



Own Your career

V I R T U A L W O R K S H O P

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



Current



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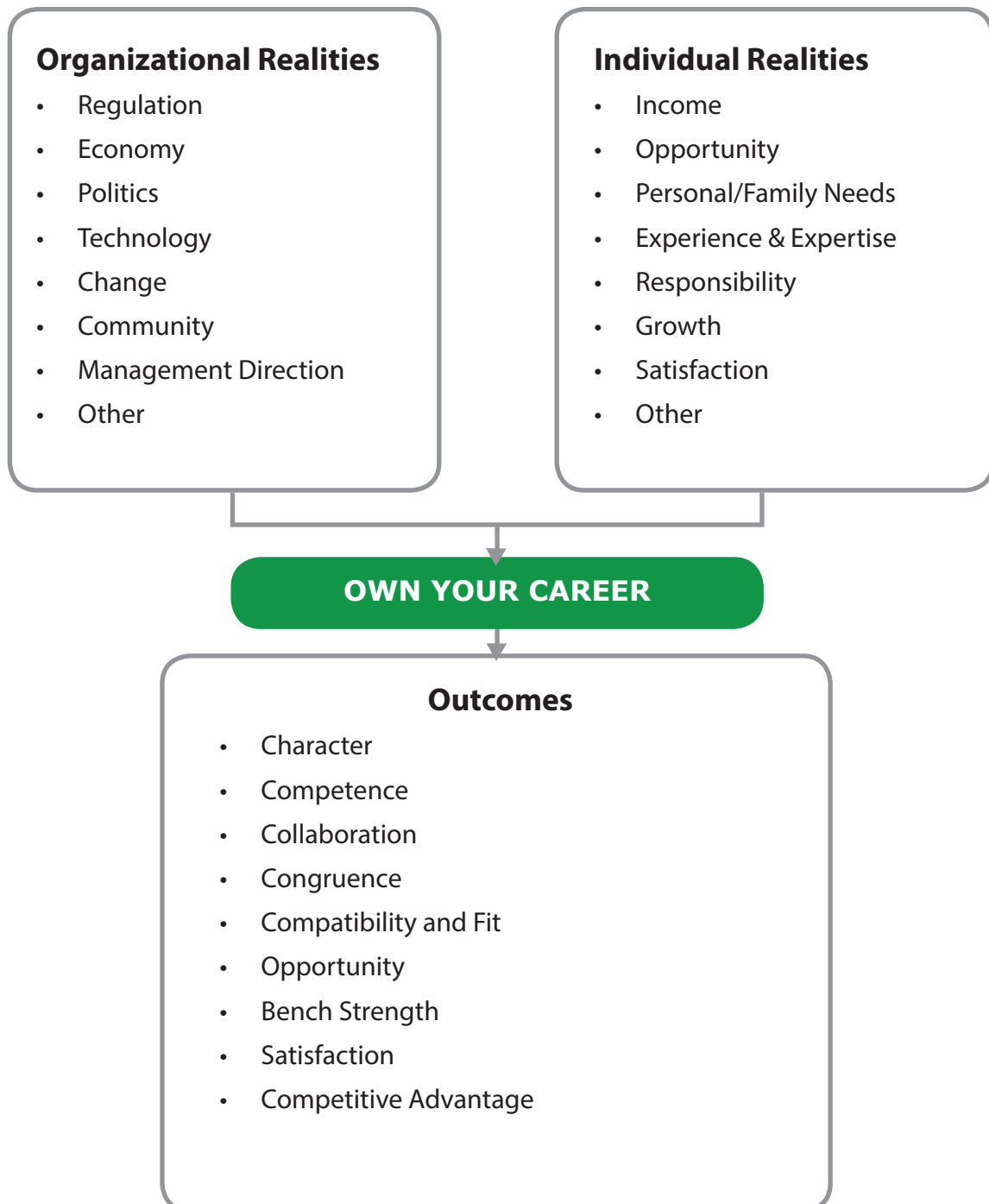
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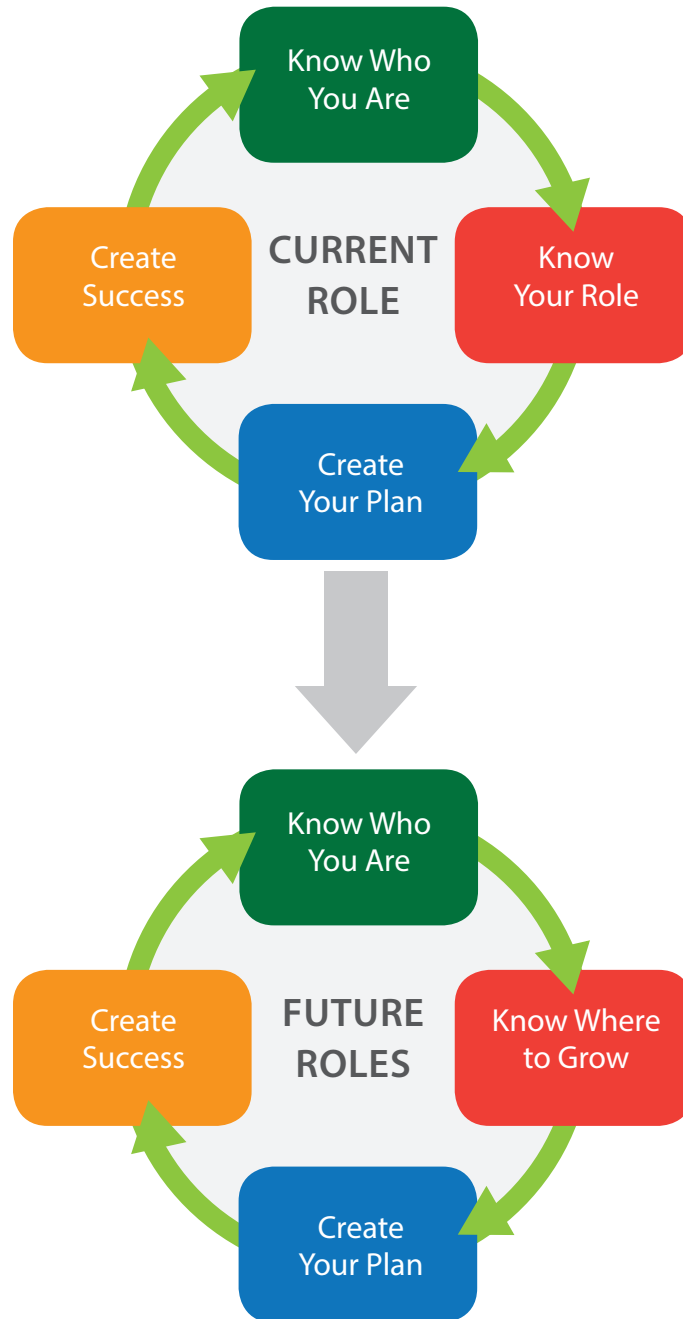
Own Your Career

The WHAT and the WHY



Own Your Career

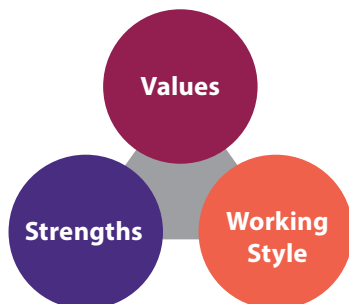
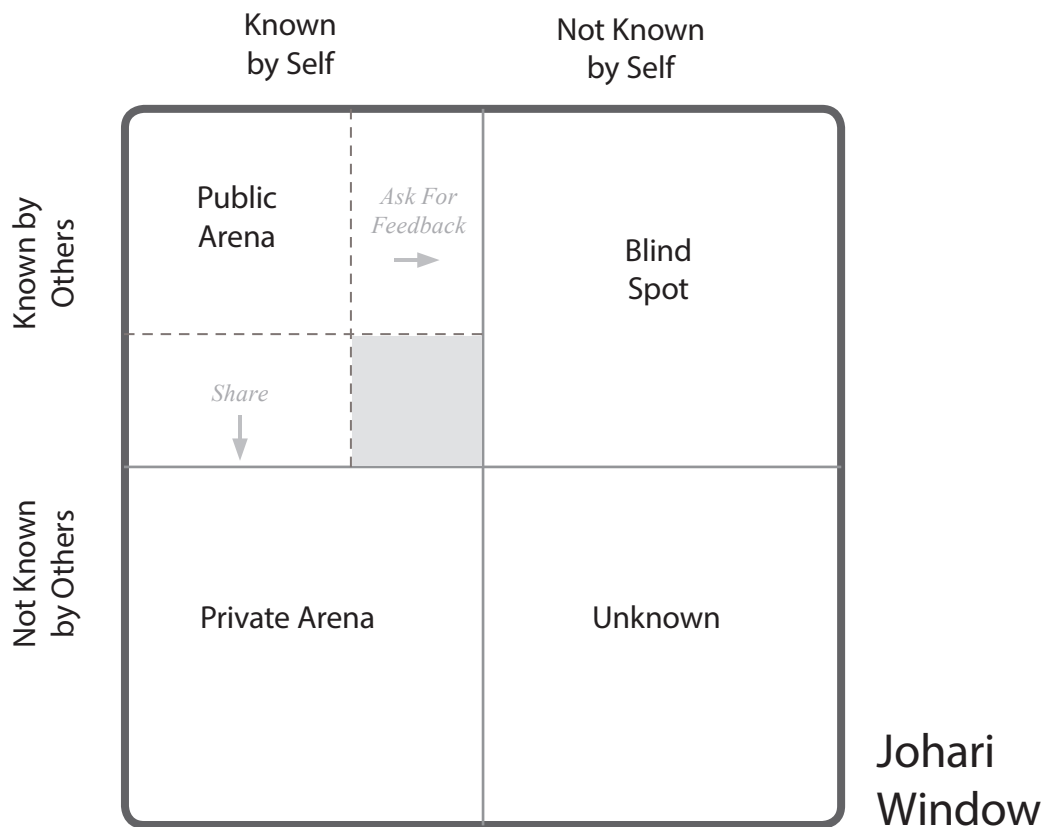
The Process



Know Who You Are

Values. Strengths. Style.

*“Knowing where you are begins by knowing WHO you are.
Do you know your values, strengths, and style?”*



Assess ► Discuss ► Reflect



Know Who You Are

Worksheet

Use this worksheet to gain clarity on yourself. Use it to assess, discuss, and reflect on your VALUES, your STYLE, and your STRENGTHS.

Values	Assess	Discuss	Reflect
What are your top 5 values?	What tools have you been able to use to assess your values?	Which trusted colleagues will you seek feedback from to learn about your values?	What have you learned about your values that can help guide you in your role?
Working Style	Assess	Discuss	Reflect
How would you describe your working style?	What tools have you been able to use to assess your style?	Which trusted colleagues will you seek feedback from to learn about your style?	What have you learned about your style that can help guide you in your role?
Strengths	Assess	Discuss	Reflect
How would you describe your top strengths?	What tools have you been able to use to assess your strengths?	Which trusted colleagues will you seek feedback from to learn about your strengths?	What have you learned about your strengths that can help guide you in your role?



Know Your Role

Worksheet

My Job / Role Description

My Unique Contribution

My Top Priorities (Results and Behaviors)

My Relevant Strengths

My Development Needs



Current Role Success Plan

Worksheet

Performance

Performance Goals (What I Need to Accomplish)	Current	Target

Development

Development Goals (What I Need to Learn)	Outcome	Target Date



Focus Discussion

Worksheet

With Whom

Date

DISCUSSION TOPICS

- Thank you
- Purpose of Discussion
- Role & Contribution
- Top Priorities
- Relevant Strengths
- Development Needs
- Performance Goals
- Development Goals
- Follow-up Plan
- Thank you!

Notes

Bright Ideas and Inspiration.
