

# Personal Professional Development Plan

ML Taylor - February 2004



*A 30 year career has 10 thousand job interviews.*

~ Taylor

## 1. Overview:

- a. Determine strategy
- b. Take an inventory
- c. Assess Market
- d. Develop Plan

## 2. Strategies

- a. I plan to keep my current job as long as I can (until I retire or get replaced)
- b. How do I compare to my coworkers?
- c. I plan to market myself to get one (or more) new jobs
- d. Who is the competition? What qualifications/skills does the competition have?
- e. What could I be doing to help my organization that I haven't been asked to do?

## 3. Current Status

- a. Experience (years):
- b. Experience (jobs):
- c. Title:
- d. Function Statement:
- e. Years expected to continue working:
- f. Number of likely job changes (average person = once every 5 years):

## 4. Personal Professional Development Plan

- a. I am learning to:
- b. My long-term career goals are:
- c. I plan to cite the following accomplishment in my next performance review or discussion with my manager:
- d. By this time next year, I will be better at:
- e. I am more valuable to my company than a well qualified job candidate because:
- f. I am involved in the following professional activities:
- g. My participation in ISM adds value because:

## 5. What Can I Do To Earn Respect?

- a. Add Value; Add Functionality; Get the job done!
- b. Publish information within your company. Anticipate questions, concerns, discussions about products you are/could be buying, suppliers, lead times, etc. and publish the information before you are asked.
- c. Be Proactive. Anticipate company needs and write orders to solve problems.
- d. Contribute to the bottom line. Make a difference? [Purchasing is a profit center].
- e. Take Responsibility.
- f. Take ownership.
- g. Be effective. Have control of the suppliers, data, reports, and information?
- h. Understand the regulations that affect your industry?
- i. Find current information on the Internet, and distribute to management.
- j. Become the office expert on something useful;
  - i. Using the Internet
  - ii. Publication and Presentation layout
  - iii. Printing & spreadsheets
  - iv. PC s, software
- k. Be professional. [Casual dress day doesn't mean grubby] [Don't "punch out" until the job is done]
- l. Be part of the team.
- m. Bring new ideas to the table?
- n. Understand the company "vision"

- o. See, and help paint the big picture
- p. Share the burden of positive leadership
- q. If senior management is a member of community organization, give them something to take to a meeting that they can be proud of. Articulate company impact on the local economy or community?
- r. Be an emissary to community
- s. Attend meetings with other organizations to help them. Don't wait for them to look for you.
- t. Change happens. Don't fight it, facilitate it.
- u. Make sure everyone understands what purchasing does and how it contributes to the company.
- v.

**6. How Does Purchasing Contribute? (Are You Doing All You Can?)**

- a. Advise users and management
- b. Analyze customer contract terms
- c. Assist in new product development
- d. Assure a constant supply of materials
- e. Commodity and industrial review and information
- f. Cost reductions
- g. Cross functional team participant
- h. Educate vendors and internal customers
- i. Ensure legality of business actions related to purchases
- j. Envoy for company social and community policies
- k. Expedite and ensure delivery and contract performance
- l. Financial analysis of suppliers
- m. Interpret contractual regulations
- n. Inventory reduction
- o. Inventory control planning and implementation
- p. Lead project suppliers
- q. Locate sources
- r. Locate new technologies
- s. Locate materials
- t. Maintain supplier relationships through mediation and negotiation
- u. Make/buy decision coordination and alternatives
- v. Manage cash flow to suppliers
- w. Materials availability
- x. Meeting schedules
- y. New product development
- z. Price reductions for components and raw material
- aa. Product information
- bb. Professional business perspective
- cc. Profitability
- dd. Promote professional and ethical relationships with suppliers
- ee. Quality control and improvement
- ff. Services to internal/external customers
- gg. Strategic planning information
- hh. Strategic planning for bottom line impact
- ii. Streamline administrative processes
- jj. Supplier Performance monitoring
- kk. Supply chain risk management
- ll. Supply chain consolidation and standardization
- mm. Supply chain cycle time reduction
- nn. Traffic and transportation cost control and reduction
- oo. Understand regulations that apply to activities (e.g. hazardous waste)
- pp. Value engineering contributor

- qq. Vendor development
- rr. Write binding, legal contracts
- ss.

**7. How can the ISM Affiliate help members be successful?**

- a. Make it easy for people to participate
- b. Publish programs, publish membership, invite managers, provide feedback, list of contributions
- c. Proactive. provide ideas, suggestions, improvements, "extra effort"
- d. Provide something members can use to justify the time they spend participating.
- e. Help them sell participation to the company and their family.
- f. List of association education and training programs
- g. Provide a R.O.I. to members
- h. Develop the "professional", not just the "buyer"
- i. Answer the question: What impact has your association made to your members?
- j. Provide members with effective rationale to use when participating in an ISM function.
- k. Facilitate communication between members and their companies.
- l. Provide extra copies of newsletters and seminar notices so they can be routed in the company.
- m. Provide a "benefits of membership" statement for you local affiliate.
- n. Facilitate communication between members and other members.
- o. Who is the membership network?
- p. What skills and information can be shared among members?
- q. Emphasize what/how people could be using the benefits of membership
- r. Feedback about practices in other countries.
- s. *Yes we know some countries have different ethical standards and that you have to know import rules to buy internationally, but what do the purchasing organizations in other countries do that might be useful here?*
- t. How does the purchasing department fit into the Japanese management style?
- u. Provide members information/ articles, news they can use in selling themselves.
- v. Make sure ISM, C.P.M., A.P.P. are commonly used acronyms
- w. Provide information members can share at community organizations and events.
- x. Publish and promote this list of Purchasing's Contributions

**8. My Goals:**

- a. Keep a current Professional Contact list
  - i. Keeping a large Christmas list is practice
- b. Network, communicate, talk, keep in touch
  - i. ISM events for example
- c. Keep a Career log
  - i. Performance review is a chance to get the boss help you write your resume
- d. Frequently update my resume
- e. Be a WORLD CLASS PROFESSIONAL

**Professionals take charge of their own professional development!**

~ Taylor

## Help, I don't know where to start!



Mark each of the following statements as TRUE or FALSE. Check the answer that is closest to what you believe about yourself today. Suggestions are then provided for interpreting your scores.

	<b>Step 1:</b>	T	F
1	I know what my major strengths and weaknesses are.		
2	I know what my values, characteristics and attitudes are.		
3	I understand my learning style.		
4	I know what I am looking for in a career.		
5	I have known what type of work I want to do for more than one year.		
	Write your total number of answers for Step 1 at the bottom of each column:		
	<b>Step 2:</b>	T	F
1	I am certain about the types of work that I could perform well.		
2	I am sure that my current work choices are right for me.		
3	I know what workers do in the occupations in which I am interested.		
4	The types of work I can do will pay me enough to live the kind of life I want.		
5	I have interviewed three or more people in the occupations that interest me.		
	Write your total number of answers for Step 2 at the bottom of each column:		
	<b>Step 3:</b>	T	F
1	I am satisfied with the decisions I have made in my life.		
2	I know when I have made a good choice.		
3	I am clear about the whole issue of making decisions in my career.		
4	I am comfortable if I choose to change my mind at a later date.		
5	I have set and achieved goals in my life.		
	Write your total number of answers for Step 3 at the bottom of each column:		
	<b>Step 4:</b>	T	F
1	I have collected and organized a list of people who I know.		
2	I am comfortable calling people on the phone to talk about work opportunities.		
3	I have an up-to-date resume that has been reviewed by a friend, colleague or career professional.		
4	I have written a variety of work search letters (e.g., cover, broadcast, interview follow up, etc.).		
5	I can talk about my skills with an employer in an interview.		
	Write your total number of answers for Step 4 at the bottom of each column:		
	<b>Step 5:</b>	T	F
1	I know how to evaluate if a position is the right fit for me.		
2	I can ask for instructions or clarification from a new boss.		
3	I am comfortable interacting with new co-workers.		
4	I know what to do if I experience conflict with others at work.		
5	I know how to ask for feedback about my performance.		
	Write your total number of answers for Step 5 at the bottom of each column:		
	<b>Step 6:</b>	T	F
1	I feel like I am growing and advancing in my career.		
2	I know when it is time to make a change in my work.		
3	I re-assess my work and life goals each year.		
4	I meet with professional colleagues to share and learn about each other's work.		
5	I have a mentor who supports my career development.		
	Write your total number of answers for Step 6 at the bottom of each column:		

## Interpreting Your Scores:

The ideal situation and ultimate goal is for you to answer all five statements as “True” for each of the sections. This would suggest that you have developed a high level of personal career management competence in your life. However, most individuals find that there are a few areas that they need to learn more about in order to be successful in today’s workplace. If you scored less than **3 out of 5** for any of the sections, you would benefit from reviewing that section of the *Career Development Manual*.

Each of the sections refers to a corresponding “Step” as outlined below:

**Step 1 – Self-Assessment:** This is the foundation for the whole process and critical to professional success! You need to understand who you are and what your strengths and weaknesses are before you can make effective career decisions. The more you understand this information, the better you will be able to write focussed resumes and present yourself favourably in interviews and get the job you really want. This section will help you to accomplish this.

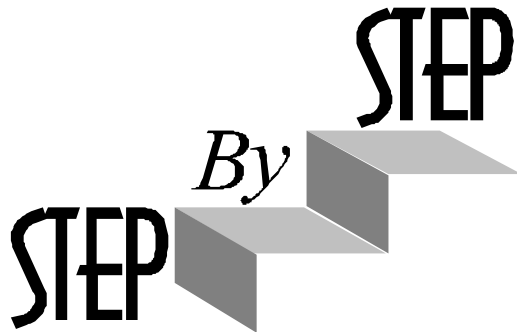
**Step 2 - Research:** In order to know how to connect your strengths and weaknesses to the world of work, it is important that you conduct extensive occupational research. This will help you to learn about opportunities that match the nature of your interests and talents.

**Step 3 – Decision Making:** It is important to be able to make healthy decisions about where you are going. This involves setting short-term and long-term goals. It also involves creating action plans.

**Step 4 – Networks & Contacts:** This refers to the process of networking and making contacts. The process includes all of the activities such as resume writing, conducting an effective work search and presenting your qualifications in an interview.

**Step 5 - Work:** Here you learn to negotiate work offers and create success in your new role.

**Step 6 – Life/Work Planning:** This sets the stage for re-evaluation. Your needs and desires will change as you gain experience over the next few years. It is important to review your needs and the opportunities that are available on a regular basis throughout your life and career.



A journey of a thousand miles begins with a single step.

~ Chinese Proverb

Career Services  
University of Waterloo  
Waterloo, Ontario, Canada  
Information: [cdm@uwaterloo.ca](mailto:cdm@uwaterloo.ca)

## Career Log

When starting a job search you need to have all your information in one place. This information will be used for completing applications, writing resumes and interview preparation. We suggest you have a folder marked "Career Log" and include the following information:



### Work Experience

Always include a complete work history, including:

#### Employers

- Complete addresses and phone numbers for all past employers
- Job Titles
- Supervisors' names
- Dates of employment with each employer
- A complete description of your responsibilities and accomplishments (including any position if prior military, a complete copy of your service record descriptions and evaluations you received)

#### Work samples

- Articles you have written
- Photographs (if a photographer, a model, etc.)
- Recording samples (for recording artist, disc jockeys, etc)

### Other Necessary Information

- Honors and Citations
- Community Activities
- Salary History
- Credit History
- References with complete address and daytime phone number (at least three professional and three personal)

### Personal Identification

- Birth Certificate
- Proof of Citizenship
- Social Security Card
- Passport

### Education and Training

- College or course transcripts
- Diplomas, Certificates, Licenses
- Honors
- Activities list

The Official Source of QOL Information for the Department of the Navy and LIFELines Partner Organizations

<http://www.lifelines2000.org/services/employment/index.asp?action=lnk&AttribID=471>

<b>A. Tasks</b>	<b>B. Function</b>	<b>C. Knowledge</b>	<b>D. Skill</b>	<b>E. Opportunities</b>
<i>What specific tasks or contributions do I make on a daily basis?</i>	<i>How does this contribute to the success of my company/organization?</i>	<i>What specialized knowledge does it take to perform this task well?</i>	<i>What specialized skills does it take to perform this task well?</i>	<i>What knowledge or skills would help me be the best at this?</i>
1.				
2.				
3.				
4.				
5.				



ISM Tool Kit

February 5, 2009

These tools are here to assist you — our members — in our daily tasks. We will continue to add to this section of the web site. The tools listed below are for purchase or other processes. Check out one or two, and check back for more. And, remember these are free for AND only available to ISM members.

- How Do You Conduct A Negotiation Session?
- Do you need to perform a Cost Analysis?
- Do you need Cost or Pricing Data?
- Negotiation Diagram
- Negotiation Flowchart
- Price Analysis Process
- Do you need Information to Support Supplier Price Offers?
- Strategic Profit Model

By Joseph L. Cavraro, Ph.D., C.P.M.

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CAREER DEVELOPMENT LINKS and TOOLS

The links to these and more should be a key job development in 2009. Before you have to do it on your own, here are a few links and some information that might help. Check out the links themselves after we're done with the 2008 and a few helpful facts.

Links: Tools Job Ads Recruitment Links

Articles: For Your Success in 2009 JOBBEEBOOKS Feedback Techniques Blog Experiences a Job Ad

**TOOLS**

- Business Work Order Career Center
- Career Links
- Professional Education and Training Profiles
- Career Skills
- Career Profiles
- CBR Purchasing Compensation Calculator
- Executive Search Software Compensation research and Software
- E-Recruitment
- Professional career preparation
- Planning
- Employment and Career Management
- Board or Selection Committees and Salary Negotiation
- On Resumes
- Resume Review on Line
- HR Employment Services
- Job Seeker Tools
- Participating Job and Labor in our career and job openings
- Keynote Online Career Center
- Methodical Approach of Personal Present of Job opening and assessment tool
- Online Career Center
- Online Job Ad Career
- Professional Review
- Education Career
- Resume Skills
- Resume Information Center
- Resume Library
- Resume Distribution Service
- Salary Calculator
- Compensation to 2500+ Jobs
- Market Report
- Salary Information Overview and employer salary tool center
- Information
- The Career Tools
- Free resume services that get you in employment services
- Salary Salary Comparison Comparison of Job and related to various locations
- Salary Career Center

MLT web

PURCHASING TOOLBOX

Information, tools & references for purchasing professionals

Many previous programs and materials are being and management entry. Much of the information and references included here are used in Mike's programs & seminars. Copies of articles prepared for associated newsletters are also included for a little after reading. Check back if you're reading.

links: B2B E-Commerce Day from news articles Clickholes news articles E-Commerce Links E-Commerce Front and Computer Uses Job and Career Resources Professional Development Purchasing History Selling Tools Negotiation

**B2B E-COMMERCE**



- E-Commerce Checklist
- How profitable do I am before selling the plan?
- E-Commerce Front, Computer Uses and Internet Business Plan types (And advice and information)
- E-Commerce Links
- Have you found information about E-Commerce?
- Trading Partner Agreement
- A sample E-Commerce agreement
- Supplier's Guide
- Can you explain their's digital items?

**Articles & Issues**

- Enables Electronic Capabilities**  
Recent news article suggests the value of including a supplier's electronic capabilities in evaluation criteria.
- What Language Are You Speaking?**  
All e-commerce B2B standards are not equal. Questions to ask before buying from a B2B e-commerce website.
- Interview**  
A single vendor in a multiple and existing supplier subject. March 2009
- Costs Matter**  
One more thing to worry about as the cost rises selling. March 2009
- It's Not Over Until It's Over!**  
Take advantage of creative pricing terms in E-Commerce Contracts.
- Sample On Line Selling Invoice Plan (MS Word Document)**  
A 100+ page document for every plan prepared by including in the document.
- Supplier Management**  
A 60 page and the contents from a presentation by Andrew Stevens, Vice President and Business Leader at GSCA, Internet on Group. <http://www.gscanet.com> at the IT conference in Ft. Worth, TX, April 14.
- Purchasing Cost Savings Plan**  
Why should we have one and what is it for? March 2009
- Can Cost Saving Plans**  
What different cost saving in the web activities.

Search Results - Internet Explorer 8 (SP1) - 2009 02/05/09

Records 21 to 30 of 44

Search Results for 44 matching records found. Click the ID to see a full description.

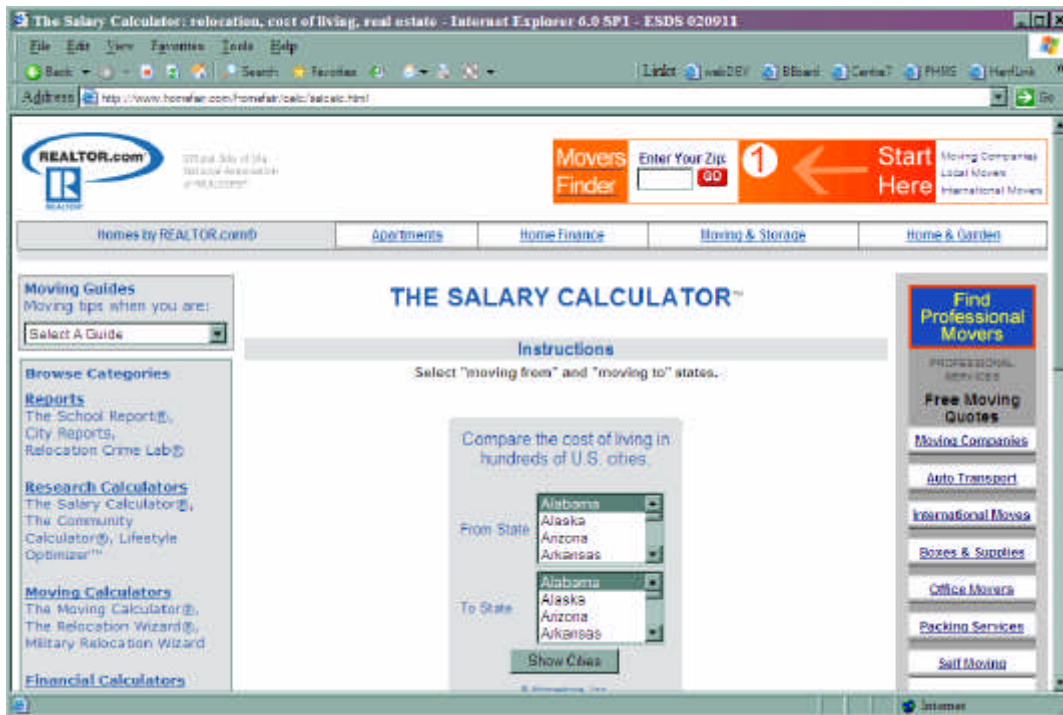
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17957	01-15-2009	Mediation & Bond Recovery	Director / Manager for Health Products Mfg.	NY	Troy in Midwest
17448	01-15-2009	General Operations Mfg.	Program Manager - Subcontract	GA	Dalhousie
82019	01-15-2009	Operations & Bond Recovery	National Manager / Automotive Supplier Plant Experience	NY	Buffalo South City
17973	01-15-2009	Operations & Bond Recovery	Purchasing Manager / Household Major Appliances Industry Experience	NY	Western Hill of US
17919	01-15-2009	Operations & Bond Recovery	National Manager (Automotive / Truck / other Vehicle Industry Experience)	NY	South Eastern HRO City
41618	01-15-2009	POC of Reservoir	Purchasing Director	NY	Clawson SouthEast
17884	01-15-2009	Ampex	Sales Contracts Administration	GA	Dalhousie
17912	01-15-2009	ComMentel	Buyer	NY	YONK
18014	01-15-2009	ComMentel	R&D Buyer (Manufacturing Engineering)	NY	YONK
41614	01-15-2009	PHOTOAL You	Community Manager	GA	Dalhousie

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Return to Career Center.



<http://www.ism-knowledgecenter.ws/>



*The competition will always be better tomorrow.*

~ Taylor