

INDIVIDUAL STAFF MEMBER

CUES Learning & Development Month

# 31 Day Challenge





## CUES Learning and Development Month celebrates our members' commitment to creating a culture which advances both professional and daily skill development in the workplace.

During this month we encourage you to leverage your CUES membership benefits by planning learning opportunities for not only this month, but the next 11 as well, for a full year of learning. Gaining knowledge does not have an expiration date. We want you to take initiative and make the most of your membership.



## You can use your CUES membership to develop the following areas:

### 1. Communication Skills

Communication development will help you build relationships with members and colleagues. Public speaking, listening skills, and empathy are all built on when developing these skills.

### 2. Work Ethic

Creation of an accountable, dependable team valuing honesty, integrity, and professionalism is skilled in interpersonal communication, ethical actions and reactions, and conflict resolution.

### 3. Organizational Skills

Learning to effectively multi-task, manage time, and prioritize will save you time and money.

### 4. Leadership

Increase your confidence in areas of management, decision-making, delegation, and problem-solving.

### 5. Critical Thinking

Critical thinking solves complex problems in new ways and is the backbone of bringing your career to the next level.

### 6. Self-Care

Self-care is inversely correlated to happiness and engagement. The less stress you have, the happier and more engaged you'll be.

### 7. Flexibility

Being open to learning new skills, adaptable to change, versatile and resilient will allow you to be better able to improvise when needed.

# 31 Day Challenge

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				<b>1</b> Log in to <b>cues.org</b> and personalize account <ul style="list-style-type: none"> <li>• <b>Update</b> contact preferences</li> <li>• <b>Explore</b> "Access My Benefits"</li> </ul> Decide what skills you want to develop.
<b>4</b> <b>Start</b> Your Development Planning <ul style="list-style-type: none"> <li>• <b>Schedule</b> 30 minutes to talk with your supervisor about the skills you would like to develop.</li> <li>• <b>Register</b> for CUES 2021 Member Appreciation and Awards Ceremony at <b>cues.org/MAE</b>.</li> </ul>	<b>5</b> Find courses in <b>CUES Learning Portal</b> or <b>Harvard ManageMentor</b> that support the skills you would like to develop. <b>Register</b> for one! <b>Schedule</b> 15 minutes or more over the next few days to complete the course.	<b>6</b> Work on course	<b>7</b> Work on course	<b>8</b> <b>Complete</b> course and <b>post</b> course completion certificate on social media.
<b>11</b> Email your supervisor the link to the course you completed and a list of what you learned.	<b>12</b> Visit <b>CUESNet</b> , <b>set up</b> profile, join communities, <b>meet</b> peers. You are already part of the CUES member community.	<b>13</b> <b>Reflection Question:</b> What skills/knowledge do I need for a desired role?	<b>14</b> Visit CUES DEI Resource Center at <b>cues.org/DEI</b> .	<b>15</b> <b>Reflection Question:</b> Where do I see potential for growth in myself?
<b>18</b> Log in to your account, visit <b>CUmanagement.com</b> and browse our digital magazine.	<b>19</b> View our upcoming <b>CUES Virtual Classrooms</b> and register for one.	<b>20</b> <b>Reflection Question:</b> What kind of work would I like to be doing that I am not currently doing?	<b>21</b> <b>Attend</b> the 2021 Member Appreciation and Awards Ceremony at 2:00 p.m. CST.	<b>22</b> <b>Check out</b> the CUES Awards Winners Online online at <b>cues.org/awards</b> .
<b>25</b> <b>Schedule time</b> each quarter to complete a CUES Learning Portal pathway or Harvard ManageMentor course.	<b>26</b> <b>Email your CEO</b> and thank them for providing access to CUES Membership.	<b>27</b> <b>Reflection Question:</b> What is a stretch goal I can create based on my current skill set and available resources?	<b>28</b> <b>Post on social media</b> something you learned during learning and development month.	<b>29</b> <b>Select and start</b> your next course.