



# HELP YOUR TEAM BUILD THE JOB SKILLS OF THE FUTURE

Workers who gain new skills and advance their careers score a win for themselves and their families—and for Kaiser Permanente and KP members and patients. Use these tips to help your team build the job skills of the future with the help of the Labor Management Partnership's educational trusts.



**Have career conversations with employees.**

Talks can be brief and happen anytime, anywhere during the work day.



**Find ways to schedule around those who need time to attend class or study.** It's usually not as difficult as it may seem. Enabling employees to increase their knowledge is a plus for them, the team—and our members and patients.



**Model the four critical skills that every KP employee needs to be successful:**

Consumer focus, digital fluency, collaboration and process improvement. Help develop capable, flexible, and engaged teams to meet our organizational goals. Learn more at [kpcareerplanning.org/prd/critical\\_skills.php](http://kpcareerplanning.org/prd/critical_skills.php).



**Help your staff understand the changes coming to health care.**

Encourage employees to stay current with industry trends, KP's evolving big picture and department needs.



**Make professional development the focus of a staff huddle or meeting.** Consider inviting representatives from the [Ben Hudnall Memorial Trust](#) or [SEIU UHW-West & Joint Employer Education Fund](#) to discuss career mobility.



**Think long term.** An employee who feels engaged and supported is more likely to stay with Kaiser Permanente and go the extra mile.



**Pay it forward.** Think about a time when a manager helped you move up in your career, and do the same for members of your team.