Keeping Your Career on Track in a Complex World

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Career Development

Sue Kaiden is the manager for the Career Development Community of Practice. This community helps professionals develop their careers and the careers of others within their organization. With more than 20 years of experience improving performance in the healthcare, IT, and nonprofit sectors, and 10 years of experience as a career coach, Sue is your point of contact for the ATD Career Development Community of Practice. She holds an MBA from Cornell University, a BS in business administration from Miami University, Ohio. She is trained in Lean Six Sigma and certified as a Myers Briggs (MBTI), and Strong Interest Inventory practitioner.

Agenda

1. Find Your Fit

2. Staying Relevant

3. Growing in Place

4. When is it Time to Make a Change?

5. Questions

Find Your Fit
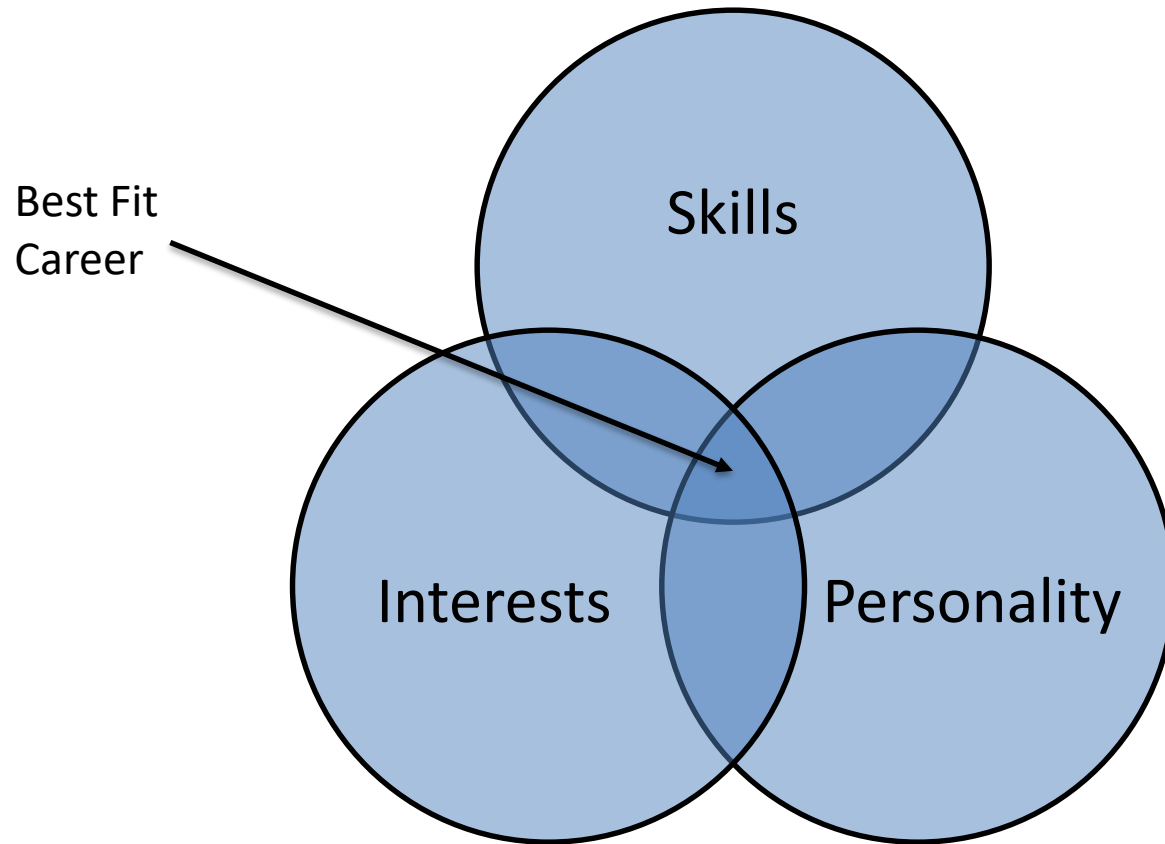
Staying Relevant & Up to Date

- What skills should I develop?

- How do I stay relevant and competitive?

- How can I stay up-to-date on technology?

What skills should I develop?

✓ Know thyself

✓ Find "aspire to" jobs

✓ Look at current workplace and future of work

✓ Choose one or two areas to build

Personal Inventory – Tina Trainor

Skills/Experience	Knowledge/Credentials	Personality Traits
What can I DO?	**What do I KNOW?**	**Who AM I?**
• Teaching/Instructing • Group Facilitation • Public Speaking • Curriculum development • Program evaluation **EXPERIENCE:** 6 years experience as training specialist 4 years as nurse	• Adult Learning Principles • ADDIE and SAM • Leadership development • Learning modalities • Health care industry • Clinical knowledge • Blackboard LMS **DEGREE:** BS in Nursing **CERTIFICATIONS:** ATD Master Trainer	• Extroverted • Creative "idea person" • Enthusiastic/Positive • Organized • Collaborative • Empathetic • Enjoy variety **PERSONALITY PROFILES:** • MBTI (ENFJ) • DiSC (High IS)

Preference Grid – Tina Trainor

Categories	No	Maybe	Yes
SKILLS	▪ Bedside nursing ▪ E-Learning (Only) ▪ Computer programming	▪ Program Evaluation ▪ Develop instructional materials ▪ Clinical knowledge ▪ Technical training	▪ Training delivery ▪ Group Facilitation ▪ Program design ▪ Leadership development
INDUSTRY	▪ Defense ▪ Insurance ▪ Pharmaceutical	▪ Non-profit ▪ Start-up ▪ NGO's	▪ Health care ▪ Consulting ▪ Training Company
ENVIRONMENT	▪ Commute > 1 hour ▪ Large firm ▪ Authoritarian workplace ▪ Salary below $ 70K ▪ Travel > 50%	▪ Commute 30-60 minutes using public transportation ▪ Salary $70K-80K ▪ Small firm or start-up ▪ Travel 25-50%	▪ Commute <30 mins ▪ Collaborative ▪ Advancement ▪ Salary $ 80K – 95K+ ▪ Travel < 25%

Target – "Aspire" To Job

What is your ideal or target job?

- "YES" column provides picture of ideal position

- Find some examples

  - Jobs.td.org

  - Indeed.com; ziprecruiter

- Compare your qualifications

Sample Job Description
Director, Learning & Development

Qualifications

- Bachelor's degree in a related field; Master's preferred

- Five years of progressive experience dedicated to adult learning and organizational development

- Ability to lead, manage and develop training teams

- Experience creating, implementing and managing training plans, programs and curriculums

- Experience with leadership development, colleague development and change management a plus

Sample Job Description
Director, Learning & Development

Specific Skills/Attributes:

- Exceptional relationship-building, customer service, problem-solving and communication skills

- Superior organizational and multi-tasking abilities, plus a willingness to dive in wherever needed while still keeping assigned projects on track

- Advanced facilitation/presentation skills

- Ability to assess needs and identify training gaps

- Technically savvy with the ability to translate technical workflows into training requirements; general understanding of the software development process a plus

- Ability to apply a consultative approach when working with stakeholders and leadership

- Experience working within a remote workforce

- Instructional design experience a plus

Mind the Gap

Requirements	My Qualifications
Experience: Years in Specific Role, or Using Pertinent Skills	Do I have required years of experience? Is experience recent & relevant?
Knowledge: Industry knowledge, body of knowledge required for role	Do I know the sector/specific industry? Is my body of knowledge up to date?
Skills: Transferable skills (eg: Teaching/Training), Technical Skills (Software Packages)	What proof do I have that I possess the required skills? (Certifications, Recommendations, Stories)
Personality Traits: Soft skills (eg: team player), Reliable, Persevering	What proof do I have that I possess these personality traits? (Stories, Recommendations)
Education/Training/Certifications: Degrees, Special Training, Industry Recognized Certifications	Do I possess the certifications or education they require? Do I have the certifications/education they "prefer"?

Gap Analysis

- Based on your comparison chart, what are your strengths and weaknesses?

- Did you uncover significant gaps in experience or credentials?

- Do you need to work on developing proof that you possess the required skills?

- Are some of your soft skills lacking?

Staying Relevant & Up to Date

✓ Assess yourself

✓ Become an expert

✓ Let others curate for you

✓ Find a mentor

WATCH & LEARN webcasts atd

Become an Expert

- What do you do best?
  - Sample stories, compliments, go-to person
- What are your organization's big challenges?
- What trends are coming that interest you?

Growing in Place

- How can I grow my skills in current position?

- What should I do if I want to move up?

- What is the most important thing for me to do to move my career forward?

Growing & Moving Up

✓ Volunteer to work on (or lead) projects

✓ Think of ways to improve what's being done

✓ Find (and be) a mentor

✓ Network

✓ Build your brand

What if it's time to make a change?

Time to make a change...

- How do I know if it's time to make a change?

- Where do I begin if I'm looking for something new?

- What should I do if I want to change careers or industries?

Time to make a change?

✓ Take the quiz! www.td.org/insights/should-i-stay-or-should-i-go

  ✓ Chapter 12 in [Find Your Fit](#) – sample chapter

✓ Know thyself (again)

✓ Change function or industry but not both

Resources

- Skill Tracker
  - https://www.td.org/atd-skill-tracker
- Keeping Your Skills on Track
  - www.td.org/careermap
- Find Your Fit
  - www.td.org/findyourfit
- Resume Template
- Automation
  - https://willrobotstakemyjob.com/
  - https://www.oxfordmartin.ox.ac.uk/downloads/academic/The_Future_of_Employment.pdf
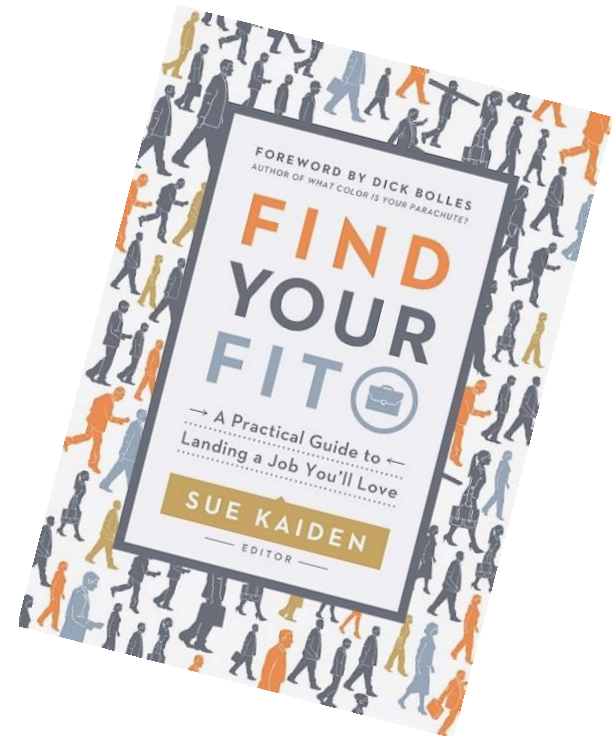
Articles

- Should I Stay or Should I Go?

- How to find and work with a mentor

- Asking for a networking meeting

- Avoiding the Resume Black Hole

- Are You Management Material?

- Aspiring Manager's Checklist

- Trends in learning tech

Books

QUESTIONS?

Chat out your questions

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