



Own Your career

VIRTUAL WORKSHOP

*Take ownership today for the
success you want tomorrow!*



Overview



1-888-823-1646

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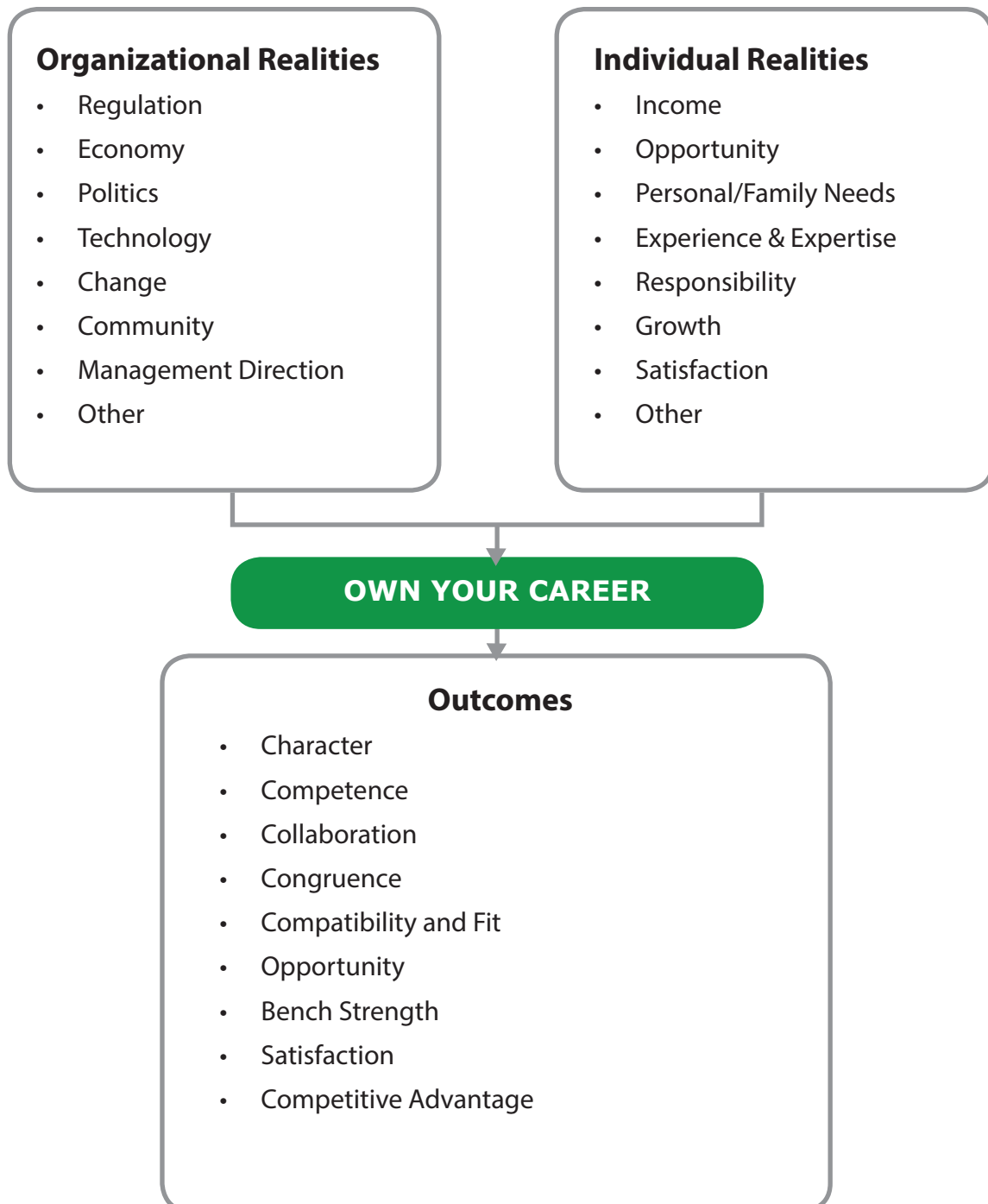
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Own Your Career

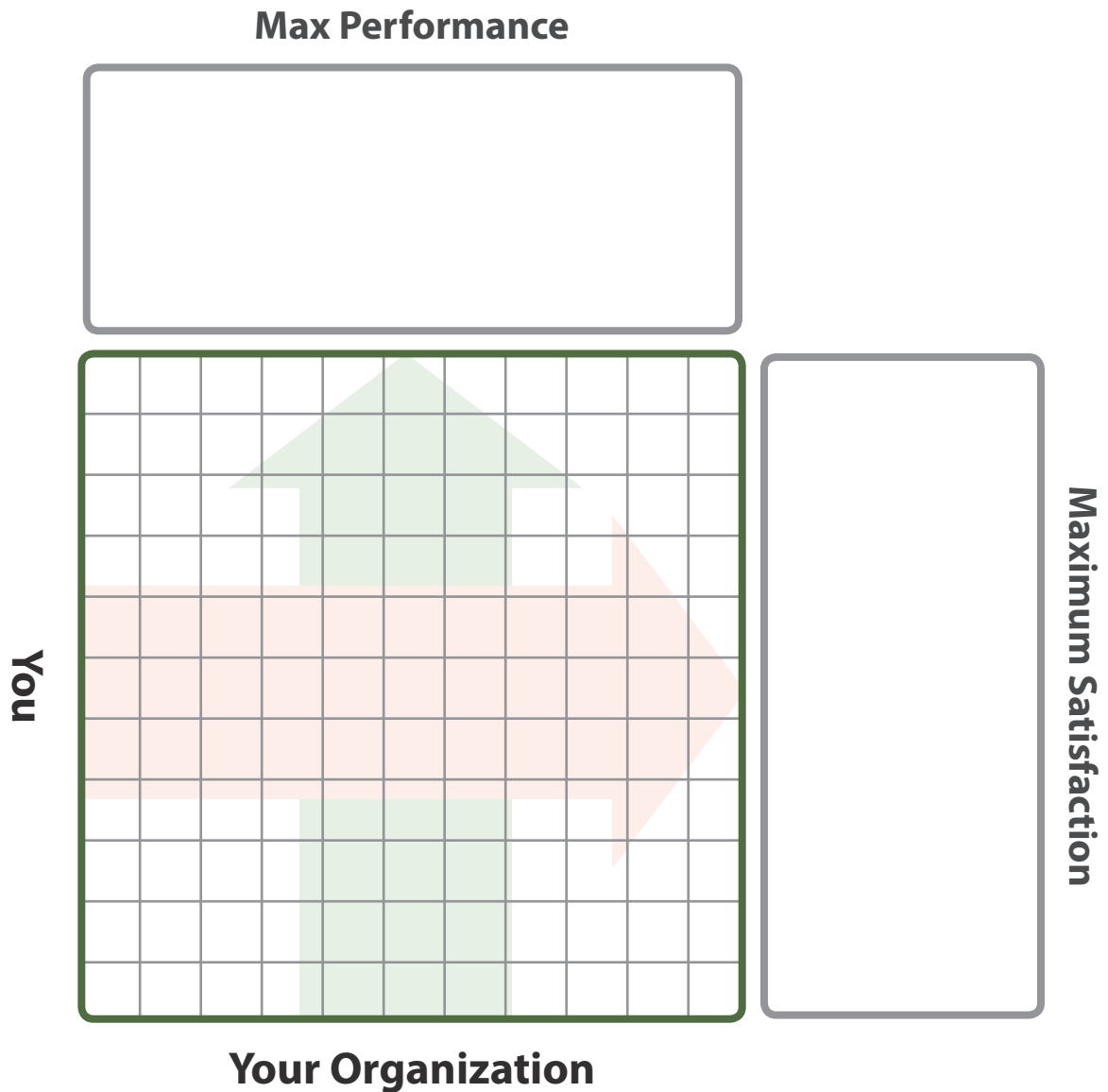
The WHAT and the WHY



Create Your Success

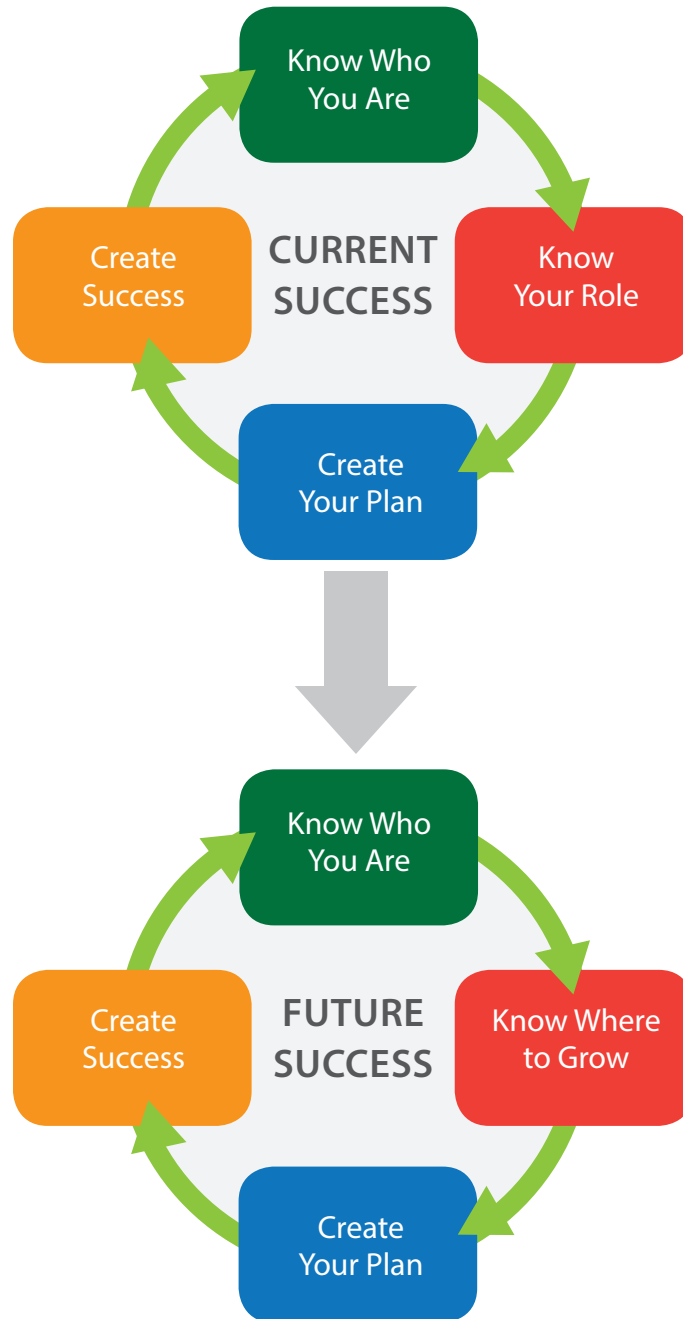
Balance of Needs

Your success is intertwined with the success of your employer. That relationship requires a balance of needs. Taking ownership for that balance forms the foundation for owning your career.



Own Your Career

The Process



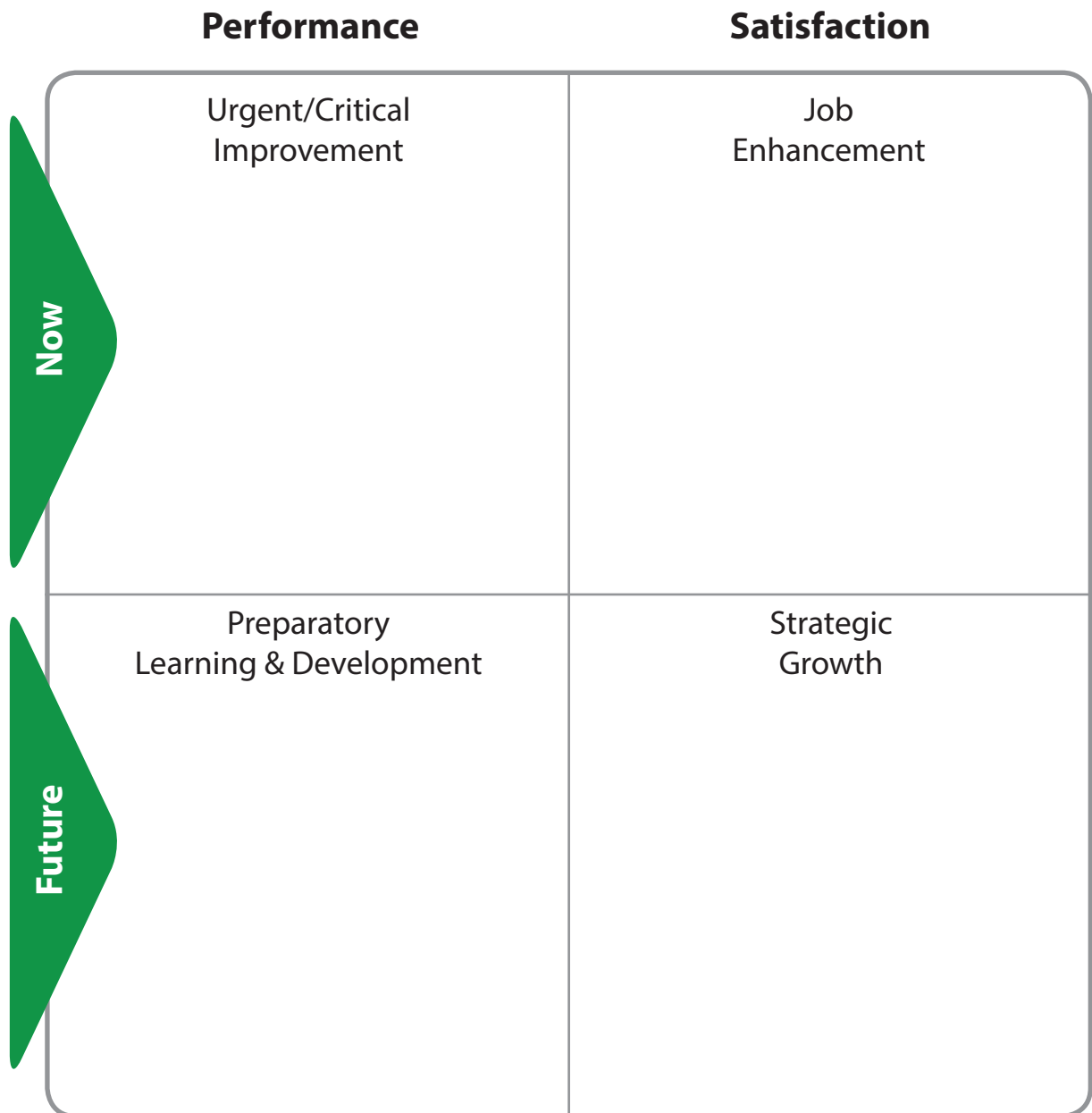
Own Your Career

Learning Roadmap

Session	Learning Topics	Actions
1 OVERVIEW	<ul style="list-style-type: none"> Welcome and Overview. The WHAT and the WHY of Owning Your Career The Own Your Career Process Key Roles in the Process 	<ul style="list-style-type: none"> Define for yourself what you most want to accomplish through this workshop. Consider how you will engage your Manager, Coach, Mentor, Feedback Providers, and Information Providers in this process.
2 CURRENT	<ul style="list-style-type: none"> Welcome Back Current Role Overview Step 1: Know Who You Are Step 2: Know Your Role Step 3: Create Your Plan Step 4: Create Success Practice and Application 	<ul style="list-style-type: none"> Define the specific actions you will take to “own” your success in your CURRENT ROLE. Go get started.
3 FUTURE	<ul style="list-style-type: none"> Welcome Back Future Role Overview Step 1: Know Where You Are Step 2: Know Where To Grow Step 3: Create Your Plan Step 4: Create Your Success Practice and Application Workshop Wrap-up 	<ul style="list-style-type: none"> Define the specific actions you will take to “own” your success in pursuing FUTURE ROLE opportunities. Go get started.

Types of Development

Different Approaches for Different Needs



Case Scenarios

What Is Needed? What Would You Do?

- 1. Ruben**

Ruben is a loan officer and has been working at a bank for nearly 5 years. He is becoming frustrated because he feels he has been passed over several times for a management position. He has a business management degree and has taken several management training courses on his own. He can't understand why he is not considered.
- 2. Janice**

Janice is a mother of three wonderful children who have now all left home. Janice looks at her future with wonder, excitement, and apprehension as she considers how she can fill the sudden void, do something meaningful, and make some money. She has not been formally employed for nearly 15 years. She is not sure that she has any relevant skills or experience that any employer would see as valuable.
- 3. Antonio**

Antonio works in IT. He has been told repeatedly by customers, peers, and superiors that he has tremendous potential when it comes to solving technical problems and when dealing with people. Antonio, however, wants to pursue a career in finance. Since no such opportunities are apparent to Antonio, he has begun to look for positions outside of the organization.
- 4. Teri**

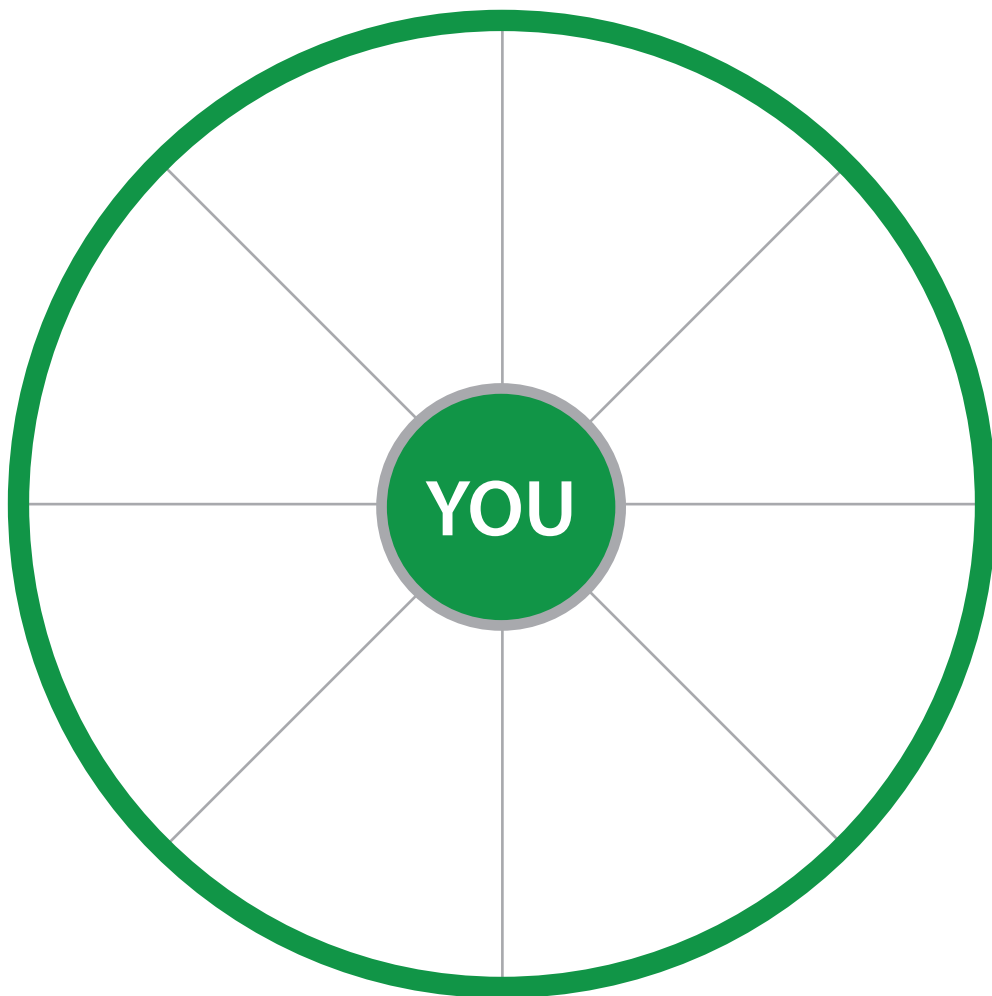
Teri has been a manager for ten years. She has strong people skills and desires to pursue a career in human resources. She tried to discuss her aspirations with her manager, but he cut the conversation short. He said she needs to focus on becoming more effective in her current job first and that she doesn't have the necessary qualifications for a position in HR anyway. Disgruntled, she gave up on the idea.
- 5. Donovan**

Donovan works as a customer service representative and does a good job. He recently learned of the value that the organization places on individual development. As a result, Donovan put together a rather elaborate plan to increase his skills and knowledge. It included classes, books, conferences, and projects. He was quite excited about it until he realized he was not going to get much support from his manager. As a result, he has decided that the company's support for employee development is nothing but hype.

Key Roles

Who can contribute to your success?

Those who can contribute to my success!



Manager

The person you report to.

ROLE DESCRIPTION

Your manager is the person to whom you formally report. Your manager is typically in a position to both help and hinder your growth and success. Ideally, he/she will be the primary person to guide and support you through the process. But the ideal is not always the reality. Managers are not always able and willing. Your manager may not give your growth and success the same priority that you do. Regardless, your relationship with your manager is still a very real factor in your success. It is still a good idea to strategically manage that relationship and involve your manager in your plans.

- ▼ **AUTHORITY** – Does my manager have certain authority to provide resources and opportunities that support my development?
- ▼ **KNOWLEDGE** – Does my manager have certain expertise or understanding regarding my current role and possibly my future career opportunities.
- ▼ **COMMUNICATION** – Does my manager maintain an ongoing dialogue with me regarding development needs and opportunities?
- ▼ **FEEDBACK** – Does my manager give me honest feedback regarding my job performance?

Coach

The person you choose to help you succeed.

ROLE DESCRIPTION

A coach is someone who will help you succeed in a specific aspect of your job or career. Coaches help to clarify goals and expectations. They observe you and point out your strengths and needs. A good coach will build both skill and motivation in you. Coaches may provide expertise themselves, or they may connect you with expertise. They may have a stake in your performance.

Ideally, your manager will be a coach to you. However, there is no guarantee. There may be others you know who can also provide you with helpful coaching.

- ▼ **CREDIBILITY** – Does this person have the experience and knowledge to give me coaching in this area?
- ▼ **SUPPORT** – Does this person provide support in the form of encouragement, information, and resources?
- ▼ **FEEDBACK** – Does this person give me honest feedback regarding my strengths, weaknesses, and developmental progress?

Mentor

The person you choose to learn from.

ROLE DESCRIPTION

A mentor is a type of coach, but with a more long term and more personal perspective. A mentor is someone you choose. Whereas a coach will help you succeed in a specific aspect of your job or career, a mentor will help you more holistically and long term. A mentor is someone you want to learn from and possibly emulate. They provide wisdom and insight tailored to you. They are a trusted advisor, counselor, confidant, role model, and teacher.

- ▼ **CREDIBILITY** – Does this person have the experience and wisdom necessary to provide trusted advice?
 - ▼ **COMMITMENT** – Does this person have the personal desire to help me succeed?
 - ▼ **COMPATIBILITY** – Can I relate to this person? Do we communicate well with each other?
 - ▼ **CONFIDENTIALITY** – Will this person keep our conversations confidential? Do I trust this person?
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"Keep away from people who belittle your ambitions. Small people always do that, but the really great make you feel that you, too, can become great."

Mark Twain

Feedback Provider

Trusted associates who can help you see yourself.

ROLE DESCRIPTION

Trusted individuals who are willing and able to provide you honest, objective, and helpful observations regarding your capabilities and effectiveness. Feedback providers are not expected to give advice (what you should do), but simply feedback (what they see you doing).

- ▼ **HONESTY** – Will this person be honest and genuine in their feedback?
- ▼ **CONTACT** – Does this person have enough contact with me and my work to provide accurate feedback?
- ▼ **OBJECTIVITY** – Is this person capable of providing feedback (positive and negative) without undue personal bias?

Information Provider

Those who can help you see your world.

ROLE DESCRIPTION

Any trusted individual within your network who will keep you informed on developments, trends, and resources within your organization, field, or developmental pursuit. They need not provide feedback nor advice, just information.

- ▼ **CREDIBILITY** – Do I trust the information I receive from this person? Does the person have good insight?
- ▼ **CONTEXT** – Does this person understand the context of my job and situation enough to provide relevant information to me?
- ▼ **RECIPROCITY** – Are there opportunities for me to provide valuable information to this person as well?



Key Roles

Worksheet

Key Roles	Current	Future
Manager		
Coach		
Mentor		
Feedback Providers		
Information Providers		

Recommended Reading

Learn more.

How Will You Measure Your Life?

Clayton M. Christensen

How Will You Measure Your Life is with a book of lucid observations and penetrating insights designed to help any reader—student or teacher, mid-career professional or retiree, parent or child—forge their own paths to fulfillment.

FYI for Your Improvement

A Guide for Development and Coaching for Learners, Managers, Mentors and Feedback Givers

Michael M. Lombardo & Robert W. Eichinger.

Over 20 years of research helped the authors to define the library of 67 competencies, 19 career stallers and Stoppers. Widely used across industries and recognized as a high quality, standard resource.

Rise

How to be Really Successful at Work AND Like Your Life

Patty Azzarello.

The authors provide recommendations on how to intentionally manage your career, add value to your organization, stop wasting time and stop burning up yourself and those around you. Patty became the CEO of Hewlett-Packard at 38 and shares some excellent, fresh insights about managing time, priorities, creating and managing your brand among others.

What Got You Here Won't Get You There

How Successful People Become Even More Successful!

Marshall Goldsmith with Mark Reiter.

The author shares habits that hold us back and habits that can change us for the better. The author is an executive coach and many of the habits he shares are helpful no matter what role you hold in an organization.

Notes

Bright Ideas and Inspiration.
