



Experiential Development Opportunity Descriptions

The tables below describe different types of Experiential Development Opportunities (EDOs), including examples.

- [Position Exposure](#)
- [Professional Networks](#)
- [Self Development](#)
- [Portfolio Enhancement](#)
- [Confronting New Challenges](#)
- [Community Involvement](#)

Position Exposure

Job Swapping

Have you ever wondered what a different job is like? Try swapping jobs with another employee who has similar knowledge and skillset as you. This will allow each of you to cover the other while on the job swap, and then make for an easy recovery to your original positions after an agreed amount of time.

Responsibility Swapping

Interested in learning a specific skill or more about a portion of a job without doing a full job swap? Try trading a part of your job for a part of someone else's.

Shadowing

Experience a "day-in-the-life" of another employee by following that person during his/her workday.

Rotations

Rotations expose an employee to a variety of experiences by shifting between different assignments or jobs at regular intervals of time.

Cross Training

Participate in a cross-functional group to solve a business problem that goes beyond the usual scope of your team.

Best Practice

Participate in a benchmarking team tasked with redefining metrics to assess effectiveness of your unit or department.

Stretch Assignments

Work with your manager to identify an assignment with new or different responsibilities than your current role. This experience will provide you with an opportunity to enhance your skills and knowledge by challenging yourself.

Examples: Fill in for a manager on vacation, Represent the team at a cross-functional meeting, Mentor a new employee, Present the team's work during a meeting, Serve as a liaison between two or more functions, Teach a process or course to a team, Participate in an enterprise-wide task force, Interview a potential team member, Present at a conference, Ask for feedback from; manager, direct reports, peers, internal and external customers.

Professional Networks

Mentor Relationship Identify a mentor who is willing to share their career guidance and advice while building a long-term, trusting relationship. It is important to have consistent guidelines to be followed by all parties.

Informational interviews Look for opportunities to meet with Cornell colleagues and learn more about a particular job, skills, unit, or department.

Peer networking Build a network of peers and colleagues inside and outside your organization for exchanging ideas, tips and best practices. Talk with others to learn more about their responsibilities, jobs and organizations. Participate in networking workshops to practice networking skills and expand your presence on social media such as LinkedIn.

Buddy system If you are new to your role or are learning a new skill, consult with your manager to find a buddy. He/she can help you navigate the new territory you are experiencing and share formulas for success. Be a buddy, provide a shadow opportunity for another employee, or teach a skill to others.

Examples: Represent the team at a cross-functional meeting, Mentor a new employee, Present the team's work during a meeting, Serve as a liaison between two or more functions, Join an industry association, Participate in an enterprise-wide task force, Interview a potential team member, Present at a conference, Ask for feedback from; manager, direct reports, peers, internal and external customers.

Self-Development

Training course Take a professional development course that addresses one of the key competencies needed for success in your current role. You can also try building foundational or advanced knowledge/skills for a future role or job associated with your career aspirations. Utilize massive open online courses.

Professional programs Attend a professional conference associated with your role to gain accreditation and obtain professional certification requirements. Often there are grants that can subsidize these endeavors.

Online Resources Explore career development techniques and options by research online career path tools such as Lynda.com. Regularly read professional journals, global business publications, and books that related to your profession and development. Also look to Cornell's website for development areas of interest such as training sessions.

Ask for feedback Ask your peers and your manager how you're doing. This can give you fresh insights about how you work with and impact others, including information about your strengths and areas you could focus on developing.

Example: Keep a leadership journal, Present at a conference, Teach a process or course to a team, Ask for feedback from; manager, direct reports, peers, internal and external customers.

Portfolio Enhancement: Work with your supervisor to identify these types of opportunities

Influence without authority	Influencing peers, higher management or other key people over whom you have no authority.
Scope and scale	Managing work that is broad in scope or large in size.
New directions	Starting something new or making strategic changes. Work with your manager to attend a presentation or meeting that you may not normally be invited to attend. Gain new exposure to the organizational issues and decision-making processes that define your daily activities. This will help you think more broadly and understand Cornell better.

Examples: Mentor a new employee, Serve as a liaison between two or more functions, Join an industry association, Participate in an enterprise-wide task force, Interview a potential team member, Present at a conference, Ask for feedback from; manager, direct reports, peers, internal and external customers.

Confronting New Challenges

Inherited problems	Take the initiative to make your job or department more efficient by fixing existing problems. Try helping your manager implement an improvement, this will show innovation and critical thinking.
Problems with employees	Providing support to employees who lack adequate experience, have opposing viewpoints as you, or are resistant to change can be a great way to enhance your communication and negotiation skills.
Leadership challenge	Bring a coalition of colleagues together to lobby for a new process, system or practice for the organization or to redesign, improve a work process.
High Stakes	Managing work with tight deadlines, pressure from above, high visibility and responsibility for critical decisions.
External pressure	Managing the interface with important groups outside the organization, such as customers, vendors, partners, unions and regulatory agencies.

Examples: Represent the team at a cross-functional meeting, Mentor a new employee, Present the team's work during a meeting, Serve as a liaison between two or more functions, Participate in an enterprise-wide task force, Present at a conference.

Community Involvement

Volunteering

Give back to the community by helping out at a charitable organization or a Cornell function. Volunteerism improves ones health and is important for employees who seek a higher purpose in life and look for meaning. An organization with a highly engaged workforce will help strengthen relationships among colleagues and develop teamwork and people skills.

Task Forces

Volunteer for opportunities to participate on task forces and special teams through which you can showcase your strengths and capacities for higher-level work outside of your day-to-day responsibilities.

Advisory Board

Join an advisory board at Cornell or in your local community. This will provide great leadership and decision making skills as well as strengthen your relationship with others.

***Examples:** Schedule lunch-and-learn events, Run a fundraiser for a community group, Teach a process or course to a team, Present at a conference, Join an industry association, Present at a conference, Volunteer at a Cornell function: Commencement, Slope Day, Homecoming.*
