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Career Coaching Practical Advice

Is It Just A Job? or Is It A Career?

Will you
change jobs
again before
you retire?

Voluntarily?

www.mltweb.com/prof/job.htm

*Professionals develop their own
professional development plan*

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

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?”**

Make The Performance Appraisal Process Personal

- www.mltweb.com/prof/appraise.htm
- 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
- 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

ACTION PLAN

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

A Competitive Edge

- 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 Does It Take To Get The Job

- 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

ACTION PLAN

- 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

My Resume ... *note to self*

- 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*"

Positioning Yourself In The Job Market?

- 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



Networking & Building “Social Capital”

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



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

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
- 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