

Growth & Development Learning Strategies





Do you aspire to grow and develop the necessary skills to support your advancement within eHealth Technologies? Then you have come to the right place! Welcome to the tool that will assist you in developing an action plan to support your career aspirations.

As a company that values our employees and their growth, this guide provides suggested learning strategies to support your development. The career planning process is closely aligned to our Performance Evaluation Process to ensure you stay on track in achieving your goals.

This guide provides training and learning experience options to help you develop the skills necessary to advance. The approaches offer flexibility based on the job or situation and are meant to be descriptive, not prescriptive, with options that promote dialogue between you and your manager.

For additional information about your potential career growth and developmental goals, please be sure to partner with your manager to create a plan that best supports your career goals.

Let this career guide assist you in building the road map for your learning journey. Set your sights high and take charge in achieving your career goals!



COMPANY VALUES

Our values guide who we are and how we work as a company. They are woven into all that we do to ensure patients get the critical care they need as soon as possible. These values can also be a guide to help you achieve your career goals at eHealth Technologies.



Integrity – We are an honest, ethical company with a deep commitment to safeguard the health information entrusted to us.



Customer care – We are passionate about the critically important work we do for our customers and their patients, driving us to exceed their expectations, needs, and timelines.



Our people – We share a responsibility to provide an honest, caring, encouraging, and inclusive environment based on mutual trust and respect for all who work here.



Results – We are innovative and embrace a culture of continuous improvement and faithfully meet all commitments to our fellow team members and the company.



Collaboration – Open and active communication guides the way we work. Differing viewpoints are encouraged. In the end, alignment and teamwork drives our success.



GROWTH & DEVELOPMENT STRATEGIES

Research and practice indicate that there are multiple strategies you can use to learn and grow in your career. You are more likely to be successful when using these strategies with the support of your manager, so reach out to your manager to discuss further. Here are some approaches you can take:

- **eHealth Technologies Learning Library:** ehealthtechnologies.info/learning-resources
- **Cross-train:** learn another position on your team or related team.
- **Operations certification training**
- **Operations Workflow Overview training:** (formal or on-the-job).
- **Special team projects or assignments:** a group problem-solving situation to develop your skills working with others.
- **Serve on an interdepartmental committee:** for example, the Employee Council, special project teams, etc.
- **Vacation or leave assignments:** step up to take on responsibilities when someone is on PTO or leave.
- **Shadow someone:** request time to shadow someone else on your team, a manager or someone on a different team in the organization.



- **Mentoring:** share your experience, knowledge, and skills with a co-worker or find someone to share those with you, or better yet, both!
- **Elective training/reading:** seek out training, other online resources or visit your library to read up on skills. Follow that learning up with a summary (verbal or written) to your manager and/or team.
- **Networking:** regularly connect internally and externally with colleagues; allows for best practice sharing and gaining new insights in your field.
- **Join professional organizations:** participate in initiatives that further support your growth & development as well expand your network.
- **Presentation/training/leading opportunities:** seek opportunities to lead a team meeting, train a new co-worker, give a tour of your workplace to visitors, present at team or company functions (i.e. New hire Orientation, Operations Training, Monthly Operating Reviews, Monthly Manager meetings, etc.).
- **Seek ongoing feedback:** ask co-workers or managers for feedback, formal or informal, including skills that you can improve; be open & accepting to the feedback to fully allow yourself to improve.
- **Free online learning options:** [Google OnAir](#), [Dale Carnegie](#), [Coursera](#)

What's Next?

Partner with your manager and others (as needed) to complete your Individual Development Plan (as shown on page 7). Once you and your manager have identified the top 2-3 skills you need to develop in order to advance, be sure to complete your Individual Development plan (IDP) which will outline those key skills along with the learning initiatives that will enable you to grow those skills. Be sure to update and review your IDP periodically with your manager to ensure you are on track to achieve your career goals.



Be sure to consider the following when identifying your career goals:

- What pieces of your current job do you enjoy the most?
- What tasks of your current position do you enjoy the least?
- What motivates and energizes you?
- What skills do you feel would help you to master your current role?
- What's the link between your personal goals and our company goals?
- What training or learning experiences (i.e. serving on internal committees, teams) would strengthen your current skills?
- What training or learning experiences would help you to overcome or compensate for your current weaknesses or lack of experience?
- Take advantage of these free assessments to grow and develop skills to achieve your career goals:
 - Emotional Intelligence assessment: [Test Your Emotional Intelligence, Free EQ Quiz, EI Test \(ihhp.com\)](#)
 - Resilience: [Take a Free Resilience Questionnaire! – Leading Higher](#)
 - Strengths Finder: [How Individuals Use CliftonStrengths | EN - Gallup](#)

For more information, work with your manager, Human Resources or the Director of Talent Development.

Individual Development Plan (IDP)

Who you are:	My Goals:		
	Short Term:	Mid Term (2-5 yrs):	Long Term (> 5 yrs):
	Professional:	Professional:	Professional:
Education:	Personal:	Personal:	Personal:
Employment/experience:	Current Competencies, skills, knowledge, experience:		
Values:	Development needs & skills required for current role and future goals:		
Areas Opportunity:	Action Plan details & timeline:		

"Personal development – the never-ending chance to improve not only yourself, but also to attract opportunities and affect others." –Jim Rohn