



# ADVANCE YOUR CAREER

Health care's changing landscape is driving Kaiser Permanente to build new capabilities and inspiring forward-looking employees to build new skills. Here are 10 steps you can take—on your own, with your team or with your manager's help—to advance your career using the Labor Management Partnership's educational trusts and workforce development programs.



**Do your homework.** Think about what is most important about the work you want to do—your values, interests and strengths.



**Find the right resources.** The [KP Career Planning](#) website offers information by region and union affiliation. SEIU members are covered by the [SEIU UHW-West & Joint Employer Education Fund](#). All other coalition members are covered by the [Ben Hudnall Memorial Trust](#).



**Talk to a career counselor.** For the SEIU education fund, call 510-250-6800. For the Ben Hudnall trust, call 844-377-7849.



**Set your goals and make a plan for the future.** Don't know where to start? Check out [Your Path to Career Change](#) or [Go Back to School](#) with the SEIU education fund.



**Sharpen your skills.** No matter what your role, every health care worker needs these four [Critical Skills](#) to navigate changes in the workplace and thrive at KP.



**Build a support team.** Get ideas and encouragement about your career aspirations by speaking with a colleague, union representative, manager or other trusted person.



**Choose the best course.** Look for short-term classes—either online or in person—to build your skills in dozens of areas, such as computer skills, medical terminology and cardiopulmonary resuscitation (CPR).



**Spread the word.** Invite a career counselor or bring LMP Workforce Planning and Development materials to union stewards' or staff meetings. Post fliers about the education trusts on union bulletin boards.



**Identify opportunities for your department or unit.** Reach out to staff at the education trusts for help in designing group training, certifications or other programs that help employees develop needed skills.