different location or job for the purpose of improving existing skills, or gaining different skills. It is usually for an extended term with the expectation that the learner will return to the original job with improved or different skills. It is sometimes used to assist individuals with career development.

Community Involvement (Self-Directed Learning)
Often core skills can be developed outside of the workplace. Individuals who become involved in various community activities may build a broader perspective, and develop additional skills and knowledge. These could include speaking at community functions, serving on community boards, service groups, or professional associations, participating in fund raising, managing budgets, doing volunteer work, sports and so on. Individuals then apply the skills learned back on the job.

Special Projects (Learning On-the-Job)
These are workplace activities usually outside the scope of and pursued in addition to an individual’s current job. Projects are usually substantial activities that can last over a period of time. They could be special task forces, committees, or individual projects. They can be used to improve existing skills or add new competencies.

Research Projects (Learning On-the-Job and Self-Directed learning)
These are usually individual projects and are useful for expanding knowledge, increasing an existing skill
level such as analysis, communication, reporting, etc. These projects also help in improving awareness in special topics.

**Task Forces/Committees (Learning On-the-Job and Self-Directed learning)**

Usually these are workplace activities that have a benefit similar to community involvement activities. These activities help develop skill level, knowledge and awareness and appreciation for dealing with workplace issues.

**Guest Speaker Series (Self-Directed Learning)**

Attending presentations by experts in topics related to core and technical skills contributes to an individual's knowledge, awareness, and understanding of values in a particular area. It can be considered self-study.

**Professional Forums (Learning through People and Self-Directed Learning)**

Attending conferences or workshops allows individuals to gain knowledge, improve awareness and gain insight from peers. This activity helps in the development of technical competency.

**Internet Workshop Training (Learning through Training and Learning On-the-Job)**

This is an effective method for developing skills and acquiring knowledge in specific skill development. It is usually a small group learning format and often customized to the work group.

**Action Learning (Learning through People and Self-Directed Learning)**

Action learning occurs when an individual or a work group tries out a concept or idea on the job, working independently or together on a project for a specific period of time. This type of learning activity usually requires setting learning objectives at the beginning, researching, planning, carrying out the project and evaluating the results. There is a planning evaluation session at the end to identify the lessons that were learned.

**Formal Learning**

**Overview of Support Staff Reimbursement**

The University of Manitoba offers a wide range of academic programs to help build a career or complement a career path and provides tuition reimbursement for eligible employees. Employees may also be eligible from reimbursement from their home unit.


**University of Manitoba Programs:**

[www.umanitoba.ca](http://www.umanitoba.ca)

**Continuing Education**

The Continuing Education department of the University of Manitoba offers many Certificate Programs geared at working professionals and adult learners and offers a flexible schedule. Some programs may
offer credits transferable to other certificate and/or degree programs. Please contact Continuing Education for more information.

http://umanitoba.ca/faculties/con_ed/coned/

**Professional Associations**

Many professional associations offer designation programs which may be a requirement for certain positions. Commonly, the professional association will provide designations upon succession completion of training and examinations and offer continuing professional development opportunities. Whether mandatory for an occupation or not, membership with a professional association is an excellent way to remain current and demonstrate continuous learning.

- **Certified General Accountants**
- **Certified Managerial Accountants** / **Chartered Accountants** (Merging Organizations)
- **Chartered Financial Analysts**
- **Canadian Payroll Association**
- **Supply Chain Management Association** (Manitoba Chapter)
- **ITIL**
- **NACADA**
- **Canadian Association for Laboratory Animal Science**
- **Certified Fundraising Executive**

And many more...

**UM Management and Leadership Development**

- **Bachelor of Commerce (Honors)**
- **Graduate Studies and Executive Education at the Asper School of Business**
- **Certificate Program in Management and Administration**
- **Certificate in Applied Management**
- **CHERD**
- **Learning and Development Services Workshops**