



Creating A Strategy For Career Progression

University System of Georgia



University System
of Georgia **Benefits**
Centered on You.

Learning Objectives



Understand the process of career planning



Explore practical ways to advance your own career



Discover ways to approach the conversation with a manager



Develop a healthy and proactive attitude for progression

Activity

Your Current Career Goals

Write down three things:

- Where you want your career to be in ONE year.
- Where you want your career to be in FIVE years.
- Where you want your career to be in TEN years.

What Is Career Management?

Career management is the combination of structured planning and the active management choice of one's own professional career.





What steps do you take to
manage your career?



Driving Your Career Forward

50%

Less than 50% of employees see viable advancement opportunities with their current employers.

33%

Only about a third of managers effectively discuss career development during the performance management process.

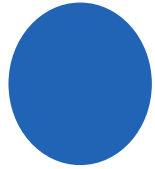


Taking Control

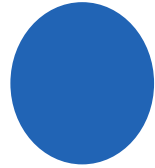
Pushing the launch button on your career

- Knowing your aspirations
 - Where do you want your career to go?
- Seeking new skills
 - What skills could you develop to help you get there?
- Having the right attitude
 - How can optimize your chance of success with your attitude?

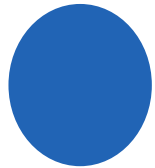
Taking Ownership Of Your Career



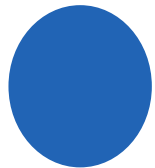
Prepare



Connect



Consider what skills you'd like to develop



Develop your own strategy



Arrange a meeting



Describe your personal vision



Ask for what you want



Remember; asking for what you deserve is an important career skill

“Opportunities don’t happen.
You create them”

Chris Grosser

What potential opportunities could you
create in your career?

Ignite Your Professional Fire

- Ignite the fire of your career ambition.
- To keep your career goals in focus you should have a plan that exploits what motivates you.
- Take the initiative and utilize some of your downtime to learn more about your career possibilities.

A Conversation About Your Career



Take
notes...
a lot!



Set an
agenda



Practice...
then
practice
some
more



Consider
the 3C's



Agree on
what
growth
represents

Career Conversation

12 Top Tips

1. Not always with the boss
2. Make it informal
3. Sometimes unplanned
4. Don't have to take a long time
5. Provide different support at different times
6. Focus on who, what and why
7. Reflect on experience
8. Enable clarity of direction
9. Enable a change of perspective
10. Aid decision making
11. Build networks
12. End with action

Four Important Questions

1. Are my goals reasonable?
2. Would you recommend a different path?
3. What do I need to do to become more qualified for future opportunities?
4. Are there any special development opportunities?

Consider Getting A Mentor

- Mentoring offers support, knowledge and guidance to enable individuals to develop their professional practice and attain their career goals.
- With the transfer of business knowledge and skills, there is a spread of best practices throughout the organization.



Consider Your Attitude

Did you know...

When a person is given a promotion, 85% of the time it is due to attitude. Only 15% of the time it is due to intelligence and knowledge.

What factors do you think contribute to having a positive attitude?



Tackle Any Limiting Beliefs

Are you standing in your own way?
Examples of limiting beliefs...

*I'm not
good
enough*

*I'm too
old/young*

*Other people are
better than me*

*I already know
everything*

*I am not
qualified enough*

*People will
judge me*

*It's too risky to
put myself out
there*



Building Your Confidence

1. Make the habit of doing it now.
2. Develop an attitude of gratitude.
3. Get into continuous education program.
4. Build a positive self-esteem.
5. Stay away from negative influence.
6. Learn to like the things that need to be done.





“IT IS BETTER TO BE PREPARED FOR AN
OPPORTUNITY AND NOT HAVE ONE THAN TO
HAVE AN OPPORTUNITY AND NOT BE PREPARED”.

WHITNEY M. YOUNG, JR.

Thinking Back To Your Career Goals...

- Are they specific?
- Are they measurable?
- Are they optimistic yet realistic?
- How can you pair actions with each goal?

Activity

Your Revised Career Goals

Write down three things:

- Where you want your career to be in ONE year?
- Where you want your career to be in FIVE years?
- Where you want your career to be in TEN years?

Available Services Through Your EAP



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- EAP Services are available to employees and their household members
- Confidential
- EAP Counselors are available 24/7/365 via 844-243-4440
- Up to 4 in-person counseling sessions
- Management Consultations
- Financial/Legal Consultation & Referral Services
- Childcare/Eldercare Consultation & Referral Services
- Convenience Services
- [USG.MyLifeExpert.com](https://www.usg.mylifeexpert.com) Company Code: USGCares

Please Note: First time users will need to establish a Username and Password.



Thank you!

Questions