






EMPLOYEES: MANAGING CAREER GROWTH

Employees, feeling stuck? Use this guide to help enhance your career advancement at Kaiser Permanente.

CHALLENGE	SOLUTION	ACTIONS
 WANT MORE EDUCATION?	Use your educational benefits.	<ul style="list-style-type: none"> » Eligible KP employees can use tuition reimbursement (kpcareerplanning.org) and take KP Learn courses (learn.kp.org). » Partnership union members can use education trust services: Ben Hudnall Memorial Trust (bhmt.org) or SEIU UHW-West & Joint Employer Education Fund (theadfund.org) offers career counseling, degree programs, skills enhancement and training programs. » Represented employees may be eligible for education leave. See labor contracts for details on this and other educational benefit criteria.
 NEED MORE EXPERIENCE?	Participate in a training program to gain experience.	<ul style="list-style-type: none"> » Visit the experience programs page at kpcareerplanning.org/experience for a guide to apprenticeships, fellowships and other programs. » Ask your manager whether there's a training program to help gain experience in your field of interest. » Contact your local union representative to inquire about workforce development opportunities (LMPartnership.org/about/whos-who/staff-directories/local-unions) or ask your manager to contact your regional Workforce Planning and Development (WFPD) committee about starting a program (kpcareerplanning.org/prd/contact_us.php).
 LOOKING TO GAIN MORE EXPOSURE?	Demonstrate your ability.	<ul style="list-style-type: none"> » Ask for high-visibility projects. » Volunteer at kpcares.org. » Network. » Join an employee association such as the KP African American Professional Association (kp.diverst.com/user/groups).
 LOOKING TO IMPROVE YOUR INTERVIEWING SKILLS?	Develop your soft skills.	<ul style="list-style-type: none"> » Partnership union members can talk with a trust fund career counselor (bhmt.org/career-coaching, theadfund.org/cc). » Take KP Learn courses (learn.kp.org). » Practice interviewing (kpcareerplanning.org/prd/interview_guidelines.php). » Find a mentor (kpmentoring.org).
 FACING LIMITED OPPORTUNITIES WITH YOUR SCHEDULE?	Change your shift, hours or location.	<ul style="list-style-type: none"> » Prioritize what matters most to you — a new position may involve sacrifices over shift/location. » Explore career paths at kpcareerplanning.org/paths. » Search job openings at kpcareers.org.

SET EXPECTATIONS

TRANSITION TO NEW CAREER