Central State University
Career Development Experience (CDE)

**Purpose:** To provide employees at various classifications across campus with exposure to areas outside of their experience and expertise, including a unique cross-training experience.

**Goal:** To create opportunities for participants to spend time shadowing an employee in another department. This is intended to facilitate an environment for learning, understanding, mutual respect and teamwork. The CDE allows employees to assist in areas outside their own work groups in order to accommodate staffing challenges.

**Objectives:** As employees strive for excellence in their own particular work groups, they are often unaware of the challenges that colleagues experience in other areas.

The program will provide the opportunity to:

- Improve understanding of departmental functions
- Improve the challenges and opportunities for each department
- Build harmony and teambuilding
- Enhance knowledge based of University operations
- Improve networking within CSU
- Facilitate collaboration
- Create a formalized cross training program
- Accommodate internal coverage for key positions
- Reduce the necessity for outside hiring
- Prepare employees for promotional opportunities
- Provide options in consideration of succession planning
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Cross Training Process

1. Ideally, the cross training process is designed for two partnering employees (Partner CDE) who will spend a minimum of 16 initial hours (eight hours per position) in each position
   • Each employee will shadow the other for one full work day, which may be served in two hour increments
   • Employees who are not partnering (Individual CDE) will train in a workgroup, department, or division for a minimum of 8 initial hours, which may be served in two hour increments

2. Cross Training–Job shadowing shall include
   • Introduction to staff in work area
   • Attending a staff meeting
   • Reviewing each other’s job descriptions

3. Program participation will include the following:
   • Observe the day to day operations of their fellow employee
   • Determine how the processes, procedures and directives impact one another (positive/negative)
   • Provide feedback with observations, comments, critiques, and potential process improvements

4. Establish CDE Timeline
   • Consult with leader of work group, department, division to determine needs of the area to receive a CDE employee
   • Determine availability of CDE employee to be released from his or her home department
   • Reach agreement on the timeline between each employees chain of command via the CDE Request
Criteria for Participation in CDE

- Any full-time employee may petition to complete a Career Development Experience (CDE) with another partner employee or as an individual
- The petition for CDE must be completed on the official Request for CDE
- The CDE must involve employees who do not hold positions which perform the same or similar duties
- The CDE must be approved by the direct supervisor and up thru each level of chain of command for each employee up thru the Divisional Head

Cross Training Exercise

Employees will provide an overview of the CDE to his or her supervisor and work group within (30) thirty days of the career experience concluding to include the following considerations:

1. What is the relation of this position to my own position
2. What can I do to help make their job easier
3. “Is the grass greener on the other side?”
4. “Does one hand really wash the other?” – How do the process, procedures and directives impact one another? (positive or negative)
5. Provide feedback about observations, comments, critiques and potential process improvements.
Central State University
Career Development Experience (CDE) Request

Career Development Experience (CDE)

Employee requesting a CDE:

Requestor Name ____________________________________________

Position Title ______________________________________________

Department _________________________________________________

Division____________________________________________________

To what department, position, or individual are you requesting a CDE?

Name ______________________________________________________

Position Title ______________________________________________

Department _________________________________________________

Division____________________________________________________

Why do I want to have a CDE in this area?

________________________________________________________________________

If the CDE will be ongoing, state the time period in which the CDE is the CDE expected to last? Include as much detail as possible such as the number of hours per day, days, per week, number of weeks or months, etc. that the CSE will last.

________________________________________________________________________
Signatures of Offering Employee  Signatures of Accepting Employee

Offering Employee  Date  Accepting Employee

Supervisor  Date  Supervisor  Date

Director/Dean  Date  Director/Dean

Division Head  Date  Division Head
Lessons Learned:
This form is to be completed by each participant in a CDE. Each participant will lead a discussion sharing the lessons learned with his or her work team within 30 days of completing the CDE.

1. ____________________________________________________________

2. ____________________________________________________________

3. ____________________________________________________________

4. ____________________________________________________________

5. ____________________________________________________________

6. ____________________________________________________________

7. ____________________________________________________________

8. ____________________________________________________________

9. ____________________________________________________________

10. ____________________________________________________________