

# What Do I Want to Do? (When This is Over)

Webinar, April 29, 2020  
Career Crossroads/JP Aldan

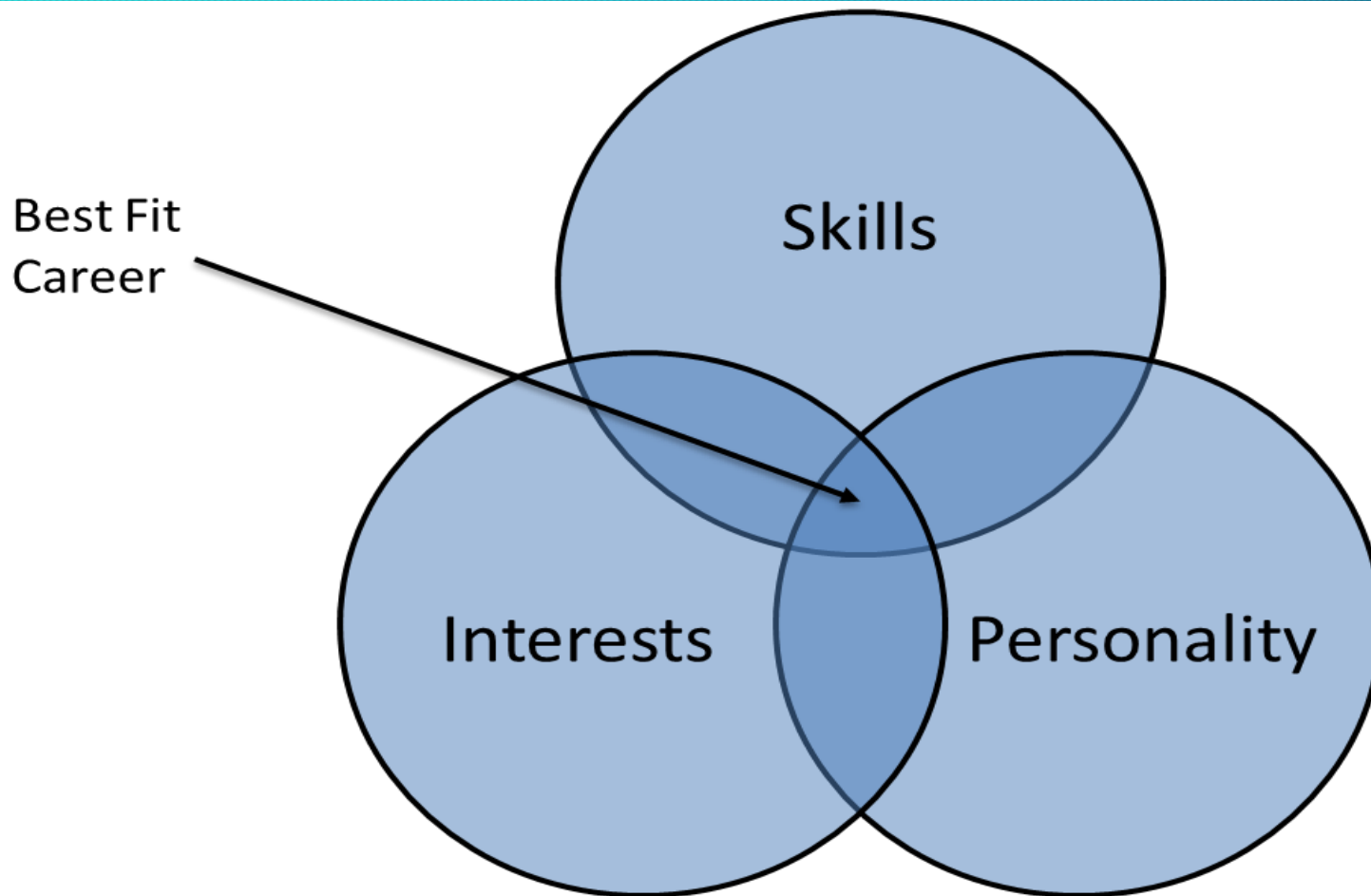
# Agenda

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- Find Your Fit
- Taking Stock
- Know Thyself
- Mind the Gap
- What's Next?
- Q&A

# Find Your Fit

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# Taking Stock

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What do I have to offer?

- Skills - What can I do?
- Knowledge - What do I know?
- Personality Traits - Who am I as a person?

# Personal Inventory

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Skills	Knowledge	Personality Traits
<p>Something you know how to do - improves over time with practice. Can get rusty if not used. More general</p> <p>Ex: Teaching, Writing, Programming</p> <p>Transferable to different industries.</p>	<p>Something you know or don't know. Body of knowledge can be learned. More specific.</p> <p>Ex: History (subject) Industry Knowledge Specific Program</p> <p>Can get out of date or need to be refreshed.</p>	<p>Something that is basic to your make up that you are or are not.</p> <p>Ex: Detail oriented, Extroverted, Empathetic,</p> <p>Generally doesn't "go away" and seems easy to you.</p>

# My Personal Inventory

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Skills/Experience	Knowledge/Credentials	Personality Traits
<p><b>What can I DO?</b></p> <ul style="list-style-type: none"><li>• Teaching/Instructing</li><li>• Group Facilitation</li><li>• Public Speaking</li><li>• Curriculum development</li><li>• Program evaluation</li></ul> <p><b>EXPERIENCE:</b> 6 years experience as training specialist 4 years as nurse</p>	<p><b>What do I KNOW?</b></p> <ul style="list-style-type: none"><li>• Adult Learning Principles</li><li>• ADDIE and SAM</li><li>• Leadership development</li><li>• Learning modalities</li><li>• Health care industry</li><li>• Clinical knowledge</li><li>• Blackboard LMS</li></ul> <p><b>DEGREE:</b> BS in Nursing <b>CERTIFICATIONS:</b> ATD Master Trainer</p>	<p><b>Who AM I?</b></p> <ul style="list-style-type: none"><li>• Extroverted</li><li>• Creative “idea person”</li><li>• Enthusiastic/Positive</li><li>• Organized</li><li>• Collaborative</li><li>• Empathetic</li><li>• Enjoy variety</li></ul> <p><b>PERSONALITY PROFILES:</b></p> <ul style="list-style-type: none"><li>• MBTI (ENFJ)</li><li>• DiSC (High IS)</li></ul>

# Know Thyself

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- Skills
  - What skills do I most enjoy using?
- Industry/Sector
  - What industries or sectors interest me most?
- Work Environment
  - What type of environment allows me to do my best work?

# What Do I Want to Do?

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	Don't Want	Might Want	Do Want
<b>SKILLS</b>	Skills I have but don't want to use	Skills I have and wouldn't mind using	Skills I most like to use
<b>INDUSTRY</b>	Industries I'd like to avoid	Industries I would consider	Industries I'm most interested in
<b>ENVIRONMENT</b>	Work environment factors to avoid	Work environment factors that are acceptable	Work environment factors that are ideal



# What Do I Want to Do? Example

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Categories	No	Maybe	Yes
SKILLS	<ul style="list-style-type: none"> <li>▪ Bedside nursing</li> <li>▪ E-Learning (Only)</li> <li>▪ Computer programming</li> </ul>	<ul style="list-style-type: none"> <li>▪ Program Evaluation</li> <li>▪ Develop instructional materials</li> <li>▪ Clinical knowledge</li> <li>▪ Technical training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training delivery</li> <li>▪ Group Facilitation</li> <li>▪ Program design</li> <li>▪ Leadership development</li> </ul>
INDUSTRY	<ul style="list-style-type: none"> <li>▪ Defense</li> <li>▪ Insurance</li> <li>▪ Pharmaceutical</li> </ul>	<ul style="list-style-type: none"> <li>▪ Non-profit</li> <li>▪ Start-up</li> <li>▪ NGO's</li> </ul>	<ul style="list-style-type: none"> <li>▪ Health care</li> <li>▪ Consulting</li> <li>▪ Training Company</li> </ul>
ENVIRONMENT	<ul style="list-style-type: none"> <li>▪ Commute &gt; 1 hour</li> <li>▪ Large firm</li> <li>▪ Authoritarian workplace</li> <li>▪ Salary below \$ 70K</li> <li>▪ Travel &gt; 50%</li> </ul>	<ul style="list-style-type: none"> <li>▪ Commute 30-60 minutes using public transportation</li> <li>▪ Salary \$70K-80K</li> <li>▪ Small firm or start-up</li> <li>▪ Travel 25-50%</li> </ul>	<ul style="list-style-type: none"> <li>▪ Commute &lt;30 mins</li> <li>▪ Collaborative</li> <li>▪ Advancement</li> <li>▪ Salary \$ 80K - 95K+</li> <li>▪ Travel &lt; 25%</li> </ul>

# Sample Target Jobs

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- “YES” column provide picture of ideal position
- Find an example or two
  - Indeed.com; Ziprecruiter
- Compare your qualifications to the job requirements

# Gap Analysis

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Requirements	My Qualifications
<b>Experience:</b> Years in Specific Role, or Using Pertinent Skills	Do I have required years of experience? Is experience recent & relevant?
<b>Knowledge:</b> Industry knowledge, body of knowledge required for role	Do I know the sector/specific industry? Is my body of knowledge up to date?
<b>Skills:</b> Transferable skills (eg: Teaching/Training), Technical Skills (Software Packages)	What proof do I have that I possess the required skills? (Certifications, Recommendations, Stories)
<b>Personality Traits:</b> Soft skills (eg: team player), Reliable, Persevering	What proof do I have that I possess these personality traits? (Stories, Recommendations)
<b>Education/Training/Certifications:</b> Degrees, Special Training, Industry Recognized Certifications	Do I possess the certifications or education they require? Do I have the certifications/education they “prefer”?

# Gap Analysis - Example

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Requirements	My Qualifications
<b>Experience:</b> 5 Years of experience in training and delivery including at least 2 years involved in healthcare industry.	6 years experience in training and development and 4 years experience in nursing.
<b>Knowledge:</b> Healthcare industry knowledge, leadership development, adult learning principles	10 years experience in healthcare, with 6 in training role. 2 years involved in leadership development projects.
<b>Skills:</b> Deliver and facilitate employee training. Develop new leadership training program. Communication and project management skills	Master Trainer certification, training delivery scores on internal training, won award for leadership program. Recommendations.
<b>Personality Traits:</b> Consultative style, ability to work with people at all levels of the organization.	Stories about how I have collaborated and worked with all levels of people. Example of juggling priorities during downsizing.
<b>Education/Training/Certifications:</b> Bachelor's degree, master's preferred.	Bachelor's but no master's degree. Has Master Trainer certification.

# Mind the Gap

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- Based on your comparison chart, what are your strengths and weaknesses?
- Did you uncover significant gaps in experience or credentials?
- Do you need to work on developing proof that you possess the required skills?
- Are some of your soft skills lacking?

# What Next?

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- Do you have gaps in experience or training compared to your sample jobs?
- What can you do to close the gaps?
  - Special projects, volunteer work
  - On-line training or certification
  - Temporary assignment
- Strengthen your network
  - Reach out to people in your network
  - Identify companies of interest
  - Professional association or local groups
  - Alumni network?

# Questions?

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Please type your questions in the chat box if you haven't already

For handout from this presentation, see the [groups.io](https://groups.io) Files section

# Resources

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<https://www.td.org/books/find-your-fit>

This block contains a promotional graphic for the 'td at work' magazine. The background is red. At the top right, a blue box says 'NEW ISSUE'. The main text reads 'Don't wait until you burn out. Develop your career action plan today!'. Below this is a tilted image of the magazine cover, which has a blue background and features a large number '100' made of small photos of people. The magazine title 'td at work' and the subtitle 'KEEPING YOUR CAREER ON TRACK' are visible on the cover. At the bottom left, a dark blue box says 'LOOK INSIDE'. At the bottom right, the 'td at work' logo is shown, with the tagline 'TIPS, TOOLS &amp; INTELLIGENCE FOR DEVELOPING TALENT' below it.

<https://www.td.org/td-at-work/keeping-your-career-on-track>