



Advance your career utilizing professional development resources

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Introduction

As research development professionals aiming to provide the best resources and services to our clients, it is imperative that efforts are made to continuously sharpen the necessary skills.

The University of California, San Francisco (UCSF) offers several valuable resources for the professional development of administrative staff, including the **Academic Business Officers Group (ABOG)** and hosting **Toastmasters International** meetings. Both Toastmasters and ABOG foster networking among peers, and other leadership skills.

UCSF is the second largest employer in San Francisco, employing 22,000 staff, and it can be challenging to navigate the plentiful opportunities for career growth.¹ ABOG teaches its 400 members how to navigate the system to achieve career development and resolve the challenges within a large and complex institution; it also provides its members with a better understanding of career path possibilities.²

The goal of Toastmasters is to improve leadership ability, with an emphasis on communication skills. Toastmasters provides a supportive environment for participants through the practice of prepared speeches and constructive evaluation to exercise and enhance these essential leadership qualities.

Objectives

- Apply the skills fostered within professional development programs toward improving the quality of work in daily research development practice
- Clearly and confidently communicate with peers, faculty and clients
- Achieve career advancement
- Network within the institution
- Receive advice from senior leadership
- Learn how to negotiate and obtain satisfactory outcomes
- Learn how to resolve conflicts with effective communication
- Become more competitive
- Enhance effectiveness of partnerships between faculty and staff

Methods

ABOG:

Promotes educational and professional development opportunities. It also identifies and discusses common areas of concern and organizes discussions with campus leadership.

Fosters outstanding administration through advocacy, education, communication and outreach. It is a diverse group of administrators from multiple UCSF sites who effect positive change by representing administrative perspectives campus-wide.

Fosters a cohesive and influential administrative community by gathering and disseminating information and by providing career development and networking opportunities for its members. ABOG offers several programs and activities:

- Mentorship Program
- Leadership Series
- Science for the Rest of Us
- Book Club and a Film Club
- Building Your UCSF Network Events
- LinkedIn Professional Network

TOASTMASTERS:

Holds weekly meetings with a detailed agenda formatted to provide every attendee an opportunity to practice communication, speaking, organization, and planning skills

Roles include:

- Speaker
- Evaluator
- Toastmaster
- Joke/Trivia/Improv Master
- General Evaluator
- Grammarian
- Ah Counter
- Timer & Tipster

Offers a workbook progression that keeps members on task at their own pace and solicits feedback from peers at each step

- Keeps participant goals updated and ongoing
- Provides encouragement and sense of accomplishment when goals are achieved

Provides mentoring, where members select an experienced toastmaster to mentor them through new roles and speeches

- Meet before meetings to prepare for roles

ABOG FACTS



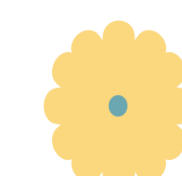
Funded in 1968 by:

- Laboratory Business Officers (LBOs)
 - Ken Faunce at UC Berkeley
- Tom Rolinson at UC San Francisco
- Rodney Rose, Physics Dept., UC Irvine



398 UCSF Members in 2015-16

Members hold staff positions ranging from assistant level administrators to senior managers



Annual Spring Conference

Includes 150-200 participants



Quarterly Book club opportunity



Mentorship Program started in 1990

Results

Professional development

- Identify and gain new skillset that will help you grow professionally and reach higher paying jobs

Career advancement

- Leadership talks provide insight into the overall view from the top, and identify many personal qualities and work ethics that lead to success and are valued by leadership

Job change

- Toastmasters directly enhances the ability to provide unrehearsed answers to questions in an organized, confidently delivered manner making you a much stronger candidate during the interview process

- Networking events provide knowledge of upcoming job opportunities that are not yet posted and a personal connection to a potential hiring manager

- Informal interviews done through ABOG provide insight prospective on jobs before they become available helping determine whether certain positions could be a good fit

Salary increase

- Mentoring program provides coaching and teaches strategies that help set career goals, obtain promotions, and recognition in the form of awards and bonuses

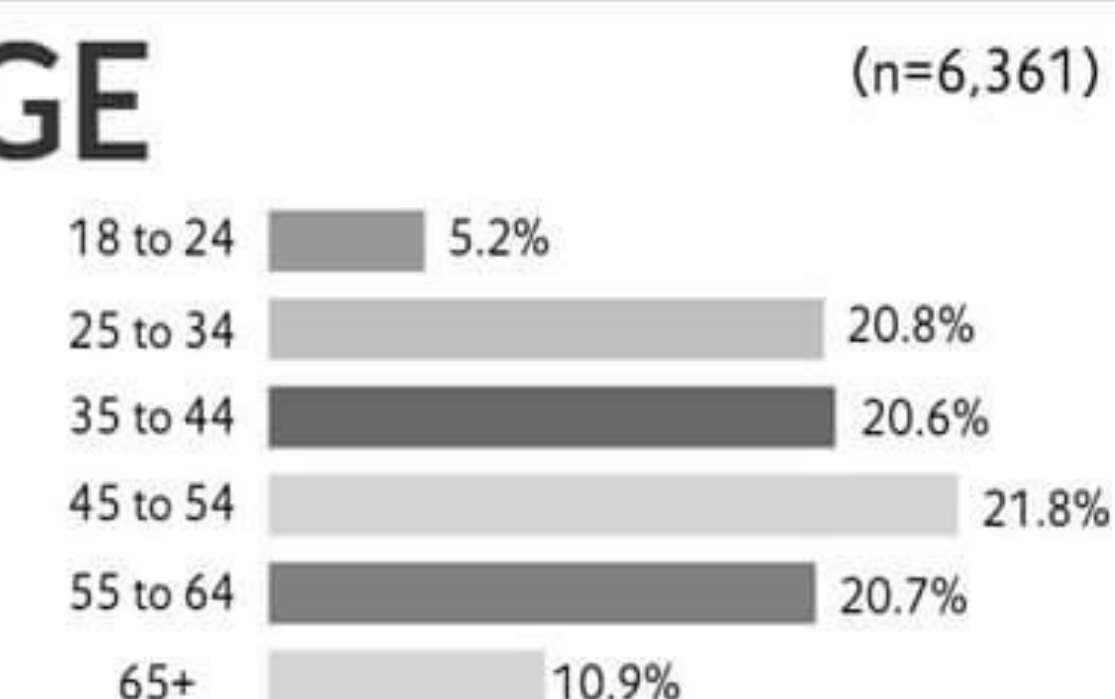
Networking connections

- Networking events foster connections leading to increased knowledge of available resources and opportunities. Knowledge allows for informed decisions about strategic directions to take in order to enter certain career paths

TOASTMASTERS DEMOGRAPHICS

November 2015 Member Survey Results

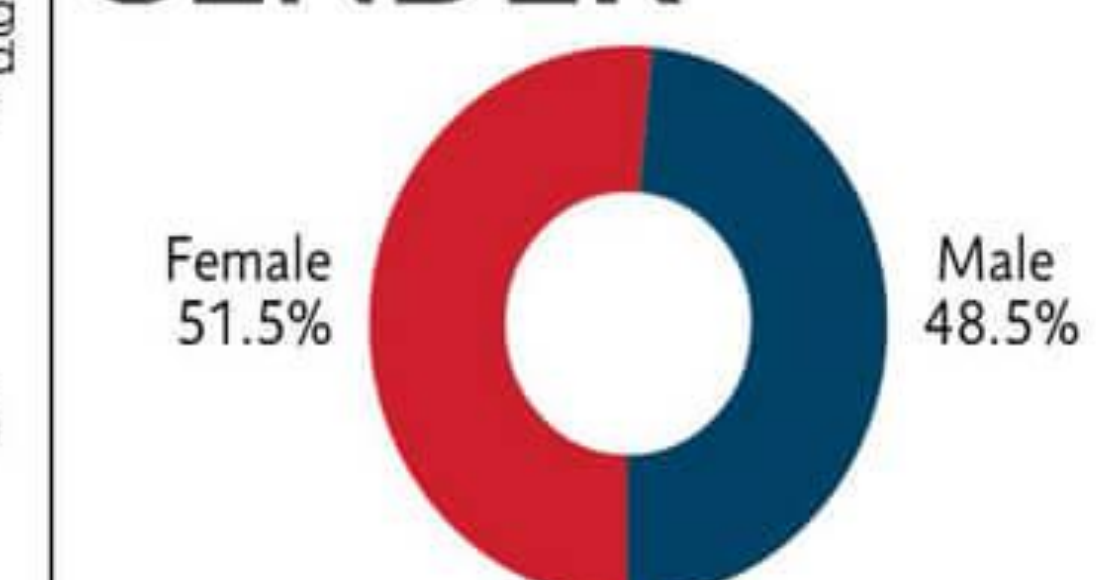
AGE



Sampling

A simple random sampling method was implemented to select a representative sample of Toastmasters members for the online survey.
A total of n=6,150 members completed the survey, giving the results a +/-1.2% margin of error with a 95% confidence interval.

GENDER



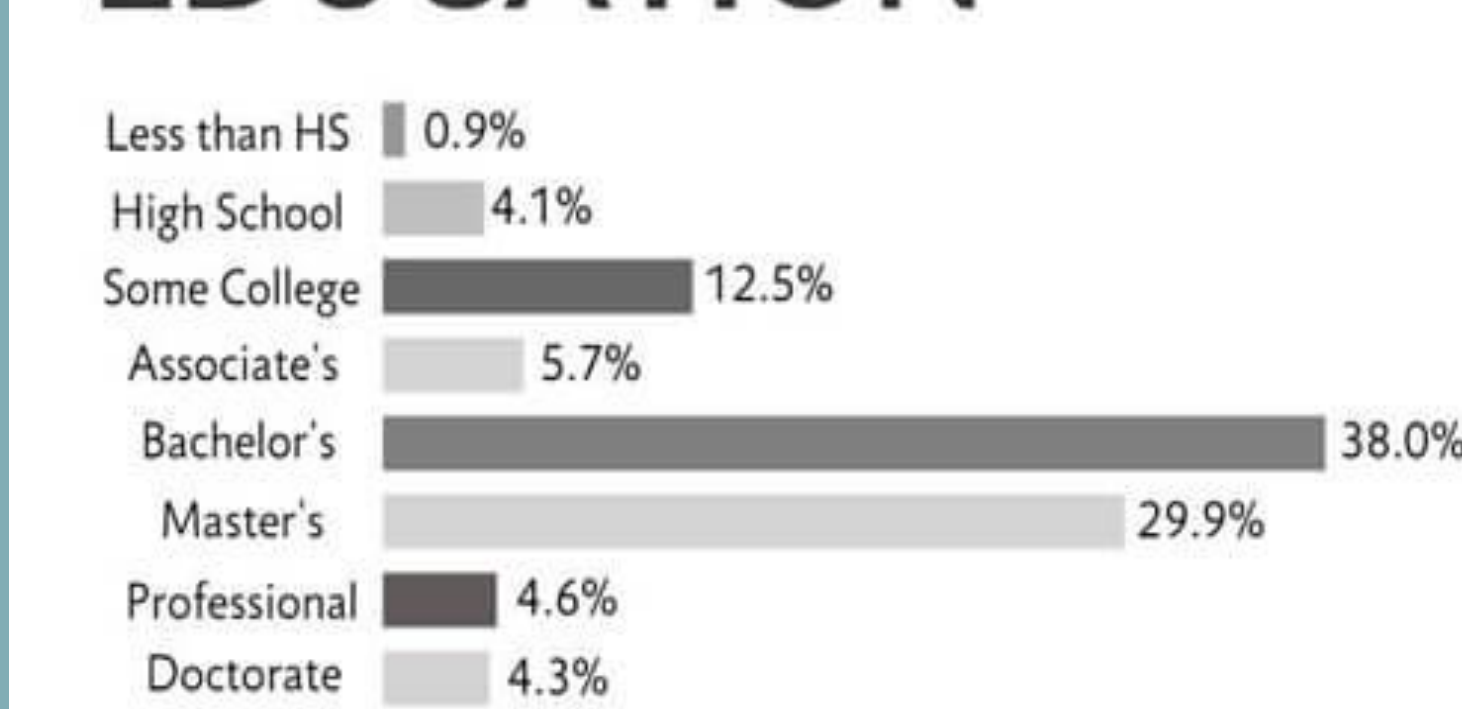
21.6%

Survey Response Rate

101

Countries Participated

EDUCATION



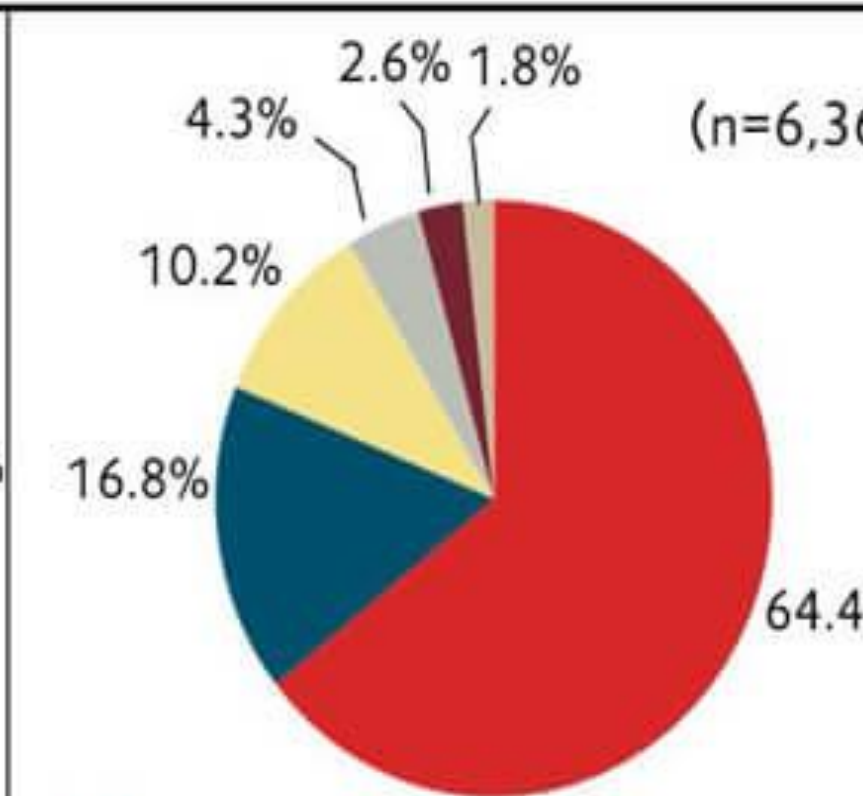
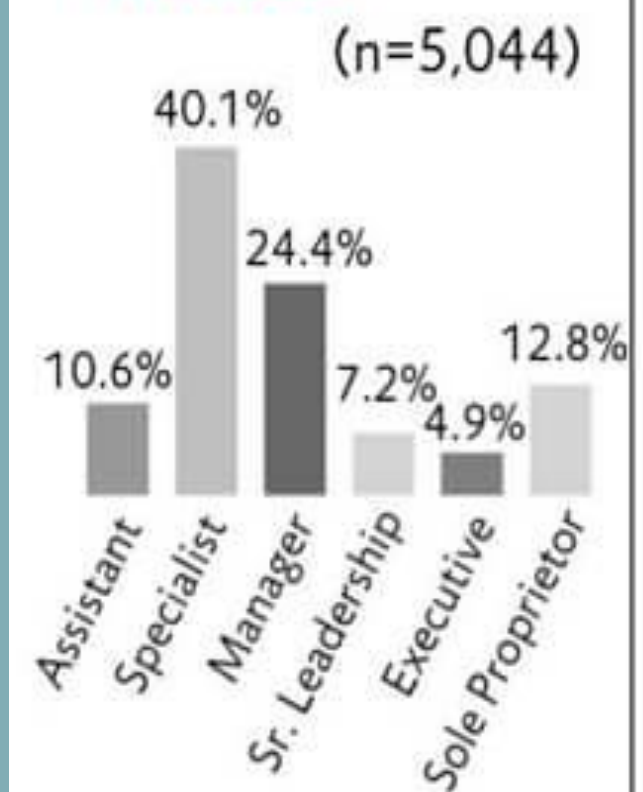
Highly Educated

Toastmasters members are a highly educated population. Over 75% have at least a Bachelor's degree or higher and nearly all members (95.0%) have attended college.



EMPLOYMENT

Position



Industry

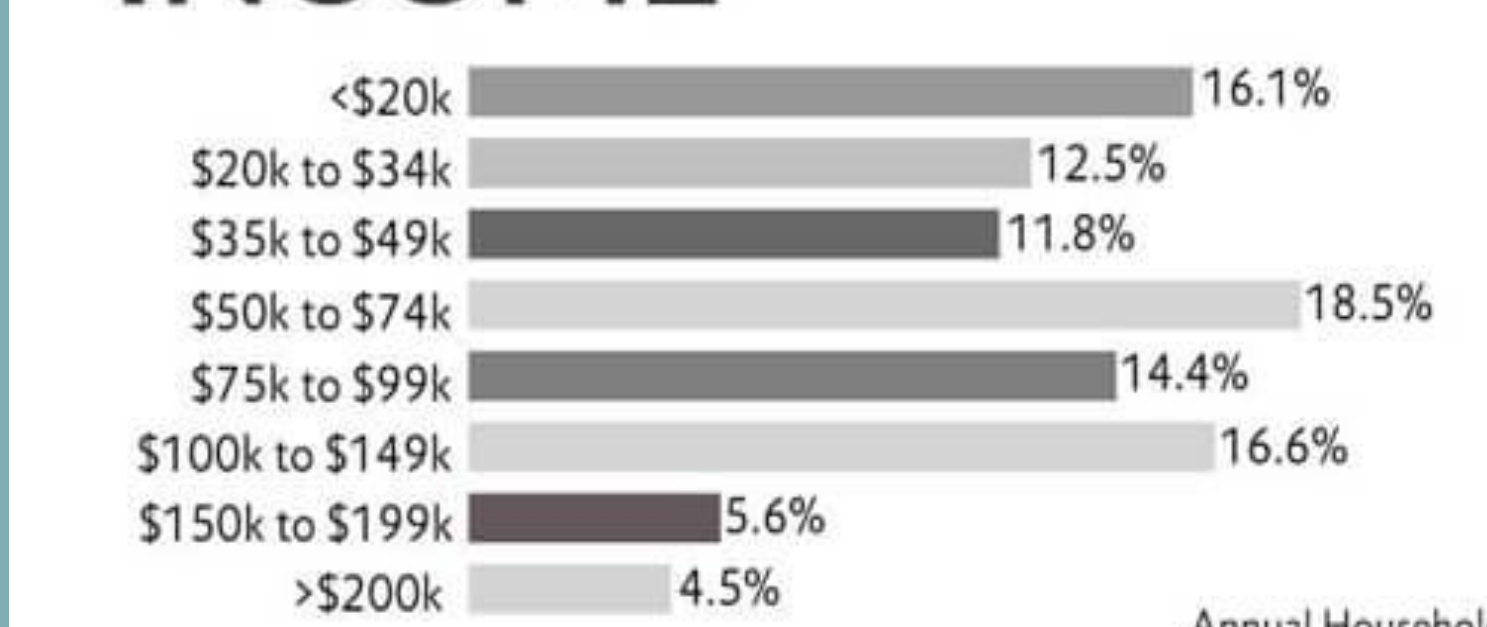


(n=4,975)

2.8

Average Household Size

INCOME



High Earners

Approximately 26.7% of members earn \$100,000 or more and 41.1% earn more than \$75,000 per year.



References

1. "Facts & Figures." *UC San Francisco*. Web. 13 May 2016
2. "About ABOG." *The Regents of the University of California*. Web. 17 May 2016.
3. "ABOG History: 1968 to Present." *The Regents of the University of California*. Web. 17 May 2016.
4. "Demographics." *Toastmasters International*. Web. 28 April 2016.