



“Jefferson is a career destination where you can fulfill your professional ambitions at one organization through opportunities for career growth and engagement.”

Pam Teufel, SPHR  
EVP & Chief Human Resources Officer  
Thomas Jefferson University & TJUH System

At Jefferson, our goal is to foster a culture of continuous learning that supports employee engagement and career development, builds a leadership pipeline and drives organizational excellence and innovation. To achieve that objective, we have introduced comprehensive career and leadership development programs for all staff levels.



**HR Service Center**

215-503-HRSC

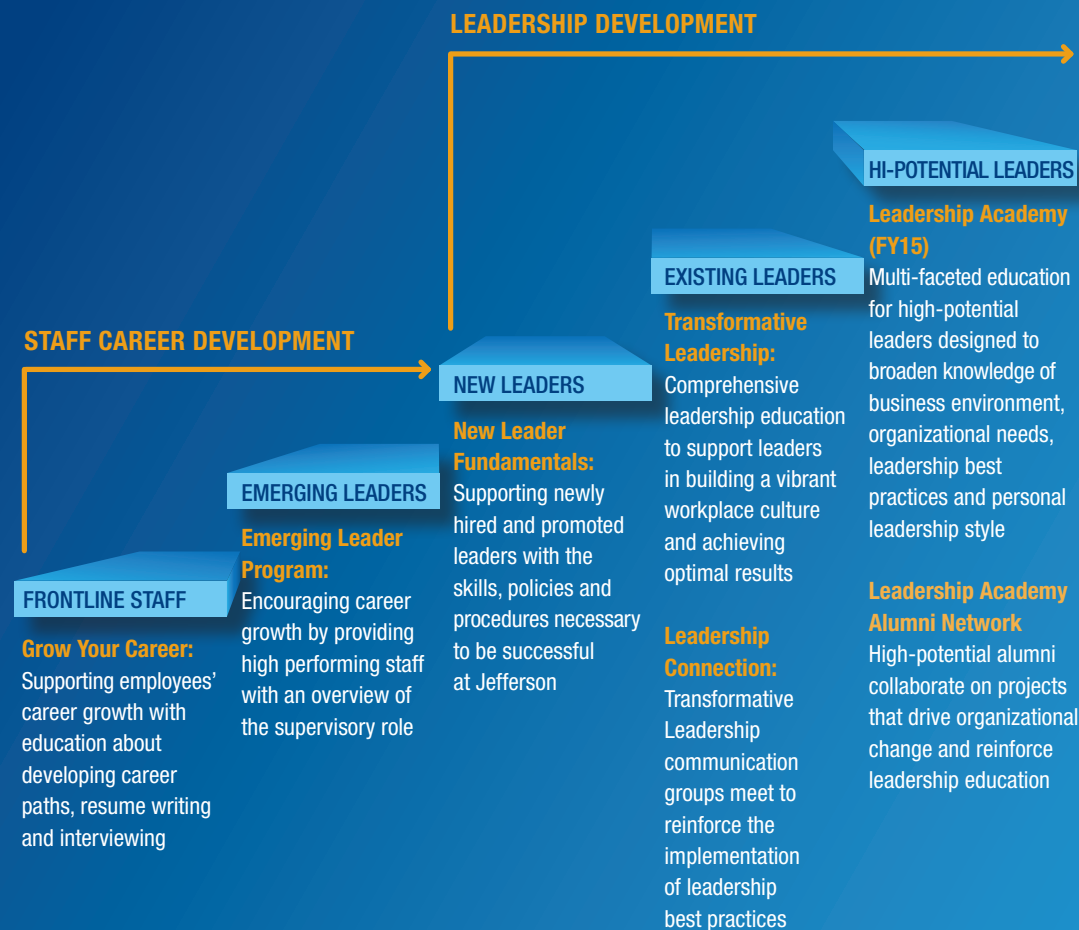
[HRquestions@jefferson.edu](mailto:HRquestions@jefferson.edu)

## Career and Leadership Development at Jefferson

*The Department of Human Resources Talent Management*

# New Courses Support Career and Leadership Development at Jefferson

Jefferson's Leadership Success Model defines three leadership competencies needed to drive organizational results: **Transforms**, **Engages** and **Executes**. Our leadership education has been developed around these competencies, to ensure that our leaders have the knowledge and skills they need to succeed. The courses outlined in the diagram below provide opportunity to continually grow as a leader at Jefferson.



## CAREER DEVELOPMENT PROGRAMS

“ I enjoyed the program, it was very refreshing to be updated in the career world, especially if you haven't been on an interview in a while. Whether you have a desire to advance in your current position or considering a career change, the discussions were very informative and beneficial.” Dawn McIver-Jones, *Forms Tracking Coordinator, Home Infusion Service, TJUH*

### Grow Your Career

Supports employees' career growth with education about developing career paths, resume writing and interviewing.

**Course Schedule:** Three (3) weeks, 1 hour per week

**Course Content:**

- Developing a Career Path
- Success Factors for Career Growth
- Personality and Career Choice
- Transferable Skills
- Resume Dos and Don'ts
- Interview Etiquette

### Emerging Leader

Encourages career growth by providing high performing staff with an overview of the supervisory role.

**Course Schedule:** One 3-hour session

**Course Content:**

- Why do you want to be a supervisor
- What a supervisor does
- Qualities needed by an effective supervisor
- Case studies of management situations
- How to build leadership and communication skills
- Informational Interviews
- Leadership Onboarding at Jefferson

To register for all courses, go to **HealthStream** and search the Catalog for “HR – (insert course name).”

## LEADERSHIP DEVELOPMENT PROGRAMS

“ As a leader, I feel empowered by attending these sessions and valued by the organization. The session content and presentation is excellent!” Deborah Cullen, *Senior Director Finance, JUP*

### New Leader Fundamentals

Introduces newly hired or promoted management level employees to management at Jefferson.

**Course Schedule:** Four (4) weeks, ½ day/week

**Course Content:**

- Expectations for leaders at Jefferson
- Employee Engagement
- Policies and procedures, including:
  - Timekeeping
  - The Employment Process
  - Coaching and Corrective Action
  - Performance Evaluations
  - Finance
  - Total Rewards
- The Leader You Want to Be

### Transformative Leadership

Supports leaders with the education, tools and resources they need to be successful in a changing environment.

**Course Schedule:** Eight (8) weeks, ½ day/week

**Modules:** Transformative Leadership for Changing Times, The Business of Healthcare, Winning the War on Talent, Achieving Results through Accountability, Managing a Diverse Workforce, Leading Change, The Voice of Leadership, Maximizing Leadership Impact

The complete **Learning and Development Guide** with more than 50 courses offered throughout the year can be found on the Human Resources website, [jeffersonhr.org](http://jeffersonhr.org), under **Learning and Development**.