

Development Suggestions for External Awareness

Activities

1. Ask members of your staff to volunteer to track and share written information on external trends in specific areas. This will provide an in-house expert for key areas of knowledge affecting your work, and will provide information that can be disseminated within the work unit.
2. Set aside time to attend guest lectures or brown bag lunches in your organization that are designed to inform employees of trends and developments in the field of training and in the public sector environment.
3. Stay abreast of policies in the public sector by reading newsletters on Congress and attending organizational meetings that update congressional developments.
4. Subscribe to and read journals in your area of expertise that you are not directly responsible for.
5. Understand the economic, sociological, political, and technological factors that affect your organization.
6. Stay abreast of political and social trends by reading daily newspapers and weekly information magazines.
7. Maintain relationships with individuals in regulatory or policy-making offices so that you have access to updated information when policies, laws, or regulations change.
8. Join and participate in associations and professional organizations.