

Resources to Develop Professional Skills in Graduate School



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Office of Graduate Professional Development

What is the Office of Graduate Professional Development?

The **Office of Graduate Professional Development (OGPD)** is here to help you hone skills and gain experience in key areas that spell success in graduate education and beyond.



Succeeding in Graduate School

A successful graduate experience will equip you with the *skills* and *credentials* to get a job in your career of interest.

Your graduate program will provide you with the necessary *technical* and *theoretical* skills.

But you still need to learn how to best leverage your skills to be a successful professional.

Core Competencies

Career Advancement

Interviewing skills
Career exploration

Professionalism

Punctuality
Reliability

Management and Leadership

Conflict management
Mentoring Up



Research Skills and Knowledge

Research design
Responsible conduct of research

Effectiveness and Purpose

Time management
Self care

Communication

Grant proposal writing
Public speaking

The Individual Development Plan

Structured Planning Tool

Set **short-term**
goals

Productive and
intentional training

Set **long-term**
goals

Build professional
skills, meet interests,
& values

Mentoring tool

Establish
mentor/mentee
expectations, have
difficult
conversations

Living document

Revisit yearly to
assess progress and
revise goals

This self-assessment survey allows you to evaluate your current strengths and weaknesses. Please check the boxes according to your ability (1 being low; 3 being high). Use these scores to guide your discussions with your advisor. You may identify targeted goals for this year by using the Goal checkboxes in the relevant skill categories.

Research Skills & Knowledge	1	2	3	Goal	Management & Leadership Skills	1	2	3	Goal
Broad-based knowledge of field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Providing instruction and guidance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical reading of literature in field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Providing constructive feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experimental/research design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dealing with conflict	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Careful recordkeeping practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planning and organizing projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding data ownership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Serving as a role model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrating responsible conduct in (human/animal) research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delegating responsibilities in a research setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifying research misconduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leading and motivating others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectiveness/Purpose	1	2	3	Goal	Professionalism	1	2	3	Goal
Maintaining openness and curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identifying and seeking advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being healthy (physically, emotionally, financially)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upholding commitments & deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintaining positive relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

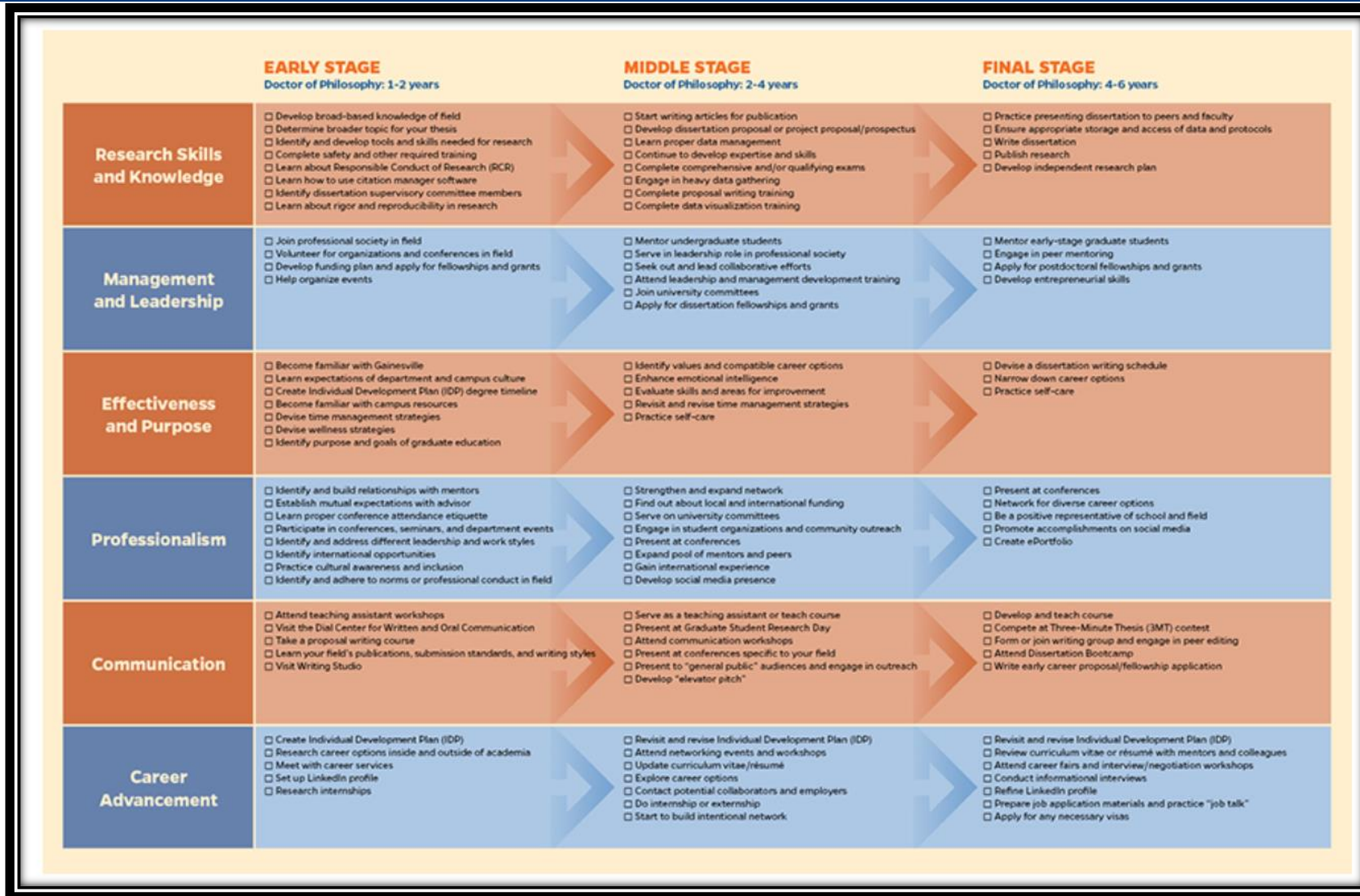
[View on OGPD IDP Webpage](#)

Chart Your Course: A Strategic Roadmap for Graduate Student Success at UF

Collaborations

Mental
Wellness

Career
Exploration



Networking

Data
Management

Teaching
Methods

Office of Graduate Professional Development Resources

Weekly
Workshops

Social
Support
Writing
Program

Individual
Consultations

Virtual Drop-
In Writing
Hours

Women Lead

Preparing
Future
Faculty

Upcoming Events

September 8, 11:30am	Resources to Develop Professional Skills in Graduate School	Online	UF OGPD	Effectiveness and Purpose
September 8, 2pm	Week 1: Building a Publishing Pipeline: Updating, Maintaining, and Leveraging Your Pipeline	Online	NCFDD	Effectiveness and Purpose
September 9, 12pm	UDL: Designing Instruction for the Love of Learning	Online	UF CTE	Communication
September 9, 1:30pm	Mastering the Challenge of Managing Employees	Online	UF HR	Management and Leadership
September 9, 2pm	Overcoming Academic Perfectionism	Online	NCFDD	Effectiveness and Purpose
September 9, 3pm	Writing an Effective Teaching Philosophy Statement	Online	CIRTL	Communication
September 10, 10am	Research Abroad for Doctoral Students (RADS) Info Session	Online	UFIC	Management and Leadership

[View on OGPD Upcoming Events Webpage](#)

Be Proactive in Your Development



**Funding
Opportunities**

**Professional
Development
Workshops**

**Research & Writing
Workshops**

**Teaching
Workshops**

**Helpful
Resources**

[View on OGPD Newsletter Webpage](#) (or your inbox)

OGPD Online Workshop Series

**Design Thinking:
Reframing Your
5-Year Plan**

**Working on
Wellness: An
Ongoing Journey**



**Finding Reputable
Journals: Library
Tools to Identify
Credible
Publications**

**How to Train Your
Advisor**

[Register on OGPD Workshops Webpage](#)

OGPD Recorded Workshops

**Get Stuff Done:
Taking Control of
Your Time and
Managing
Leisure Guilt**

**What Nobody
Ever Tells You:
Writing Tips for
International
Graduate
Students**



**Finding a Good
Dissertation or
Thesis Topic**

**Effectively Coping
with Writing
Anxiety and
Procrastination**

[View on OGPD Workshops Webpage
\(drop down menus\)](#)

Office of Graduate Professional Development Programs

Weekly
Workshops

Social
Support
Writing
Program

Individual
Consultations

Virtual Drop-
In Writing
Hours

Women Lead

Preparing
Future
Faculty

Campus Resources

Counseling and
Wellness Center

Libraries

Career Connections
Center

Center for Teaching
Excellence

Writing Studio

Dial Center for
Written and oral
Communication

GatorWell

Thrive@UF

National Center for
Faculty Development
and Diversity (NCFDD)

LinkedIn Learning

Employee Assistance
Program

Center for the
Integration of
Research, Teaching,
and Learning

OGPD Campus Resources List

CAMPUS RESOURCES

This webpage serves as a comprehensive list of on-campus resources available to graduate students.

The Care Team

The Care Team is an office within the Dean of Students office that was created to care for every single individual that walks through this campus.

Career Connections Center (C3)

C3 provides many resources for graduate students including the [Graduate Students Career Community](#), [a closet that loans professional attire](#), [an online resource library](#), and [meetings to help revise application materials](#) for academic and industry careers.

Center for the Humanities and the Public Sphere

GatorWell

This health promotion resource focuses on preventative measures to help you plan and implement wellness strategies.

Graduate School

The Graduate School provides important resources on topics such as [funding](#), [spouse and family resources](#), [the graduate course catalog](#), and [the Graduate Student Life Guide](#).

Graduate Student Council (GSC)

GSC serves as a liaison between University of Florida graduate students, the UF administration, and UF Student Government. Funded by UF Student Government, GSC is a voice for graduate student needs, concerns and ideas, and provides many services to

Office of the Ombuds

The purpose of the Ombuds office is to assist students, staff, and faculty in resolving problems and conflicts that arise in the course of interacting with the University of Florida. By considering problems in an unbiased way, the Ombuds works to help students and staff find solutions to university-related problems and concerns.

Office of Research

UF Research oversees compliance with the multiple requirements and guidelines that must be followed according to different funding sources to conduct research at UF.

Office of Student Financial Affairs

This office manages financial aid for

[View on OGPD Campus Resources Webpage](#)

National Center for Faculty Development and Diversity

<div>1</div> <div>SKILL #1: Every Semester Needs a Plan</div> <div>Watch Now</div>	<div>2</div> <div>SKILL #2: How to Align Your Time with Your Priorities</div> <div>Watch Now</div>
<div>3</div> <div>SKILL #3: How to Develop a Daily Writing Practice</div> <div>Watch Now</div>	<div>4</div> <div>SKILL #4: Mastering Academic Time Management</div> <div>Watch Now</div>
<div>5</div> <div>SKILL #5: Moving from Resistance to Writing</div> <div>Watch Now</div>	<div>6</div> <div>SKILL #6: The Art of Saying No</div> <div>Watch Now</div>
<div>7</div> <div>SKILL #7: Cultivating Your Network of Mentors, Sponsors, & Collaborators</div> <div>Watch Now</div>	<div>8</div> <div>Skill #8: Overcoming Academic Perfectionism</div> <div>Watch Now</div>

LinkedIn Learning



Technical Writing: Reports



Side Hustle Strategies for Designers



Enhancing Resilience



The New Rules of Work

Top liked on LinkedIn Learning



Negotiating Your Job Offer



Managing High Potentials



Cert Prep: Project Management Professional (PMP)®



Working with Difficult People

< Prev

CIRTL

SEP
21

A Graduate Student Panel on Exploring Race, Identity & Intersectionality

Tue 11:00 AM CDT • Indiana University

Cross Network

SEP
23

Writing an Effective Teaching Philosophy Statement

Thu 2:00 PM CDT • CIRTL Network

Cross Network

SEP
28

Using Frameworks to Examine Race in Higher Education

Tue 11:00 AM CDT • Indiana University

Cross Network

OCT
4

Decolonizing the Curriculum in STEAM

Mon 11:00 AM CDT • Indiana University

Cross Network

OCT
5

Introduction to Teaching at a Community College

Tue 12:00 PM CDT • University of California Los Angeles

Cross Network

OCT
7

Research, Teaching, and Mentoring at MSI/HBCUs

Thu 2:00 PM CDT • CIRTL Network

Cross Network



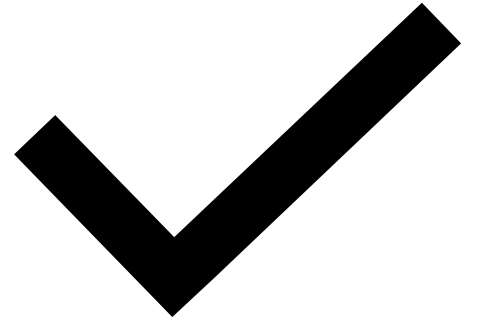


Welcome to the Office of Graduate Professional Development

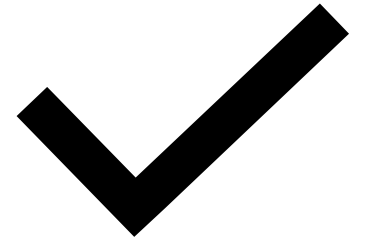
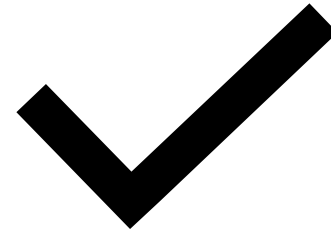
UPCOMING EVENTS →

<https://gradadvance.graduateschool.ufl.edu/>

Action Items



1. Bookmark our webpage for upcoming events:
<https://gradadvance.graduateschool.ufl.edu/>
2. Register for fall workshops
3. Download your roadmap
4. Start planning your professional development!



Questions? Comments?



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