

STRATEGIZE ME! PERSONAL CAREER PLANNING



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Career Planning is a Process



1. Thinking About Me

- Where has my career taken me so far?
- Do I have the skills for advancement/new directions?
- How do I use these skills in my work?
- How do my skills support my co-workers?
- Do people recognize me for these skills?



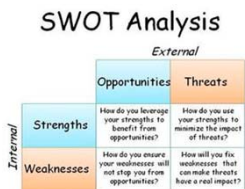
1. Thinking About Me

• Who can help me evaluate my skills and attributes?

- Personal Networks – offer on-the-ground perspectives
 - Peer colleagues
 - Co-workers
 - Acquaintances
- Strategic Networks – bring the 30,000' viewpoint
 - Mentors
 - Sponsors
 - Former professors
 - Thought leaders

1. Thinking About Me

- Other tools I can use:
 - Strengths/Weaknesses/Opportunities/Threats (SWOT)
 - 360-degree evaluation
 - Personality, behavior and style assessments: PAEI, Myers-Briggs
 - MindTools.com



1. Thinking About Me

- Documenting Me
 - Journaling
 - Updating my resume every 6 months
 - Updating my online presence even more frequently
 - Networking: staying in contact; expanding my circles



2. Thinking About My Organization



- Where is my organization in its growth and development?
- Are my strengths what my organization needs?
- How do I align my strengths with my organization's needs?
- Do my attributes align with my organization's values?
- Who can help me assess?

2. Thinking About My Organization

As an employee:

- Assess the possibilities to develop new skills
 - Take on different or new responsibilities
 - Gain cross-function acumen
 - Initiate or participate in leadership training and development opportunities (within or outside the institution)

2. Thinking About My Organization



As a leader/manager:

- Encourage leadership growth and development among your staff/direct reports
- Make professional development opportunities available
- Provide flexible hours
- Embrace coaching or mentoring moments
- Other?

3. Researching My Options

- Use my strengths to pursue opportunities in my institution and with allied organizations
- Identify weaknesses I want to strengthen
- Evaluate opportunities more closely
- Explore possibilities that may not yet be fully formed
- Who can help me with my research?



4. Making A Career Plan



- Writing a plan
 - Allows you to visualize wants and needs
 - Helps you move forward one step at a time
 - Keeps you on track with action steps and timeframes
- Who can help you?

4. Making a Career Plan



Map where you want to go.

Create a visual or word picture that describes your vision for your work.

Distill ideas into three words or a haiku.

4. Making a Career Plan



4. Making a Career Plan

- Professional Mission or Guiding Statement

Lead by Design. Guiding nonprofits to lead with purpose toward organizational excellence by using creative problem solving, goal setting and collaboratively developing pathways for achievement.

4. Making a Career Plan

- Professional Mission or Guiding Statement

1. *Art is for everyone.*
2. *Lead by example.*
3. *Play well with others.*

4. Making a Career Plan



"Putting ideas together with great people to make something happen that never existed before!"

4. Making a Career Plan

- Three Words
- Example: See. Hear. Act.
- <http://chrisbrogan.com/3-words-2015/>



4. Your Career Plan

- Who can help you?
- Your posse
- Your personal and strategic networks: mentors, sponsors, colleagues, co-workers



5. Taking Action

- What small steps can you take?
- What impact would your small steps have on your organization?
- How can you figure out ways to be successful in your organization?



Embracing Disruption

- If you were given the time to focus on your career, what would you do?
- What do you do when disruption happens to you?
 - Rethink what is important to you
 - See it as an opportunity to acquire new/different skills
 - Expand your networks
 - Try a different path



Acknowledge

- Strategizing your career is a process
- Aligning your career to your organization is a process
- *Kaizer*: "change for better" through continuous improvement
- Small changes lead to big impacts



