






# MANAGERS: MANAGING CAREER GROWTH

Managers, use this guide to help employees address common challenges to career advancement at Kaiser Permanente.

EMPLOYEE CHALLENGE	SUGGESTED SOLUTIONS
 <p><b>SEEKING MORE EDUCATION</b></p>	<ul style="list-style-type: none"> <li>» Eligible KP employees can use tuition reimbursement (<a href="http://kpcareerplanning.org">kpcareerplanning.org</a>) and take KP Learn courses (<a href="http://learn.kp.org">learn.kp.org</a>).</li> <li>» Partnership union members can use education trust services: Ben Hudnall Memorial Trust (<a href="http://bhmt.org">bhmt.org</a>), SEIU UHW-West &amp; Joint Employer Education Fund (<a href="http://theedfund.org">theedfund.org</a>), and SEIU Healthcare 1199NW Multi-Employer Training Fund (<a href="http://healthcareerfund.org">healthcareerfund.org</a>) offer career counseling, degree programs, skill enhancement and team training.</li> <li>» Represented employees may be eligible for education leave. See labor contracts for details on this and other educational benefit criteria.</li> </ul>
 <p><b>SEEKING MORE EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>» Inform employees if your department has a cross-training program. If not, consider talking with your regional Workforce Planning and Development (WFPD) committee about starting a program (<a href="http://kpcareerplanning.org/prd/contact_us.php">kpcareerplanning.org/prd/contact_us.php</a>).</li> <li>» Encourage employees to participate in a training program to help gain experience. Visit the experience programs page at <a href="http://kpcareerplanning.org/experience">kpcareerplanning.org/experience</a> for a guide to apprenticeships and other programs.</li> <li>» Contact your local union partners to inquire about workforce development opportunities (<a href="http://LMPartnership.org/about/whos-who/staff-directories/local-unions">LMPartnership.org/about/whos-who/staff-directories/local-unions</a>).</li> </ul>
 <p><b>LOOKING TO GAIN MORE EXPOSURE</b></p>	<ul style="list-style-type: none"> <li>» Consider including employees on high-visibility projects.</li> <li>» Mention opportunities to volunteer at <a href="http://kpcares.org">kpcares.org</a> or join an employee association such as the KP African American Professional Association (<a href="http://sp-cloud.kp.org/sites/BRGHub">sp-cloud.kp.org/sites/BRGHub</a>).</li> </ul>
 <p><b>LOOKING TO IMPROVE INTERVIEWING SKILLS</b></p>	<ul style="list-style-type: none"> <li>» All KP employees can practice interviewing (<a href="http://kpcareerplanning.org/prd/interview_guidelines.php">kpcareerplanning.org/prd/interview_guidelines.php</a>), take KP Learn courses (<a href="http://learn.kp.org">learn.kp.org</a>) and find a mentor (<a href="http://kpmentoring.org">kpmentoring.org</a>).</li> <li>» Partnership union members can talk with a trust fund career counselor (<a href="http://bhmt.org/career-coaching">bhmt.org/career-coaching</a>, <a href="http://theedfund.org/cc">theedfund.org/cc</a>, <a href="http://healthcareerfund.org/programs-services/career-counseling">healthcareerfund.org/programs-services/career-counseling</a>).</li> </ul>
 <p><b>FACING LIMITED OPPORTUNITIES WITH SCHEDULE</b></p>	<ul style="list-style-type: none"> <li>» Discuss what matters most to employees — a new position may involve sacrifices over shift/location.</li> <li>» All KP employees can explore career paths at <a href="http://kpcareerplanning.org/paths">kpcareerplanning.org/paths</a>.</li> </ul>

SET EXPECTATIONS

TRANSITION TO NEW CAREER