

Career Tips- How to Thrive Where You Are Planted



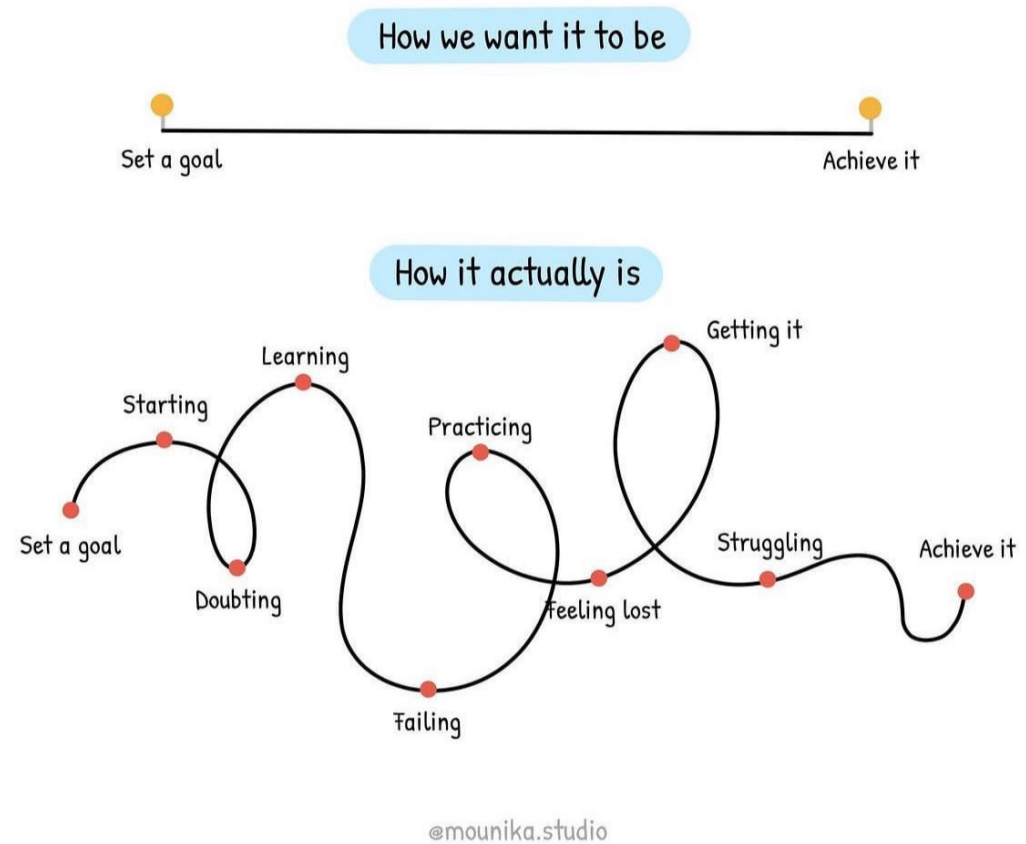
The road to success



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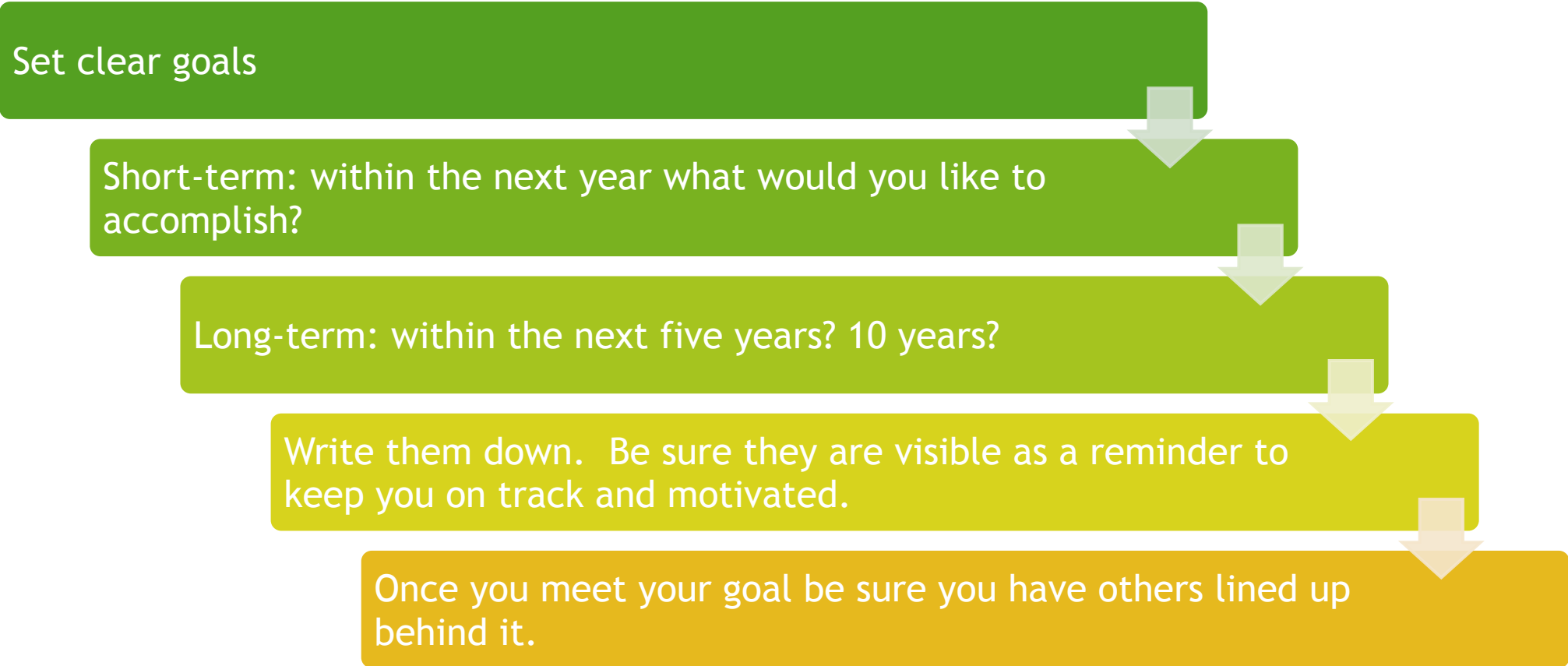
The road to success



GOALS:

Provide direction, boosts motivation and self-confidence

Set clear goals



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graph TD; A[Set clear goals] --> B[Short-term: within the next year what would you like to accomplish?]; B --> C[Long-term: within the next five years? 10 years?]; C --> D[Write them down. Be sure they are visible as a reminder to keep you on track and motivated.]; D --> E[Once you meet your goal be sure you have others lined up behind it.];
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Short-term: within the next year what would you like to accomplish?

Long-term: within the next five years? 10 years?

Write them down. Be sure they are visible as a reminder to keep you on track and motivated.

Once you meet your goal be sure you have others lined up behind it.

Goal Setting - SMART

Specific - what do you want to accomplish?

Measurable - how will you measure progress?

Achievable - do you have the skills required to achieve this goal?

Relevant - this step ensures your goal matters to you and that it aligns with other goals.

Time-bound - ask specific questions about the goal deadline and what can be accomplished during that time period.



Be a life-long learner

- ▶ Once we stop wanting to learn we become stagnant.
- ▶ Invest in yourself - take classes, workshops, attend conferences, seek certifications. Are there new skills in your career field you should learn? Volunteer, shadow others.
- ▶ Stay current in your profession. As your business evolves with technology and changes, are you adapting and growing with it?
- ▶ Read. Get your hands on any and all publications that help you to grow. Magazines, podcasts, blogs, etc.

Network

- ▶ You can never have too many professional contacts. Cultivate relationships - not just locally but statewide and nationwide.
- ▶ Peer network - weekly or monthly meetings with peers in similar positions are great. Allows you to vent, bounce ideas off of, get wind in your sail.
- ▶ Professional networks like associations, conferences, etc, open potential doors and opportunities.
- ▶ Seek out Mentors. Having someone who is ahead of you in rank/title that you can get guidance and advice from is invaluable. Try to meet and discuss your career growth monthly if possible.



What is a Mentor anyway?



An experienced and trusted advisor



A person who can support, advise, and guide you



Mentors draw from their own experiences to share advice and knowledge, and also encourage you to seek out information and support on your own.



Mentors should be available, analytical, and an active listener.



Mentors are role models, teachers, counselors, advisors, sponsors, advocates, and allies.



Mentoring is a highly-effective development tool.



Mentors

- ▶ Seek out a solid mentor
- ▶ Someone experienced to provide you with advice, guidance, a listening ear, and support.
- ▶ Someone not afraid to tell it like it is and will hold you accountable and push you.
- ▶ If it is hard to locate one within your agency, look within your associations, professional memberships.

Be a Mentor

We don't have enough female mentors in our profession.

If you have an opportunity to mentor others - do it.

If your agency does not have a Mentor Program, suggest one. Work with your agency leadership to develop a policy and implement one. There are lots of resources available to assist you.

Our profession needs more females - incumbent upon all of you to help make that happen. Makes our profession better.

FEEDBACK

In order to grow, you need feedback on how you are performing.

You cannot proofread your own work - you won't see things that need to be corrected or changed. Outside feedback is the equivalent of having someone else you trust proofread your work/performance.



Actively Seek Feedback

- ▶ This is difficult to do for some. But essential for growth. How can you make changes if you don't know where you need to grow?
- ▶ Seek constructive criticism from your peers, your mentor(s), and your supervisor. This will help you identify the areas where you need to grow.



Find Opportunities for New Challenges

- ▶ Volunteer for assignments or projects that take you out of your comfort zone
- ▶ Gives you the opportunity to learn new skills and gain more experience
- ▶ Demonstrates to your supervisor that you are willing to learn and try new things. Makes you a calculated risk-taker!

Embrace Change

Change is inevitable!

Our profession has evolved and will continue to evolve - we must evolve with it.

Show your supervisor you have the skills to adapt to change - get out in front of it.

Provides more opportunities for you to learn and to grow and helps with advancement.



Develop Strong Communication Skills

- ▶ Critical in our business. The best communicators get promoted.
- ▶ Practice. Practice. Practice.
- ▶ Effective communicators can convey the message in a manner that furthers the mission.
- ▶ Need these skills to be able to convey your ideas and collaborate with others.
- ▶ This includes written and verbal communication skills.
- ▶ Study good verbal communicators - emulate their style.

Maya Angelou

"Do the best you can until you know better. Then, when you know better, do better."





Dolly Parton

"if you don't like the road you are walking, start paving another one."



Serena Williams

"I really think a champion is defined not by their wins but how they can recover when they fail."

What does good leadership look like?



Discuss this question at your table. Come up with 5 examples of what good leadership looks like.



Share examples of how you have experienced good leadership in your career.

Demonstrate Leadership Qualities

- ▶ What does good leadership look like? What are those traits/qualities?
- ▶ Ask yourself - am I demonstrating them in the workplace every day?
- ▶ Leaders take initiative. They get in front of issues.
- ▶ Leaders are not afraid of accountability. They welcome being held accountable. They own their mistakes.
- ▶ Lead by example...
- ▶ Every Officer is a leader - it is not title only...





Attitude is Everything!

- ▶ Negativity is a cancer. No one wants to follow Debbie downer...
- ▶ Positivity is infectious - people want to be around that and will follow a leader who has a positive and “can do” attitude.
- ▶ Cultivate a positive mindset - in your thoughts and in your actions
- ▶ Be enthusiastic - it is contagious!
- ▶ Demonstrate your willingness to learn and stay upbeat in the process.
- ▶ Attitude=Reputation. What is yours?

Attitude is Everything!

- Is yours worth catching? How you are viewed is important - be seen as the upbeat, positive team-player and you will go far!





Career Tips - How to survive where you are planted

- ▶ Sometimes the environment you are in does not suit you.
- ▶ Sometimes you need to look for an organization where your skills are needed and appreciated.
- ▶ Knowing when it's time to move on is hard - requires a lot of soul searching.
- ▶ BUT - I have learned you can thrive in any environment if you have the right skill set AND desire to make a difference.
- ▶ **THRIVE WHERE YOU ARE PLANTED. CHANGE THE SOIL WHEN NEEDED!**

Questions?

