



MO LEARNING

Powered by LinkedIn Learning™

Professional Development Conversation Checklist

Prepare

- Review your notes from your last professional development or ENGAGE conversation. Identify your top professional development goals or those of your team members.
- Set up your LinkedIn Learning account. Explore the site to get to know it better.
- Go to the [MO Learning website](#) to see if any suggested training courses align with the professional development goals of you or your team members.
- Go to LinkedIn Learning to find courses beneficial to the professional development of you or your team members.
- Take notes about the courses you're interested in — course title, subject, and how it will be beneficial — for you or your team members. You can reference your notes during your professional development or ENGAGE conversation.

Plan

- Be deliberate and set aside time during your professional development or ENGAGE conversation to talk about LinkedIn Learning courses.
- Supervisors and team members: You both are encouraged to bring up LinkedIn Learning during your professional development or ENGAGE conversations. Both can reference the team members' professional development goals before suggesting training courses that are related.
- Supervisors and team members: Agree on what training courses team members will pursue. If the team member is overtime eligible, special rules apply. Please find more information in the [MO Learning Frequently Asked Questions](#).

Practice

- You are encouraged to dedicate time every week toward your professional development goals using MO Learning. Please discuss with your supervisor the best approach to integrate dedicated time for LinkedIn Learning into your work.
- Find ways to apply and practice the skills you are building in your daily responsibilities.
- Keep notes of your professional development progress thanks to MO Learning. The notes will help you update your team members or supervisor on your progress at your next professional development or ENGAGE conversation.
- Remember sharing your professional development goals with others offers the opportunity for regular feedback to help you improve. The same is true for MO Learning. Share highlights of the LinkedIn Learning courses you complete with others. Discuss ways you are applying what you learn and ask team members for their observations on your progress. MO Learning is another chance to apply the 4-Step Feedback Model.