



Career Self-Reliance Workshop -- How to get that Dream Job

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Five Worst & Best Ways to Get Job

Worst Ways

- 4% use the Internet
- 7% mailing out resumes at random
- 7% answering ads in trade journals
- 5-24% answering news ads
- 5-28% search firms and employment agencies

Best Ways

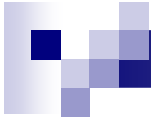
- 33% asking for leads from friends
- 47% knocking on interesting doors
- 69% use yellow pages to identify firms, then call them up asking about jobs you can do well
- 84% in a group of other job hunters use yellow pages to identify firms, then call them up asking about jobs you can do well
- **86% doing a life changing job hunt**

What Color is Your Parachute? – Richard Bolles



Key Steps in Getting Your Dream Job

- 1) Understand your approach to career planning
– are you career self reliant?
- 2) Get feedback
- 3) Introspect on what you really want
- 4) Write your dream job description
- 5) Create a plan of multiple paths to your dream job
- 6) Network/research multiple paths



Understand your approach to career planning

Where are you today?

Where would you like to be?

Powerful

Actively working a plan

Exploring options

Own your own development

Acknowledges realities of job/learning options

Powerless

Wait and hope

“I Can’t” excuses

Blame the system

Unaware or unconscious

Possibilities

Fear

Denial



How to Shift from Fear to Possibilities

- Blow off steam with a safe friend
- Face your fears, see if you could survive them
- Shift your attitude/perspective
- Put yourself in creative environments with positive people looking at options
- Get advice from trusted advisors
- Carve some time to think and to plan
- Get a coach
- Other ideas?



Key questions to ask yourself

- Where are you today?
- Where would you like to be?
- What has worked well in the past to help you through change?
- How are you going to get where you want to be?



Get feedback

- Actively solicit feedback from previous peers and colleagues
- Consider negative feedback as useful information to understand
- Use assessments to help you learn who you are
- Other ideas?

Self-assessments --FIRO-B

GRETCHEN TOBIN
4/29/04

PAGE
FIRO-B INTERPRETIVE REPORT for ORGANIZATION

Your FIRO-B Results

	Inclusion	Control	Affection	
Expressed	7	3	4	TOTAL EXPRESSED BEHAVIOR 14
Wanted	8	3	6	TOTAL WANTED BEHAVIOR 17
	TOTAL NEED FOR INCLUSION 15	TOTAL NEED FOR CONTROL 6	TOTAL NEED FOR AFFECTION 10	OVERALL INTERPERSONAL NEEDS 31

Factors That Can Influence Results

<http://www.cpp.com/products/firo-b/index.asp>



Self-assessments- Birkman

- Areas of interest
- Career Style
- Coaching summary
- Usual behavior, needs and
- stress behaviors
- Managerial style

Areas of interest – G.T.

Social services - 96

Musical – 85

Artistic - 78

Literary – 78

Outdoor – 66

Mechanical – 45

Scientific – 44

Numerical – 24

Persuasive – 19

Clerical - 11



Self-assessments – Campbell Interest and Skill Survey

- Covers 7 broad themes of occupational interests and skills, indicating which to pursue (high interest, high skill), develop (high interest, lower skill), explore (high skill, low interest) avoid (low both)
- Summarizes interest patterns
- Notes possible professions

<http://www.pearsonassessments.com/tests/ciss.htm>



Introspect on what you are good at

- Now Discover Your Strengths by Marcus Buckingham, Donald O. Clifton – Strengths Finder Identifies your top five signature strengths and how to leverage them for more powerful results
- Identify strengths from past job experiences, check them with others
- Look for ways to build on your strengths



360 Assessments

- PDI Profiler – a good tool for leadership attributes
<http://www.personneldecisions.com/offerings/multirater.asp>
- Assessment Plus – multiple assessments targeted at different levels -- www.assessmentplus.com
- Leadership Practice Inventory – performance and effectiveness as leaders – www.josseybass.com
- Center for Creative Leadership – comprehensive, customizable leadership inventory – www.ccl.org/products/360bd/d
- Emotional Competency Inventory – assesses emotional intelligence adding value in relationships where you have no direct authority, being an integral part of the team by building relationships, sharing information and ideas, and facilitating good business decisions. -- <http://ei.haygroup.com/default.asp>



Gathering Feedback

- Send the following questions out to 10 people who work with you
- 1) What am I good at?
- 2) What do you admire about me?
- 3) When do I have the most impact?
- 4) When do you see me having fun?



Questions on feedback

- *How will you get feedback?*
- *How will you make sure you learn from the feedback?*
- *Are you defensive about feedback?*
- *How can you handle feedback as a gain?*



Use your past to teach you

Duties/ Respons.	Accomplish- ments	Challenges	Likes	Dislikes

Fill out this chart for at least past 3 jobs

Summarize areas that optimize my happiness (likes and accomplishments)

Summarize areas where least effective (dislikes and challenges)

Types of organizations like to work for

Optimal bosses

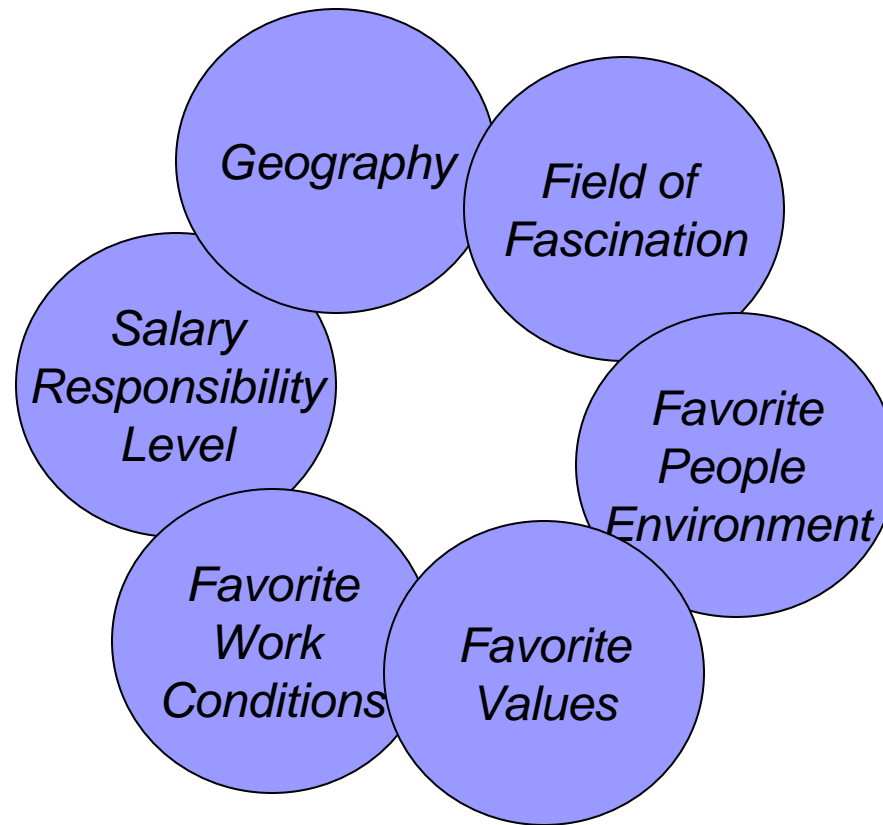


Write your dream job

- Review feedback from previous employers, assessments and learnings from past jobs exercise
- Describe your dream job – type of work, location, work environment, manager etc.
- Assess do you have the competencies or skills to get this job
- If not, can you acquire them?

What are some attributes of your dream job?

The Flower– A Picture of the Job of Your Dreams



*Prioritize so
you know what to
trade off*

*From What Color is Your Parachute?
By Richard N. Bolles*



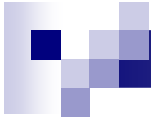
Set Goals

Tell your network your goals

- Assess possible alternate career paths and new challenges
- Create vision for 1,5,10 years from now
- Assess new skills needed and key gap areas
- Look for new opportunities within current field
- Create a lifelong learning plan on the job and off the job

What are your goals for 5 years from now?

What things do you look forward to learning?



Alternate Career Paths

Today	Next steps	Key info needed	Long-term path



Exploration of alternate career paths

Today	Next steps	Key info needed	Long-term path
Agilent middle manager w/ several coaching clients	Group HR manager, Global Leadership development mgr.	Any plans for internal coaches, any funding	Internal coach at Agilent
	Info interview w/ several HR managers	% time coaching, good HR roles for right boss	Business HR manager with coach-like role
	Resumes, interviews with coaches	Hiring criteria, part-time	Coach in large leadership company
	Entrepreneurs workshop, BOD	Financial plan,	Start own coaching company



Development Plans

- Limit your focus to 2-3 goals
- Be specific
- Lay out reasonable steps with deadlines
- Include on-the-job training
- List your barriers to development and how to overcome them



Implementing your development plan

- Spend time each day on your development
- Seize on-the-job development opportunities
- Involve others in your development
- Keep your goals in front of you at all times
- Other ideas?



Network/Research

- Identify ten people who can help your career
- Scan job openings
- Join a network like NoCoNet
- Get to know prospective employers through working your network
- Meet informally with people in similar jobs
- Informational interviews
- Job shadowing

Who are people who can help you in your career?

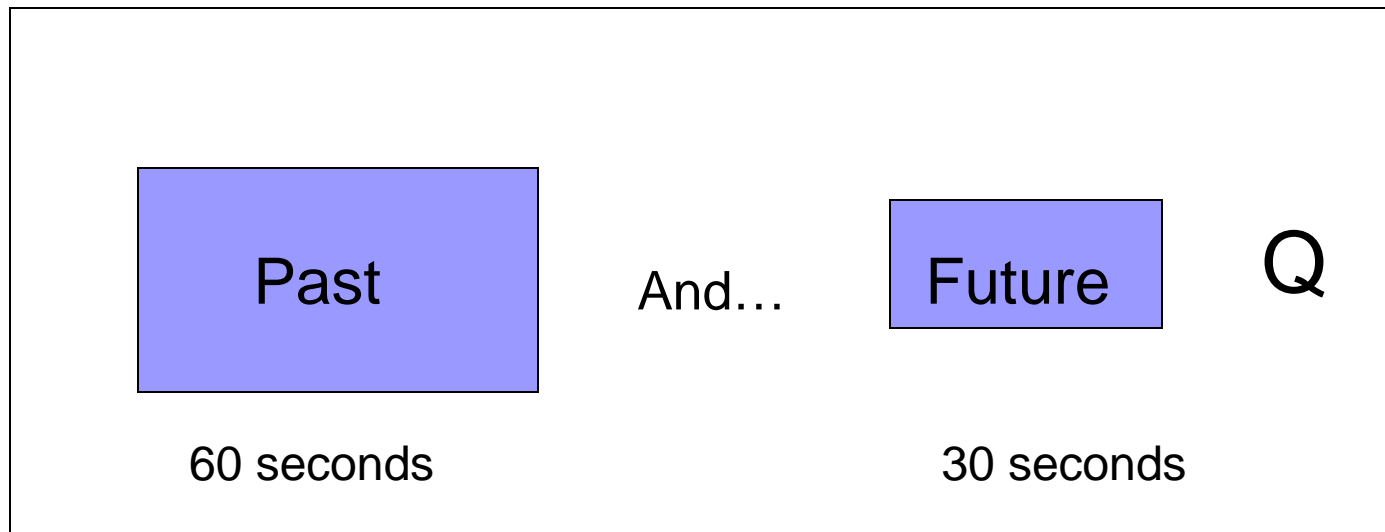
How would you prefer to get information about job opportunities?



The Networking Process

- 1. Build your network
- 2. Prepare your story
- 3. Practice to build confidence
- 4. Make calls to set up appointments
- 5. Develop a tracking system

90-Second Introduction



Past – big picture, most recent career history, type of work performing, type of organization and function

Future: target industry, position, function, role

Question: End with a question to listener that asks ideas, names, areas of opportunity



Networking Tips

- Keep networks reciprocal
- Create systematic approach
- Ask someone to be your mentor
- Use nonworking hours for social events
- Join professional organizations
- Touch bases with network regularly
- Identify managers/employers who can help you accomplish your goals
- Meet informally with people in similar jobs
- Be organized. Follow through.
- Identify superior networkers. Figure out how they do it.
- Other ideas?



Networking for Introverts

- Prepare in advance –script & rehearse
- Do background research
- Have good questions to ask
- Get business cards, set up 1-to-1 later
- Hand out your business card
- Approach lone people, not groups
- Make contact via email

<http://www.hamer-associates.ca/NetworkingForIntroverts.htm>



Use Triggers to Monitor Job Status

- Business triggers: e.g. Growth in sales, profit, new customers won
- Personal triggers: e.g. relationship with supervisor, consistency of direction, team dynamics, support for your project



Ways to keep a good attitude

- Set an intention to be positive
- Find a best friend to support you, spend time with them regularly
- One positive lunch companion a week
- Have three safe friends to debrief with
- Build some fun into your day, sooner the better
- Choose your conversations
- Set boundaries with negative people
- Build some learning into each day
- Monitor your energy, actively monitor burnout issues
- Shift your perspective
- Get a coach
- Other ideas?

*What three things do you want to do differently as a result of this workshop?
How can you make learning part of how you do your job?*



Creative ways to do self-development on a shoestring

- 1) After isolating the key skills you need for the upcoming year, interview the best person you know with each skill.
- 2) Ask several managers whom you respect what were the top three assignments that had the biggest impact on their careers. Then pick several options for your next challenging assignments and whom you need to network with to get there.
- 3) Find someone whose leadership style you would like to emulate. Shadow that person to see how they do it.
- 4) Volunteer for a key new assignment where you will stretch your skills. Look for opportunities to work with or lead a high performance team.
- 5) Figure out who are the out-of-the box thinkers and early adopters in your industry. Spend time with them regularly and show curiosity – have probing questions prepared in advance. .
- 6) Write down what you expect to be your top two or three business challenges in the upcoming year. Consider hiring business coach for accelerated learning tuned to your challenges.
- 7) Work with your HR manager to get an assessment done online. An assessment offers you a low-cost way to get a different perspective on yourself.—often for 30 minutes of your own time on line. Share it with your manager, a trusted colleague or a business coach. Define next steps.
- 8) Get a subscription for the Harvard Business Review, the Wall Street Journal, Wired or some other periodical that will keep you learning and up to speed on key business trends. Or browse the web on areas where you need to learn. Create action steps on how you will apply what you learned.
- 9) Get a development plan buddy – a trusted colleague who can hold you accountable for doing your development plan during the course of the year. Or schedule in advance one session per quarter with your manager or yourself.
- 10) Take more risks.

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- 7) Get help through career coach or recruiters

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Create a mindset for learning

- Commit to being a lifelong learner. It's fun!
- Break out of your normal learning routine
- Involve others in your learning pursuits
- Treat mistakes as learning opportunities
- Hold post mortems on projects and jobs. Document and communicate learnings
- Expand your knowledge base through reading and new forums.
- Do a deep dive on upcoming new technologies
- Get involved in a broad variety of experiences.
- Do self-coaching – what right, what wrong, what differently, what won't change due to values
- Make learning a regular part of how you do your job
- Do old things in new ways
- Experiment and take intelligent risks each day
- Take on projects with ambiguity and uncertain outcomes\
- Train others
- Create regular times for reflection
- Take a short break to recharge your batteries
- Other ideas?

Identify a fun thing to learn.

How can you make learning a regular part of your life?

Who can support your learning?



Assignment: Use your past to teach you

Duties/ Respons.	Accomplish- ments	Challenges	Likes	Dislikes

Fill out this chart for at least past 3 jobs

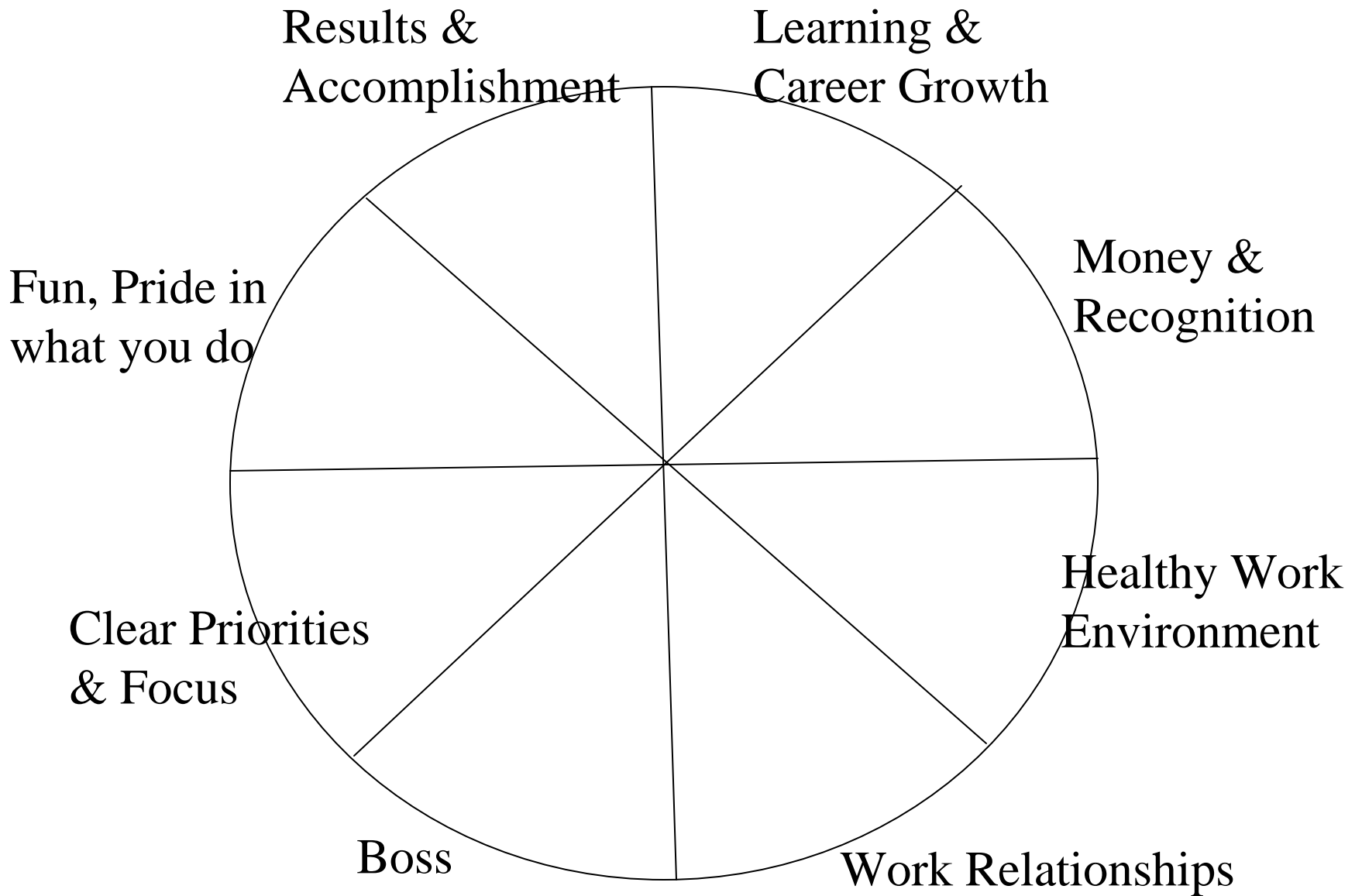
Summarize areas that optimize my happiness (likes and accomplishments, working conditions, problems to solve, people work with, level or responsibility, location)

Summarize areas where least effective (dislikes and challenges)

Types of organizations like to work for

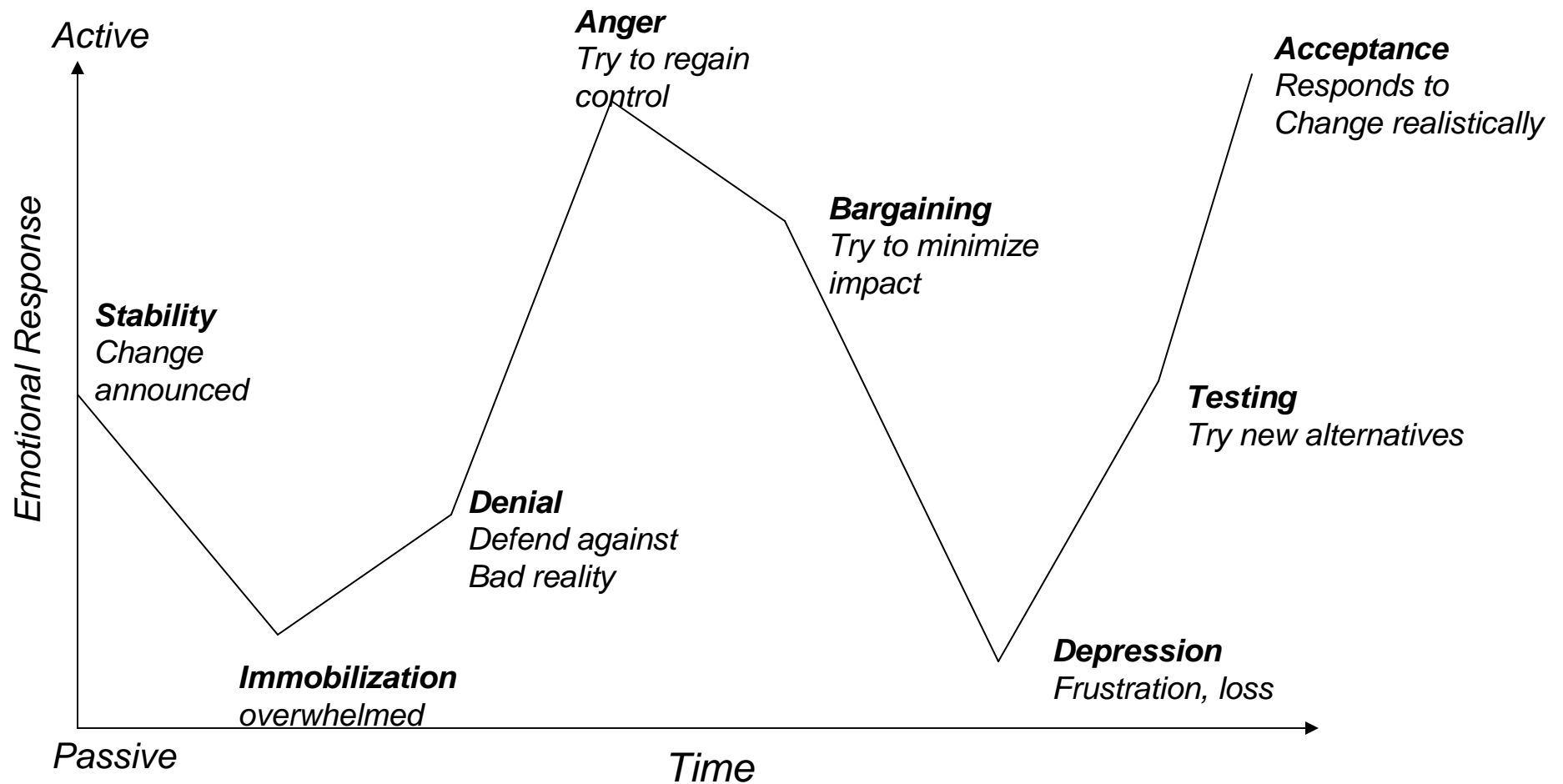
Optimal bosses

Career Wheel

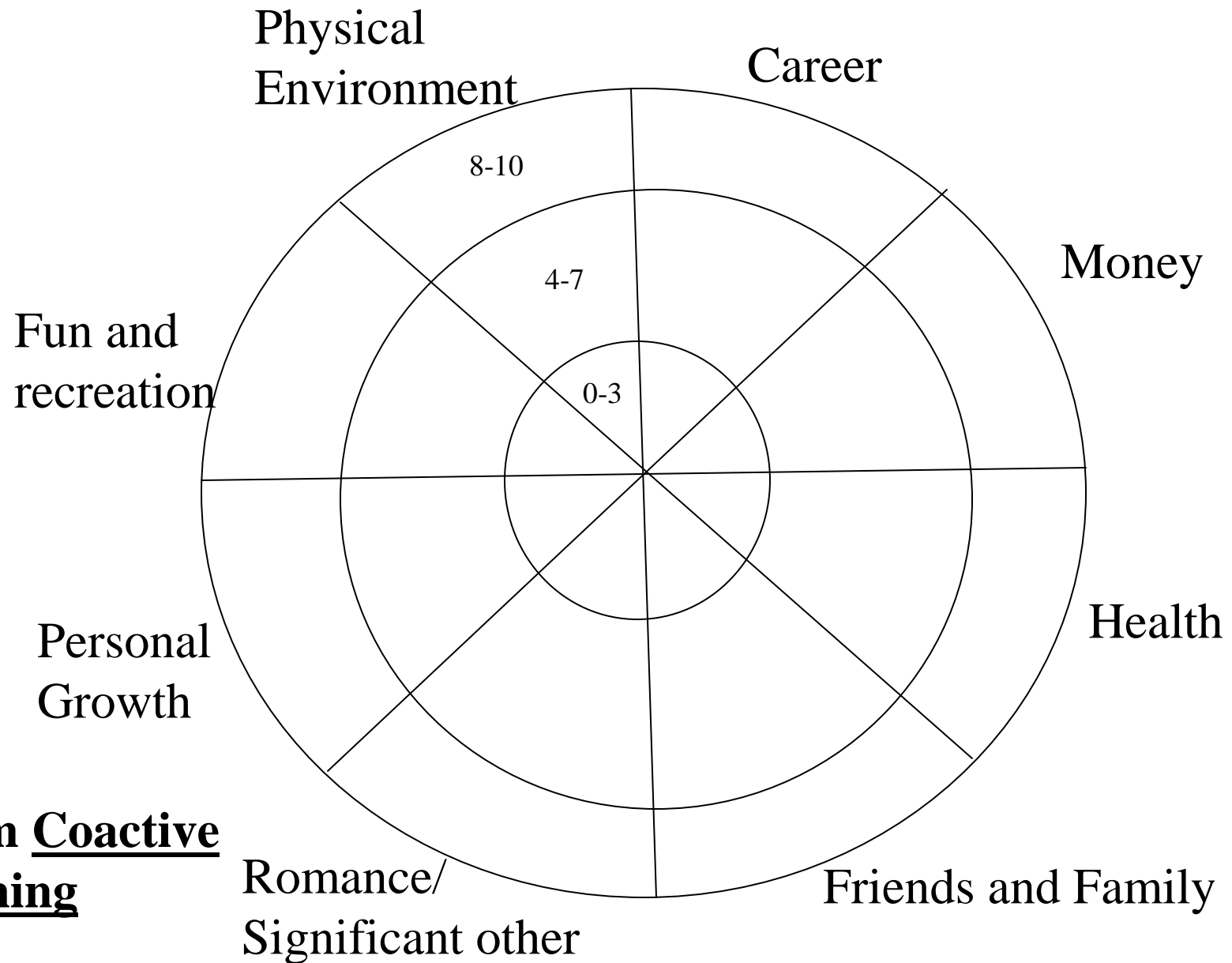




Responses to Negative Change



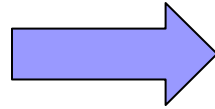
Wheel of Life*



***From Coactive Coaching**

Identify transferable skills

High Tech --

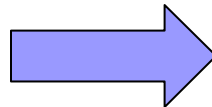


Government --

- Technical project management
- Communication with marketing
- Software debugging
- Writing help functions

- Project management
- Communication across organizations
- Problem analysis/resolution
- Technical documentation

What you did



Underlying skills you have

http://www.d.umn.edu/kmc/student/loon/car/self/career_transfer_survey.html



General Skills

- Communication skills-- oral and written
- Teamwork interpersonal skills
- Leadership skills
- Work ethic traits – drive, prioritization,
- Learning skills
- Writing skills
- Negotiating
- Decision making skills
- Organizing
- Analyzing
- Creative problem solving
- Time management
- Persuading others



Examples of skills within functions

Management

- Delegation
- Planning
- Project management
- Scheduling
- Coaching/teaching
- Decision making
- Time management
- Problem solving
- Managing conflict
- Performance appraisal

Research and Development

- Forecasting
- Creating alternatives
- Solving problems
- Analyzing
- Developing evaluation strategies
- Defining needs
- Project implementation



Getting your transferable skills

- Write down key tasks from major jobs
- Convert into general skills
- Scan transferable skills lists
- Scan job openings for key skills wanted
- Review your skills with someone who knows your skills or field
- Document them in your resume, cover letters and interviews