Career Coaching
Practical Advice
Is It Just A Job? or Is It A Career?

Professionals develop their own professional development plan

The business of selling yourself; you have to have something to sell.

Will you change jobs again before you retire? Voluntarily?

www.mltweb.com/prof/job.htm

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Conference Strategy

- Have you met many people from other companies?
- Have you met anyone from a company that could be a potential employer?
- Have you met anyone who could give you a recommendation?
- Have you met anyone who might be in a position to decide/influence if you get a job?
How Do Others In The Company Perceive Me?

- **www.mltweb.com/prof/perception.htm**
- Lazy, disruptive, slovenly, loud, obnoxious, argumentative, not a team player, bombastic, slow,
- Team player, quick learner, personal pride, contributor, supportive, polite, positive, flexible
“Yes, I think I have good people skills.
What kind of idiot question is that?”
Interview your manager
What do you value most about my work?
What improvements can I make?
What would training you recommend?
What skills or knowledge would you be looking for in a new candidate?
What do I have to learn to get your job?
What Skills Will I Need To Compete For A Job Tomorrow?

- [www.mltweb.com/tools/sharpen.htm](http://www.mltweb.com/tools/sharpen.htm)
- Professional skills are as important as Technical skills
- What skills do we use every day?
- What skills would be useful to improve?
- What skills will we need tomorrow?

Do not forget the critical skills of learning & self help
1. Prepare a short bio - as though someone were introducing you
   - Use it to judge your sell-ability
2. Maintain a running list of professional accomplishments, training, skills
3. Carry a reminder of personal goals
4. Use a personal training plan
5. Schedule a monthly meeting with yourself to update each document
Contributors are more valuable than disruptors

Skilled professionals are more flexible than procedure followers

Adaptability is more helpful than longevity

A positive “company image” is more valuable than a “unique” individual.

We compete for our jobs everyday
What do hiring managers consider?
You are competing against other candidates
The best resource might not be the most skilled
A good “fit” in the organization includes behavior, attitude, composure, energy level, communication style, etc.
Both the hiring manager & candidate are responsible for making the right decision
Career Limiting Behavior – *it does matter*

- Negative comments are eventually heard by everyone – even outside the company
- Taking advantage of your company is like shooting yourself in the foot
- “Difficult to manage” is not what you want as a professional image
- Managers do network and talk about prospective employees
- A “Bad Attitude” is not marketable

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Find out how coworkers perceive you
Evaluate your “place“ in the organization
Understand your working environment needs
Find out how other company managers perceive you
Evaluate your “company” image
Get a second, or third opinion
Goal statement must be exciting
- “save money…” instead of “obtain experience”

Language must demonstrate responsibility
- “managed admin details” instead of “supported”

Action words speak louder than passive
- “recruited” instead of “brought-in”

Include only supporting experience
- “motivating manager” instead of “coach”
What Is My Public image?
What can I do to improve my image?
Trip reports, newsletter articles, asking better questions; making presentations; forwarding articles – *with comments*, connecting people

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Networking & Building “Social Capital”

- A good first impression
- Working the network
- A valuable contact

www.mltweb.com/tools/buytrain/relate.htm

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Requisition A New Job

- www.mltweb.com/tools/buytrain/requisition.htm
- Prepare in advance to apply career skills to the predictable job search
- Specification refinement
- Searching for potential sources
- Selection criteria
- Evaluation team
- Negotiating an agreement
Professional Strategies

- What am I doing to enhance my value?
- What am I doing to keep my job?
- How am I improving?
- How am I preparing for the worst?
- How do I keep a positive attitude?

www.mltweb.com/prof/prodev.htm
Action Plan – reality check

- I have cultivated a professional network
- I have investigated employment standards and expectations in other locations
- I have solicited critical feedback
- I know what I can contribute to a potential employer
- I am ready to move
The Interview

- [www.mltweb.com/prof/interview_questions.htm](http://www.mltweb.com/prof/interview_questions.htm)
- Every day is an interview
- Practice with sample questions
- Research and list facts
- Prepare to be examined
ISM Career Center;
search for jobs, post résumés search for candidates ...

- www.ism.ws/careercenter/?navItemNumber=4893

job seekers:
- Free résumé critique by a career expert
- Career tips, articles, newsletters
- View the number of times your résumé is accessed
- E-mail notification of job updates
- Sample job titles and descriptions
- Relocation resources
- Listing of ISM affiliates that offer employment services
- Scholastic opportunities
- Lists of external job hunting sites, recruiters, salary/career builders

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For employers:
- Track the number of times your job posting is viewed
- View the number of résumés received per job
- Search the résumé database (currently more than 900 candidates)
- Lists of your past and present job postings
- List company's employment services site
More References

- Manpower Career Resource Center
  - www.us.manpower.com/uscom/contentDouble.jsp?articleid=16

- MLT Web Site articles and links
  - www.mltweb.com/prof/tools.htm
  - www.mltweb.com/prof/job.htm