

WORK CENTRAL AB

Professional Development

Keep Growing Your Skills Throughout Your Career

A Career Resource from Work Central AB

Investing in Your Professional Development

Careers rarely advance on experience alone - ongoing learning keeps your skills relevant and signals to employers that you're invested in your own growth. This guide covers practical, accessible ways to keep developing, many of them available locally across Central Alberta.

1. Identify Where to Focus

- Review job postings for roles you aspire to and note recurring required skills or certifications.
- Ask your manager or mentor what skills would help you advance in your current organization.
- Consider both technical skills (software, equipment, certifications) and soft skills (leadership, communication, project management).

2. Formal Learning Options

- Certificate and diploma programs through Red Deer Polytechnic and other regional institutions.
- Trade certifications and apprenticeship programs for hands-on and technical fields.
- Online courses and micro-credentials for flexible, self-paced learning.
- Employer-sponsored training - many organizations offer tuition support or internal training budgets, so it's worth asking.

3. Informal Learning Options

- Industry webinars, conferences, and local workshops.
- Mentorship - both being mentored and mentoring others builds valuable skills.
- Stretch assignments or cross-training opportunities at your current workplace.
- Professional associations and networking groups that offer learning events.

4. Funding Your Development

Professional development doesn't have to come entirely out of pocket. Look into:

- Employer tuition reimbursement or professional development budgets.
- Provincial and federal training grants and subsidy programs.
- Scholarships or bursaries offered through industry associations.

5. Tracking Your Growth

Keep a Simple Development Log

Courses, certifications, and training completed, with dates.

New skills gained and how you've applied them at work.

Feedback received from managers or peers.

This log becomes valuable material for performance reviews, resume updates, and LinkedIn.

Professional Development Checklist

- ✓ Identified key skills to develop based on career goals
- ✓ Explored at least one formal learning option
- ✓ Explored at least one informal learning option
- ✓ Researched funding or employer support available
- ✓ Started a simple log to track courses and new skills

Keep Building Your Career With Work Central AB

Pair ongoing development with a clear Career Plan to stay focused on what matters most. Visit workcentralab.ca/resources for more free career tools.