



ARMA provides a safe place to develop or enhance your professional skills

Make participating in your local ARMA chapter or regional chapter part of your professional development. Not only will you be able to stay in touch with the world that is defining our information management development, it's a great opportunity to grow and develop your professional skills through skills-based volunteering by providing you with learning opportunities that you may not get to develop in your current job or level.

Skills-based volunteering will help you improve your overall professional development, which includes your leadership effectiveness, building relationships, speaking with confidence, project management, and building your professional brand, and it will help get you out of your comfort zone. These skills are essential in being a high performer or moving up in your company, and they will be valued if you decide to pursue other opportunities. It doesn't matter what stage of development you are in: a young professional, just starting your career, a mid-career professional, a late-career professional, or near-retirement professional. So, no matter where you are in your career, you can put yourself in various stretch opportunities that support your learning.

While you may have learned theories and concepts through webinars, classroom training, books, and publications, your ARMA chapter will provide you the opportunity to gain professional experience outside of your office and to test the skills in a completely safe environment. You will learn new behaviors and gain hands-on experience by being exposed to situation-specific and often unique challenges. All these could be stepping-stones to even greater growth in the future. Below is an example of all the skills you would have the opportunity learn, develop, or enhance by participating in your local ARMA chapter or regional chapter.

- Leadership
- Collaboration
- Influence
- Emotional intelligence
- Project management
- Budgeting
- Verbal communication
- Written communication
- Non-verbal communication
- Relationship building
- Event planning
- Meeting planning
- Facilitation
- Public speaking
- Team building
- Conflict management
- Time management
- Succession planning
- Strategic planning
- Inclusiveness
- People skills
- Soft skills
- Management
- Coaching
- Mentoring
- Negotiation
- Virtual teaming
- Virtual networking
- Creativity
- Initiative
- Listening
- Community outreach
- Professional brand
- Speaking with confidence
- Organizational awareness