

Cross-Training Plan

Overview:

Cross-training is a great way to learn more about what another member of your department, unit, or team is working on, while still engaging in your regular duties. With cross-training, you get the opportunity to develop new skills, deepen your understanding of other career journeys, and expand your on-campus.

The purpose of this cross-training plan is to guide you and your supervisor in identifying areas within your unit or department that you are interested in learning more about, match you with a staff member or peer who will be able to share some of their insights and advice, and offer you a chance to reflect on what you learned.

Step 1: Identified Area of Interest

Think of 1-3 areas within your department, unit, or team that you are interested in learning more about. This could be an area or career path that you have no knowledge about or one in which you want to deepen your understanding – if you already have someone in mind that you are interested in learning from, you are welcome to include that here too. This part of your plan should be discussed with your supervisor to ensure that they connect you with the right person/team.

Identified Area of Interest	Why is this an Area of Interest



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Step 2: Identified “Trainer”

This part of the plan is for your supervisor to identify potential colleagues or team members who will be able to train or mentor you on your identified area of interest; this is why it is important to be clear about why you have a certain area of interest so they can provide a suitable and willing trainer). The next steps should be discussed with your supervisor to ensure that you are still meeting your job expectations, while also being respectful of your trainer’s time commitments.

Area of Interest	
Identified Trainer/Mentor	
Next Steps	



You are encouraged to reflect on what you are learning and how it is impacting or further your personal, academic, and/or future career goals?

Your learnings should also be discussed with your supervisor on an ongoing basis to evaluate how your progress is going, celebrate milestones reached, or determine if there is anything else you need to add.