

McCombs Career Webinar



June 29, 2010

Tips & Tactics for Career Success



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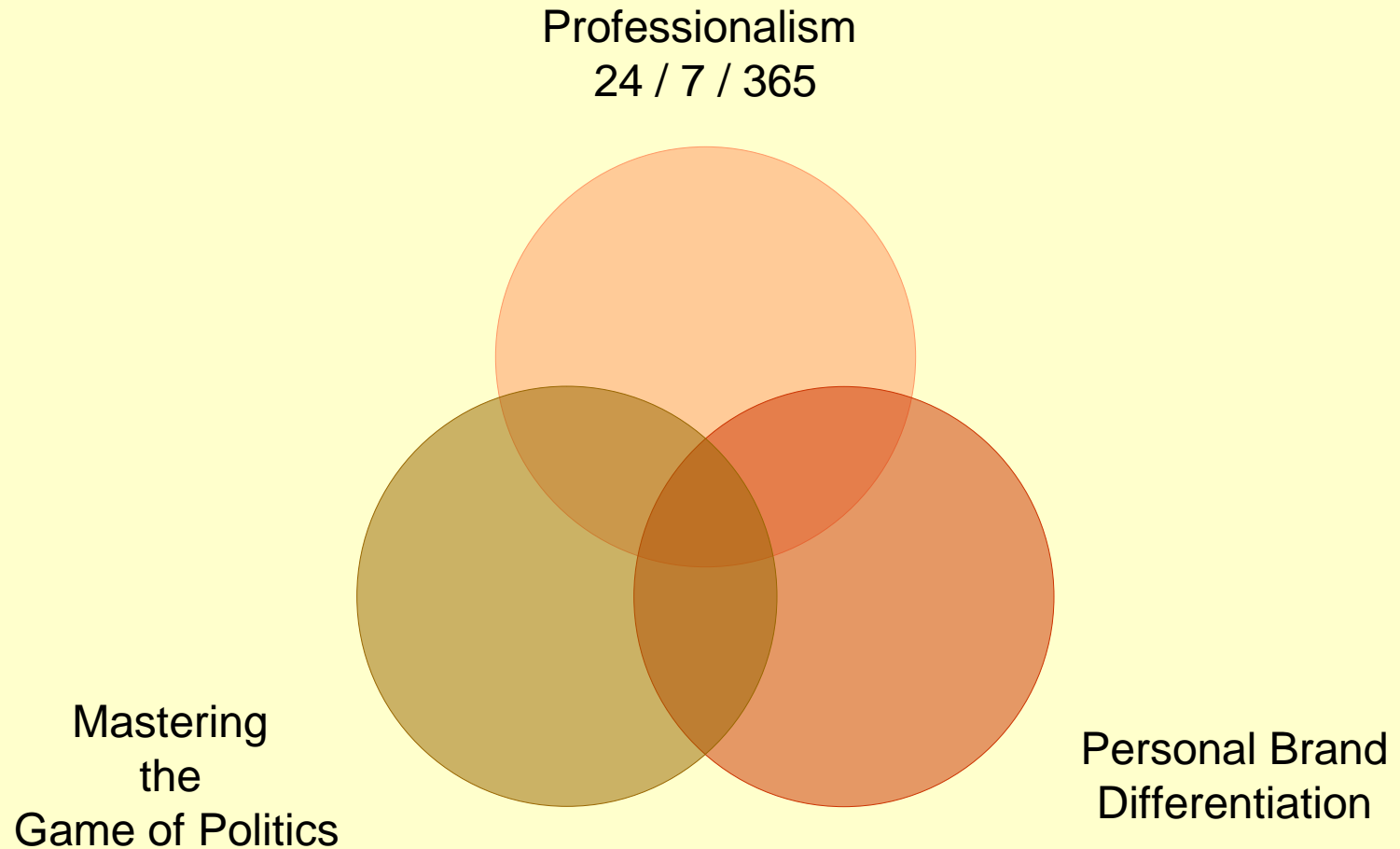
Tips & Tactics for Career Success

■ **Career Success:**

- **The attainment of a desired professional aim or purpose**
- **The achievement of prosperity or distinction amongst professional colleagues**

- **Traits of Career Success:**
 - Excellent compensation
 - Professional pride in work and accomplishments
 - Being highly respected by colleagues
 - Popularity and recognition
 - Achievement / career advancement & growth
 - Self-satisfaction / gratification of work
 - Work / Life Balance

Formula for Career Success on the “Fast Track”



- Definition of Professionalism:
 - A person engaging in a specified activity involving specialized skills, prolonged training, formal qualifications and possessing an elevated level of competence in such activities.
 - Behaving “appropriately” during the performance of specified professional work place activities.
 - Striving to be the best employee possible and achieving the goals of the organization.

PROFESSIONALISM – 24 / 7 / 365

- **Create a professional image**
 - **Behave appropriately and professionally 24 hours a day, seven days per week, all year long regardless of circumstances.**
 - Take suitable or proper action within the existing circumstances
 - Be charming
 - Use your best manners in every situation
 - Be on your 'best behavior' in every situation
 - Demonstrate good judgment and common sense

PROFESSIONALISM – 24 / 7 / 365

- **Create a professional image**
 - **Communicate effectively**
 - Avoid miscommunication
 - Speak and write properly and eloquently
 - Master public speaking
- Be cautious of how you utilize technology to communicate
 - Keep all written communication professional, concise, clear, correct, and kind
 - Use proper English
- **Excel at interpersonal communication**
 - Be a good listener
 - Be empathetic
- **Practice public speaking**
 - Learn to speak up when you have an idea or opinion
 - Do not be shy

PROFESSIONALISM – 24 / 7 / 365

- **Create a professional image**
 - Dress appropriately at all times
 - Dress similarly to a person in the organization who holds a position that you aspire to attain
 - Always dress well enough to have a meeting with your boss or a client
 - Always err on the conservative side when choosing professional attire

PROFESSIONALISM – 24 / 7 / 365

- **Create a professional demeanor**
 - **Be respectful of others ALWAYS**
- Treat others with courtesy, dignity, & respect; no matter what the circumstances!
 - be as nice to the cleaning staff as you are to the head of the department
- Be sensitive of a diverse work culture
- Be respectful of other people's precious time
 - do not waste it
 - do not take advantage of it

- **Create a professional demeanor**
 - **Realize that you are not entitled to respect—you must earn it.**
 - Do not expect special treatment regardless of your previous status or accomplishments
 - Be humble and realistic of your capabilities
 - Be flexible / adapt as needed
 - Be willing to do what is needed – you are not too good to perform any task

- **Create a professional demeanor**
 - **Have integrity--be ethical, dependable, & reliable ALWAYS!**
 - If an employee lacks integrity...all other qualities, skills, and abilities are meaningless.
- Practice “The Golden Rule”
 - “Do unto others...”
- Create your own “Code of Ethical Behavior”
 - follow your code no matter what others are doing
- Do what you say you are going to do
 - follow through on your promises

PROFESSIONALISM – 24 / 7 / 365

- **Create a professional demeanor**
 - **Maintain emotional self-control**
 - Be unflappable while in the work place—no matter how much pressure you are under
- **Maintain your composure at all times**
 - Control your tone of voice
 - Stay calm, cool, and collected
- Do not cry, shout, or be aggressive at work
- Never let coworkers see you ‘freak out’
- Maintain your ‘poker face’

PROFESSIONALISM – 24 / 7 / 365

- **Create a professional demeanor**
 - **Maintain a positive attitude at all times**
 - Positive employees are happier and more successful throughout their careers.
 - Happy employees = productive employees
 - Productive employees = successful employees
- Internal locust of control:
 - “I am in charge of my destiny.”
 - “I am not a victim of circumstance.”
 - “Anything is possible!”
- Do not complain or whine about work place situations
 - Always have a suggestion for a viable solution if you do make a complaint.
- No one wants to work with a ‘Negative Nelly’
- Negativity is mentally draining and a physical ‘downer’

PROFESSIONALISM – 24 / 7 / 365

- **Create a professional demeanor**
 - **Understand the dynamics of work place relationships**
 - Realize that work place relationships develop due to shared proximity and experiences and **create a false sense of familiarity.**
- **Things to consider:**
 - Your boss is **not** your friend, spouse, parent, or therapist.
 - Your coworkers are **not** your playmates.
 - Your coworkers really do **not** want to know about your personal problems nor do they truly care—so keep it private.
 - **NO** “*TMI*”, please!

PROFESSIONALISM – 24 / 7 / 365

○ Realize that you are part of the team

■ Understand how your job is related to and affects the entire organization

- You are a “link in the chain”
- You are “a part of a machine”

■ Manage teamwork effectively:

- Do your part / pull your own weight
- Share responsibility & accountability
- Share talent, skills, knowledge & information
- Cooperate to accomplish goals
- Be sensitive of diverse team members
- Practice conflict resolution to solve problems

BRAND DIFFERENTIATION

- **Create “Brand You” to differentiate yourself as a ‘star employee’**
 - **Brand You = the unique identity and coherent message that sets you apart from your competition**
 - Brand = name, term, or symbol that identifies one firm’s products and sets them apart from the competition’s products
- **Benefits of creating “Brand You”:**
 - You understand the utility that your features bring to the organization
 - You have a strong identity that you can communicate to advance your career
 - You are able to adapt to constant changes in the work environment
 - You are able to maintain life-long employability

BRAND DIFFERENTIATION

- **Be in a constant state of learning**
 - **Constantly upgrade and improve your skill set and areas of expertise and knowledge**
 - **Understand that you will make mistakes—learn from them and move on**
- Know what is expected of you in your job
 - What is required for you to perform your job successfully?
 - Determine how you can meet or exceed these expectations.
- Take advantage of any organizational training and development or tuition reimbursement programs offered to increase skills and knowledge
- Participate in industry skills enhancement seminars

BRAND DIFFERENTIATION

- **Develop a sufficient level of self-confidence**
 - **Confidence is a ‘self-fulfilling prophecy’**
 - “Fake it until you make it”
 - “Act brave—be brave”
 - Realize the *value* that you bring to the position
 - Be open to continuously improving your skills
 - Be fearless and creative
 - be willing to think ‘outside of the box’
 - Do not fear failure or be afraid of mistakes
 - apologize, learn, adapt, and try again
 - Over-prepare for stressful situations

BRAND DIFFERENTIATION

- **Master the art of self-promotion**
 - **Learn to promote your own successes and to ‘toot your own horn’ without bragging or sounding conceited.**
- Prepare and practice your ‘elevator speech’ or ‘value proposition summary statement’
 - Do not be arrogant, egotistical, or cocky!
 - Use the words ‘we’ and ‘my team’ to demonstrate your success stories and share credit for accomplishments
- Keep an ongoing log of accomplishments & success stories for your performance appraisal

BRAND DIFFERENTIATION

- **Take initiative**
 - **Ask for additional responsibility, tasks, and functions**
 - **Make yourself indispensable to the organization**
 - **Take responsibility for your own career development**
- Become a subject matter expert in one area
- Cross-train
 - Be flexible / adaptable
 - Learn a skill no other employee knows or wants to complete
- Volunteer for additional assignments
 - Be prepared to take on assignments which go well beyond your actual job description
- Participate in extra curricular organizational activities

MANAGING POLITICS

■ Political Behavior:

- actions (not officially sanctioned by an organization) taken by employees, managers, or stakeholders for the purpose of influencing others in order to meet their own personal and / or organizational needs and goals

■ Politics defined:

- The struggle for personal power within an organization
- The use of personal power and influence in organizational settings to gain control of others
- “War without bloodshed”
--Mao Tse-tung

MANAGING POLITICS

- **Develop appropriate work place relationships**
 - Respect the work place dynamic and **do not have personal relationships with supervisors or coworkers.**
 - Do not drink, smoke, or joke with any 'higher up' in the organization
 - Do not do personal errands for your supervisor
 - Keep your personal business to yourself

MANAGING POLITICS

- **Develop appropriate work place relationships**
 - Utilize the power of relationship building to manage political behavior
- Learn to effectively and quickly develop rapport
- Network constantly
- Be involved in activities outside of your department in order to be visible to upper management
- Realize that it is more important to be respected than personally popular

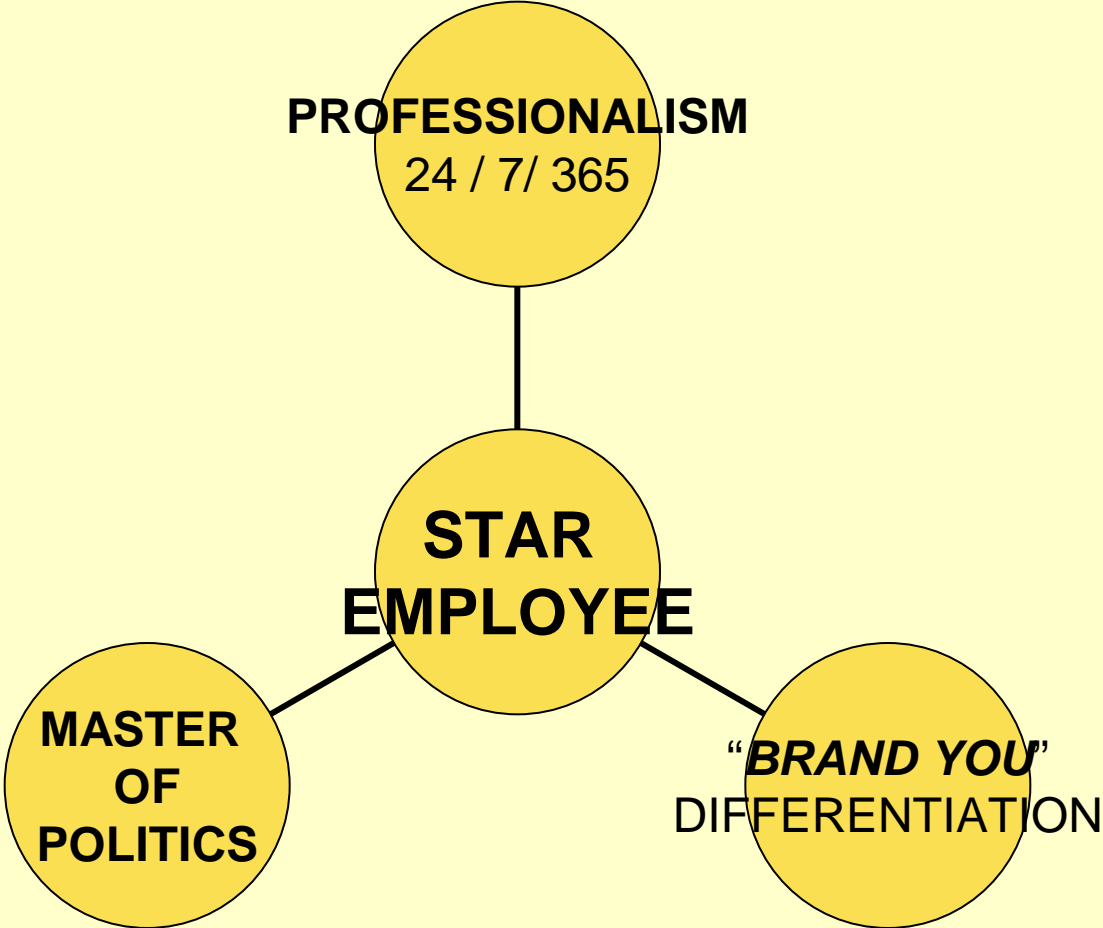
MANAGING POLITICS

- **Seek an experienced mentor**
 - **Mentor = a person (usually mature and experienced) who can assist you when you have questions, guide you in your career development, provide valuable insight and advice, and serve as a role-model.**
- Find mentors of all types:
 - various areas of subject matter expertise
 - different ages & gender
 - various social and professional status
 - in various departments
- It is a two-way relationship
 - be prepared to assist your mentor
 - be gracious and say 'thank you' often
- Don't be afraid to ask questions or to ask for help if you need it

MANAGING POLITICS

- **Build credibility with your colleagues and supervisors**
 - **Be honest**
 - **Be helpful**
 - **Provide support**
- Give credit where credit is due
 - never take credit for someone else's work or ideas
- Take responsibility for your own mistakes
 - Do not make excuses
- Support your boss
 - Try to anticipate their needs in advance
 - Try to make their life easier--not harder
 - Try to make your boss look good to their boss

FORMULA FOR CAREER SUCCESS



Common Mistakes to Avoid

- Do not hold on to a sense of entitlement. Do not be egotistical, self-righteous, arrogant, or conceited.
- Do not become romantically involved with coworkers or supervisors.
- Do not participate in gossip. (*You should listen* but do not perpetuate gossip or rumors.)
- Do not use your employer's equipment or time to take care of your personal business or chores.
- Do not be chronically late or absent.
- Do not blame others for your mistakes.
- Do not be negative.
- Do not put down coworkers to make yourself look good.
- Do not share your personal problems with coworkers or supervisors.
- Do not 'tweet' about or post gossip, data, or information about your organization on social networking sites.

Checklist for Success

- **Be in a constant mode of learning. Learn from your mistakes and failures, too.**
- **Become a 'subject matter expert' in one area of your field. Continue investing in improving yourself, your skills, and your experience.**
- **Watch and observe the company culture, how things are done, and how employees interact. Behave appropriately per the culture.**
- **Understand who is important in the organization; who has power; and who your need to impress to move ahead.**
- **Control your emotions. Maintain your composure.**
- **Focus on doing the job, not on watching the clock.**
- **Keep your work space neat and organized.**
- **Keep a personal contact list of important players, clients, & colleagues' phone numbers and email addresses.**
- **Work hard, have fun, and be kind.**
- **Maintain a boundary between your work life and personal life. Keep it balanced.**

Tips & Tactics for Career Success

- **Thank You!**

- **We appreciate your participation.**
 - The recording of today's presentation, along with the PowerPoint slides, will be available on our Career Programming web page by next week:

- <http://www.mcombs.utexas.edu/alumni/careers/programming/>

- **Sources are provided on additional slides at the end of this PPT presentation.**

SOURCES OF INFORMATION

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