



THE PROTIS
PROFESSIONAL DEVELOPMENT
WORKSHOP SERIES

PRESENTS

MANAGING YOUR CAREER
WORKSHOP

**"I don't know what my future holds,
but I know who holds my future."
--Unknown**

Although the above written quote is very common, the fact is it is not entirely true. To advance your career professionally, it is critical that you do know what your future holds. Equally as critical to professional advancement, is your ability to chart a clear course on how you intend to go after your career goals.

Outside circumstances can and will influence your ability to ultimately get what you want out of your future. However, if you have a clear destination and a clear vision on how you will go about getting there it is much easier to react and adapt to those environmental conditions and not get knocked so far off course.

Use the attached Career Management Workshop to help you develop a career plan that will ultimately provide you with your custom road map to success.



MANAGING YOUR CAREER FACILITATOR GUIDE

This instructional guide should be used to help you maneuver through the attached Managing your Career Worksheet. It is important for you to work through the worksheet chronologically. You will find that each question usually requires your thoughts and ideas from the task you worked through before it. Take your time. Be sure that you answer every question thoroughly. Finally, have fun and take pride in knowing that you are taking a major step towards taking control of your career and what you get out of it.

1. Use the worksheet to list what the most important things to you are in achieving job satisfaction?

Examples: Challenging job responsibilities, Ability to work autonomously, Being given creative freedom, Financial incentives, Impact on personal life

2. Use the worksheet to list the types of career opportunities you feel will allow for you to experience those job satifiers you desire?

Note: At this point, do not worry about whether or not you have the skills or attributes to actually do the job. Be creative, and stretch yourself. The most important thing here is to make sure that you are providing yourself every opportunity to feel good about your current career and what it is providing you.

3. Use the worksheet to develop a short list of necessary skills and attributes you feel it takes to be successful for every career opportunity you have listed. This is an extremely important step, so if you are unsure, do not guess. Rather, try to call a colleague, or develop a professional contact who currently holds that position to get their advice.

Note: Most professionals will feel good about you asking for their advice and be complimentary towards your seriousness in your career. Who knows, the professional that you call maybe the person that ends up hiring you!

4. Step away from this exercise and come back to it to complete the rest of the process at another time. This is an important step because it is at this point that you will now have to analyze yourself. We do not want to let your dreams, or goals that you have started to explore distort your analysis and perceptions of yourself.

Note: It is very common for people who want things badly enough to make assumptions about their skills and abilities that are not accurate.

- 5. Welcome back. You must now compare your skills and attributes to those that are necessary to be successful in the various career opportunities you have listed. Use the space provided in the worksheet to write down only those career opportunities you have listed that you either truly have the skills to do now, or you know that you are willing to go out and develop the skills.**

Example: You may want to move up to be a Director of Marketing, however, if you lack your MBA and you have been told that it is essential to get it, and you are unwilling to spend the next two years of your life bound to weekend classes and night school, then the Director of Marketing position should be crossed off your list.

- 6. You now may have two lists of career opportunities developed. One list should represent those types of career opportunities that you would be happy doing, and you have the skills and attributes that are needed to be successful. The second list should represent those types of career opportunities that you would enjoy doing, but given your current skills and abilities are somewhat of a stretch – this is alright.**
- 7. Use the worksheet to either establish a marketing plan to go after those positions that you want, or use the worksheet to develop a developmental plan that will allow for you to start working towards gaining the skills you need to put yourself in a position to obtain the opportunity.**



MANAGING YOUR CAREER WORKSHEET

**"I don't know what my future holds,
but I know who holds my future."
--Unknown**

1. What gives you job satisfaction?

<u>Job Responsibilities</u>	<u>Management Style</u>
<u>Types of Projects You Like to Work</u>	<u>Financial Rewards Necessary</u>
<u>How Your Work Should Influence Personal Life</u>	<u>Decision Making Freedoms</u>
<u>Professional Accountabilities</u>	<u>Company Benefit Programs</u>
<u>Other</u>	

2. What career opportunities will allow for you to meet the criteria you have listed above?

What skills and attributes are necessary for success for each position you have listed above?

<p>Position Title: _____</p> <p>Problems to have solved:</p> <p>Educational requirements:</p> <p>Specific technical experience:</p> <p>Fiscal responsibility:</p> <p>Project team history:</p> <p>Other special needs:</p>	<p>Position Title: _____</p> <p>Problems to have solved:</p> <p>Educational requirements:</p> <p>Specific technical experience:</p> <p>Fiscal responsibility:</p> <p>Project team history:</p> <p>Other special needs:</p>
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3. What are your current skills and attributes?

Your current position title: _____

Problems you have solved:

Educational background:

Specific technical experience:

Fiscal responsibility:

Project team history:

Management style:

Work habits you think are important:

Skills that have been developed through extracurricular activities:

Skills that have been developed through various professional industry associations:

Other special characteristics that give you a competitive advantage to your peers:

4. Compare your current skills and attributes to the careers you have listed in step # 3. What opportunities can you either do now, or are prepared to go out and develop the skills necessary to be successful.

<u>Careers Can Do Now</u>	<u>Careers I Need to Grow Into</u>
Position Title: _____	Position Title: _____
Position Title: _____	Position Title: _____
Position Title: _____	Position Title: _____
Position Title: _____	Position Title: _____
Position Title: _____	Position Title: _____

5. Develop a your plan as to how you will now go about obtaining those positions that you have the skills and abilities to do now.

<p>Position Title: _____</p> <p>Why will this career be appropriate for you right now?</p> <p>If you will need to develop certain skills or attributes what are they?</p> <p>What companies make sense for you to market yourself to and why?</p> <p>What are some key things you will need to make a manager aware of during an interview to sell yourself to the job?</p> <p>What are some key things you will need to highlight on your resume and in a cover letter?</p> <p>Who can you network with to introduce you to people at that company?</p> <p>Who can you call yourself at the company to establish relationships?</p> <p>What recruiting firm makes sense for you to partner with?</p> <p>Is there a job position you need to pursue first, before you can truly obtain this opportunity?</p>	<p>Position Title: _____</p> <p>Why will this career be appropriate for you right now?</p> <p>If you will need to develop certain skills or attributes what are they?</p> <p>What companies make sense for you to market yourself to and why?</p> <p>What are some key things you will need to make a manager aware of during an interview to sell yourself to the job?</p> <p>What are some key things you will need to highlight on your resume and in a cover letter?</p> <p>Who can you network with to introduce you to people at that company?</p> <p>Who can you call yourself at the company to establish relationships?</p> <p>What recruiting firm makes sense for you to partner with?</p> <p>Is there a job position you need to pursue first, before you can truly obtain this opportunity?</p>
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Position Title: _____

Why will this career be appropriate for you right now?

If you will need to develop certain skills or attributes what are they?

What companies make sense for you to market yourself to and why?

What are some key things you will need to make a manager aware of during an interview to sell yourself to the job?

What are some key things you will need to highlight on your resume and in a cover letter?

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What recruiting firm makes sense for you to partner with?

Is there a job position you need to pursue first, before you can truly obtain this opportunity?

<p>Position Title: _____</p> <p>Why will this career be appropriate for you right now?</p> <p>If you will need to develop certain skills or attributes what are they?</p> <p>How will you develop those skills and attributes?</p> <p><i>Educational goals:</i></p> <p><i>Project teams to become involved with:</i></p> <p><i>Specific problems you will try to solve:</i></p> <p><i>Leadership you will seek as mentors:</i></p> <p><i>Associations that you will try to become involved with:</i></p> <p><i>Other:</i></p>	<p>Position Title: _____</p> <p>Why will this career be appropriate for you right now?</p> <p>If you will need to develop certain skills or attributes what are they?</p> <p>How will you develop those skills and attributes?</p> <p><i>Educational goals:</i></p> <p><i>Project teams to become involved with:</i></p> <p><i>Specific problems you will try to solve:</i></p> <p><i>Leadership you will seek as mentors:</i></p> <p><i>Associations that you will try to become involved with:</i></p> <p><i>Other:</i></p>
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