

# Development of Your Professional Plan

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7:34 AM

## INTRODUCTION:

### AGENDA ITEMS:

#### When you take control of your professional plan:

- You become more confident
- You create the job you want without having to leave your position
- You reduce your stress
- You are viewed as the leader

#### Kinds of professional development plans:

- 1) Big picture overview (look at the big picture of your professional development)
  - a. Are you committed?
- 2) Actual Formal written plans-most companies have these type that are tracked throughout the year
  - Specific sketched out plan
  - Or One you write when you attend a training program for this specific purpose
- 3) You may just write your own plan

#### Why you should get serious about building your plan

- 1) Your career is always a work in progress

**Book Reference: CNN.com**

**The Start Up of You - by Reed Hoffman and Ben Casnocha**

- a. Great companies are always evolving AND so should YOU
  - b. When we think in a permanent BETA mode, we acknowledge that we have bugs
- 2) Need to follow the ten step plan
  - 3) Career success does not happen on its own - (all successful Admins have goals and written plans) - they are very strategic - very intentional. Has to be in your mind - have a strategy to make it happen
  - 4) The pace at which we work - we work in supersonic world
  - 5) Executives are setting higher expectations of assistants today

#### (What you should put in your plan)

Some Overall Guidelines for All professional plans:

- 1) A plan should be well thought out (not something you do on the run or IM yourself about)
  - a. What does it look like - what should it include:
    - i. **What are your career goals for the year?**
  - b. What does your executive expect you to accomplish this year (have you had that conversation - this is solely about your professional development) - what are the gaps they see?, how can you leverage your skills?
  - c. What skills do you need to develop to do your job more

- efficiently? (think beyond technical skills - we teach the interpersonal soft skills)
- d. Where do you struggle? - what bogs you down? - where do you feel less than knowledgeable? Where do I have a hard time (what is holding you back - make sure this is part of your plan so you can build your confidence and be an overcomer; more self-assured; when you have confidence, you can do anything in the work place)
  - e. Where do you already excel that you would like to fine tune?  
Remember we are a work in progress
  - f. When considering your skills as you write your plan:
    - i. Cover your fundamentals.....make sure you are excellent at the basics....don't neglect those fundamentals
    - ii. Look at advanced administrative competencies (speaking, etc) - broadly used skills
- 2) List 6 to 8 areas you wish to develop in the first half of the year (less is more - don't overwhelm yourself with so many areas to work on - look at 6 months out)
  - 3) When writing your development plan, use verbs and write in terms of behavior change - use action words - what are we going to actually do
    - a. Ask more questions as assignments are given
    - b. Monitor your progress at least weekly
    - c. Don't be vague - be more specific
  - 4) Monitor your progress at least monthly - but bi-weekly if you can

### Ten Proven Steps by Chrissy Scivicque's (career coach)

#### **E-Book: Build Your Professional Development Plan**

#### **10 step process to ensure success and accomplishment:**

- 1) **First step is self-assessment: SWOT Analysis** (strengths, weaknesses, identify opportunities, identify stress)
  - a. What are you willing to sacrifice temporarily to meet your goals and what are you not willing to sacrifice at all
- 2) **Second step is Goal setting** (holistic goal setting) - career goals should not be set in a vacuum - consider all facets as you set your career goals - you need to have your discussions with your family members (what I want to do, why, and how do we work it out - and sometimes a very difficult conversation)
- 3) **Third step is to Research:** (once you know what you want to do - your direction - then start the research - research job postings, classes, topics, do your homework - do they align with what you like to learn, conduct informal interviews)
- 4) **Fourth step is Decision making:** you've done your homework, so now make the decision as to what you are going to do, how to track it, how to do it. REMEMBER: Not making a decision is making a decision.
- 5) **Fifth step is Action Steps:**
  - a. Get a mentor (this will save you time and possibly money)
  - b. Pursue a certification or degree - useful in the Corporate world
  - c. Join an association for your area (networking, learn new skills)
- 6) **Sixth step is to Identify specific resources** for implementing your plan (time, money, people, etc.)
- 7) **Seventh step is that you Have to set deadlines** (specific)-write a date down (By June 15th, I am going to.....)
- 8) **Eighth step is Execution:**
  - a. We have so many dreams and goals - but then we get busy, we get

overwhelmed and we lose staying power and we don't execute.

- i. **Your mindset** - 100% committed to learn and grow and be a life long student
  - ii. Family support - a must have
  - iii. What obstacles might you encounter (family, finances, time, etc.)
  - iv. How do you stay motivated? - motivation is an inside job and you also need other people to help you get back on track - a buddy - an accountability partner - continue to feed your mind with positive things to keep you on track
- 9) **Nine is revision.** From time to time we have to revise our plans. Continue to work the plan and follow all the other steps.
- 10) **Tenth step is Tracking** - we have to identify patterns. Tracking helps us spot both negative and positive patterns and then we want to reinforce and repeat those positive patterns.

#### **Q&A:**

- 1) What are the Key attributes for administrators for the 21st Century:
  - a. Emotional Intelligence (ref: Daniel Goleman)
  - b. Get the BASICS - the fundamentals
  - c. Flexibility - agility - mind expansion
  - d. Have the mindset of an explorer
  - e. Focus - be resilient
- 2) What are the top skills?
  - a. Generational communication
  - b. Collaboration
  - c. Leadership
  - d. Change agent
  - e. Better decision making
  - f. Sales persuasion skills
- 3) Those of you retiring, 85% are in that age group - how can you continue to grow and learn?
  - a. What areas do you want to develop yourself while you are in the workforce that you can apply to when you retire
  - b. Take advantage of all the courses you can - just like at the beginning of your career
  - c. Be creative.....don't let yourself grow stagnant
  - d. It is up to us to continue to learn and grow and add interest to the work we do
- 4) For ones who have chosen the admin role as their profession, and have reached the max in their salary cap, what can they do to keep motivated?
  - a. Continue to build your skills and expand your job
  - b. Find ways to make yourself feel valuable
- 5) What tool would be useful as far as a template for goals, so admins can change their goals or spice them up year after year?
  - a. Try to develop your own template - go through the steps above and see what you want to develop, where to grow, what do you want to up-level - set your target date - then back track and look at the resources. Don't forget to look at Office Dynamics website for the many free tools available.
  - b. Look at Chrissy Scivicque's tools she has available (available on

- Office Dynamics' website)
- c. Use the internet for development plans/action plans
  - d. Think outside the box - get creative - stay fresh - open your mind, listen to everyone. Talk to your executive - he will have ideas on how he/she sees you can develop.
- 6) How do we find a mentor?
- a. You have to know what your goals are?
  - b. Have to know what you want to get better at?
  - c. OBSERVE ----- see who you think can help you grow
  - d. Find that person who you feel you can learn from

### **Joan's secret weapon!!**

#### **"I would say to myself....."**

***I am responsible for **my** career and **my** job security. It is not up to a company or to my boss to make my life wonderful and my job wonderful!!!!***

***From the time I was 19, I knew **job security lay within me**. How did I know that and what did I do about it? Then I **invested in myself**. And I disciplined myself to do the hard stuff.***

***I am a **life long student**.***

***Investing in yourself is the **most important thing you can do** - the best thing you will ever do -whether it's time or money!***

***Don't leave your career to chance!***

***You 've got to **own it** and you've got to create a solid plan and you will reap the reward. **I promise you!**"***