



ASPIRE Program

Employee Upward Mobility Exploration Program

“What do YOU aspire to be?”

What is the Purpose of this Program?

- Program is designed to support employees in exploring their career aspirations and dreams
- Experience prospective career opportunities
- Help structure paths to success!
- Document goals and pathways within the employee's IDP.
- Broaden opportunities to build a diverse workforce and be inclusive of all SCM employees.
- Alignment with FOA goals related to diversifying workforce



This Program is for:

- Long-Term Employees
- Represented Employees
- Non-Represented Employees
- Any Employee Looking for New Opportunities Organization!



This voluntary program is open to all full-time career SCM employees who have been in their current position for at least one year, and with a most recent employee evaluation of “meets or exceeds expectations.”

Five-Step Process

- The Five Steps help ensure that the employee has the resources and information to learn and succeed.
- Like five fingers, each of the steps supports one another.
 - Plan
 - Shadow
 - Train
 - Coach
 - Realize
- Check-in's with Supervisor / Manager and the Program team to track engagement and support the individual in the program.



Designed to Help Support Success

- Process is not “linear.”
- Employee may complete one step and then go back to a previous step, for additional empowerment or support.
- Check-in period between each step is to allow time for self-reflection.
- Employee may not complete all five steps. After completing two or three steps, employee may realize that they do not wish to pursue the opportunity further.
 - Purpose of program is to expand awareness of possibilities, and this will occur, even if only a few steps have been completed.



1. Plan

- This step and the Program starts with the interested employee completing the application process and being interviewed by the Aspire Committee.
- The participant will work with the leadership within the specific career areas to do a side-by-side comparison of current skills with the required skill set and education of the desired position.
- Look at skills that may not be utilized in current position, but are being used in other applications, including outside work, volunteer positions, past experience.
- The goal is to help the participant “build the bridge” between the current position and the desired future position!



2. Shadow

- Identify position(s) the employee would like to shadow.
- Shadowed Staff Members are on a voluntary basis.
- The Shadow(er) should schedule time for shadowing. Should be “typical day” as much as possible. Might need to set up multiple times on different days for proper representation.



3. Train

- Employee is encouraged to look for training opportunities at UC Davis whenever possible, including training offered through Staff Development and Professional Services, and Continuing and Professional Education.
- The Training step may include formal and informal learning.
- Meeting any necessary training requirements and costs is the responsibility of the participant.
- No formal training or cost assistance is provided as part of the program, but there are [Staff Scholarship opportunities available through UC Davis Staff Assembly](#).



4. Coach

- Coaching will be provided by the Sr. Leader within the desired function to help the staff member understand how to prepare and be ready when an opportunity opens up.
- A regular “check-in” should occur, to identify how the development program is working for the employee, recognize and reward successes, and identify and mitigate any challenges.
- A specific Individual Development Plan (IDP) should be documented and frequently reviewed.



5. Realize

- At this step, the employee now has the knowledge and information needed to move forward.
- It's in the employee's hands to pursue (or not) the position.
- Luck may help employee secure desired position: Luck = Preparation and Opportunity.



Outreach Highlighting Employee Benefits of New Program

- Increase awareness of position possibilities
- Learn new processes
- Acquire new skills and knowledge
- Identify new options to explore now and in the future



Outreach Highlighting Organizational Benefits of New Program

- Cross-Training amongst multiple employees can provide knowledge that better allows organization to meet workload needs.
- As employees learn more about what others do, they can better understand their impact, and how they benefit the larger organization.



The Path to Enter the Aspire Program

- The interested Employee will complete an Aspire Program application, located on the SCM website.
- Employee and Supervisor will discuss plan for employee to participate in program, while ensuring that employee's current workload and coverage issues are addressed.
- Employee will meet with the Aspire Program Committee to evaluate the application and discuss how to move forward.

Resources

- ✓ UC Learning Center: <http://lms.ucdavis.edu>
- ✓ UC Davis Continuing and Professional Education: <https://cpe.ucdavis.edu/>
- ✓ UC Davis Open Campus Program: <https://cpe.ucdavis.edu/open-campus>
- ✓ UC Davis Human Resources Individual Development Plan (IDP) Info Page: <https://hr.ucdavis.edu/departments/learning-dev/toolkits/career-mgmt/next-steps/idp>



Pilot Program Overview

- Looking for 5-6 volunteers in the first cohort.
- Shadowing opportunities are limited to positions within SCM.
- Shadowed employees are selected on a voluntary basis.
- First Cohort should kick off in January 2020.
- Program to re-evaluate after first Cohort.
- Possibly combine other FOA programs to create a broader Staff Development Program.

