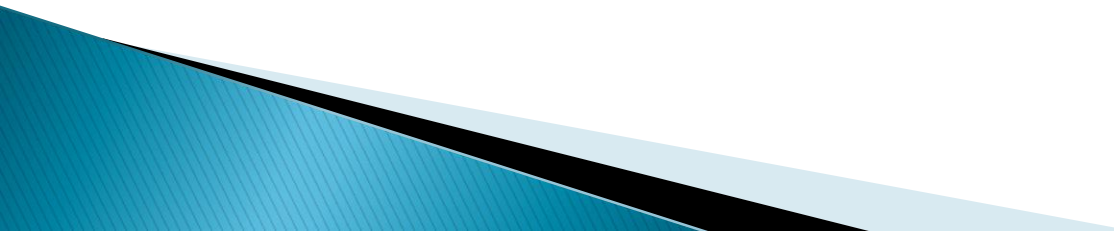


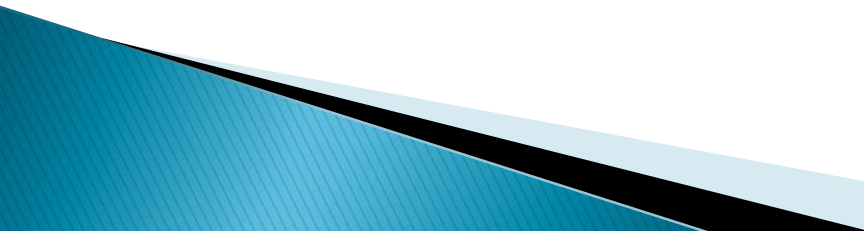
CAREER DEVELOPMENT STRATEGIES

Presented to PMI-NAC
15 February 2011

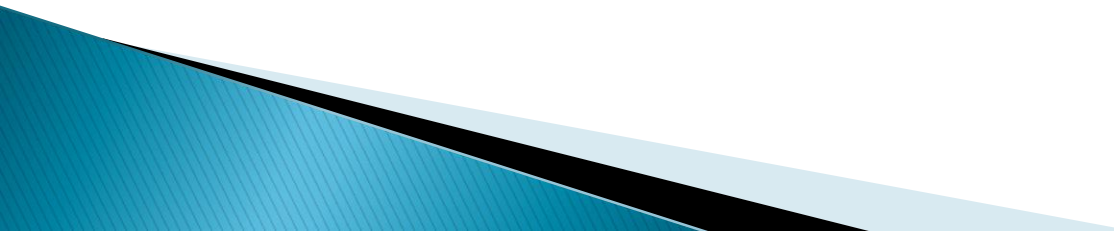
Agenda

- ▶ Introduction
 - ▶ BLUF
 - ▶ Rhetorical Questions
 - ▶ Project Management Model
 - ▶ Preparation
 - ▶ Planning
 - ▶ Execution
 - ▶ Monitoring and Controlling
 - ▶ Recommended Reading List
- 

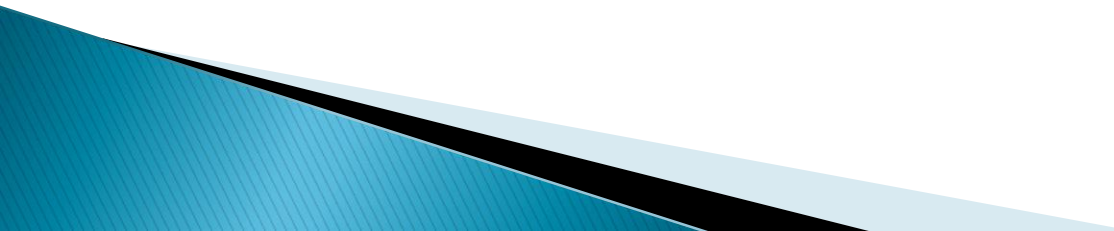
Introduction

- ▶ 21 years in the Army
 - ▶ Successfully transitioned to program/project management career (past 21 years)
 - Major challenge to me and my family
 - Learned much
 - Changed how I thought about careers
 - ▶ Began 8 year plan in 2004. Vision: Migrate to Raleigh, NC with a new career.
- 

BLUF

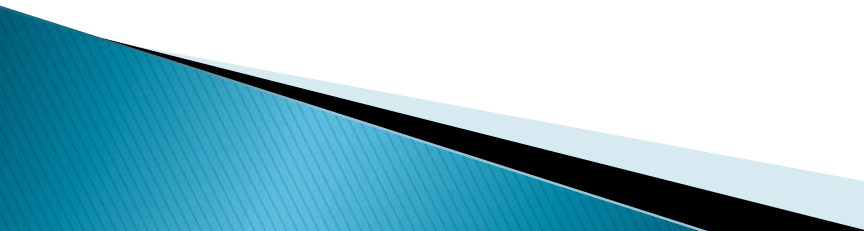
- ▶ No one should have as much interest in your career as you
 - ▶ Own the problem – assume responsibility
 - ▶ Be Aware
 - ▶ Be Proactive – start early and stick with it
 - ▶ Keep your stakeholders (family) in the loop
 - ▶ Have a vision and goals
 - ▶ You have to be willing to squeeze the trigger
- 

Rhetorical Questions

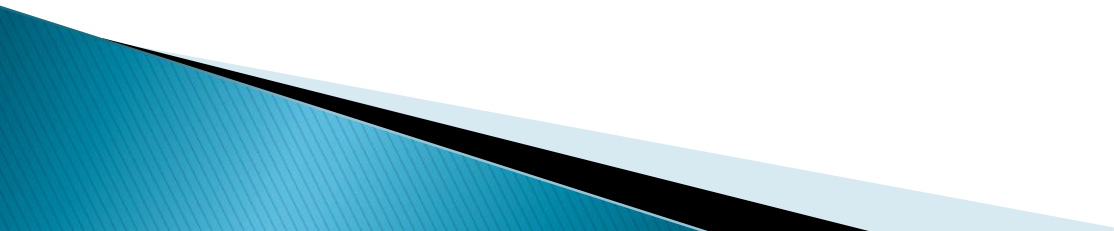
- ▶ How many are out of work?
 - ▶ How many thought a year before they were laid off that they would be out of work in a year?
 - ▶ How many think they will be in the job they are currently in this time next year?
 - ▶ How many have updated their resume in the past 3 months? ...the last year? ...the last 10 years?
- 

Project Management Model

Five Process Groups

- ▶ Initiating – Preparation
 - ▶ Planning – Planning
 - ▶ Executing – Networking, Resumes, Interviewing
 - ▶ Monitoring and Controlling – Journaling, Accounting
 - ▶ Closing
- 

Preparation

- ▶ Stakeholders – Include family
 - ▶ Available Resources – Budget, Time
 - ▶ Requirements – Professional and Personal
 - ▶ Commitment/Perseverance
 - ▶ Research
 - Internet
 - Books (See Recommended Reading List)
 - Newspaper
- 

Planning

- ▶ Vision and Mission
- ▶ Goals and Objectives
- ▶ Required Actions
- ▶ Schedule
- ▶ Budget
- ▶ Risk Management

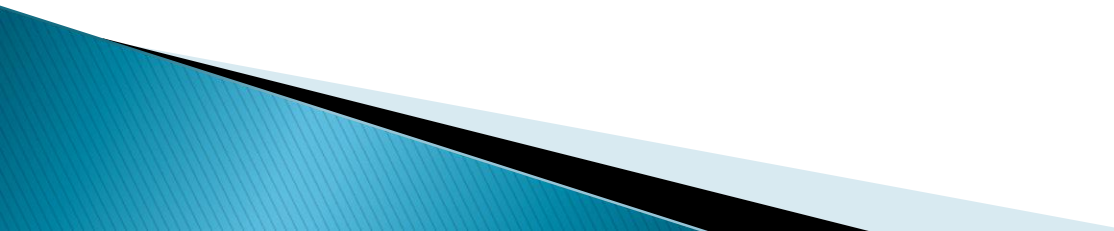
In Writing




Execution

- ▶ Networking
 - ▶ Resumes
 - ▶ Interviews
- 

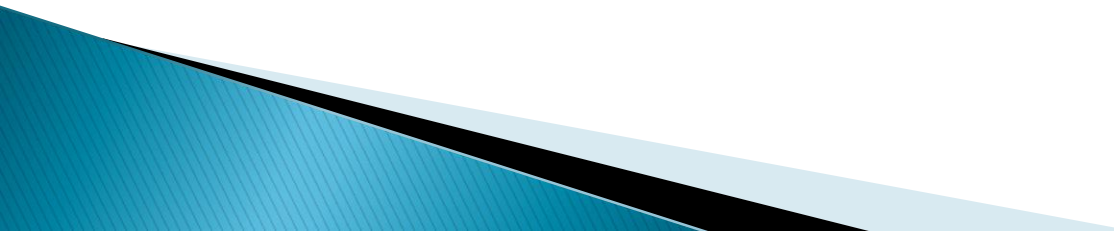
Networking

- ▶ Start close (Sphere of influence)
 - ▶ Broaden (Get involved)
 - ▶ Social Network Tools (LinkedIn, FaceBook, Twitter, etc.)
 - ▶ Volunteer
 - ▶ Help each other
- 

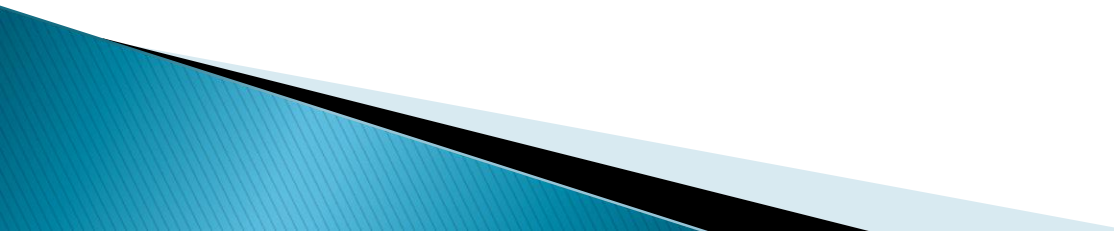
Resumes

- ▶ Transportable skills
 - ▶ Focus on achievements/accomplishments
 - ▶ Grab the reader in upper half of the first page
 - ▶ Tailor for each position
 - Research the job
 - Research the company
 - Use appropriate key words
 - ▶ Keep font readable
 - ▶ Limit pages
 - ▶ Name and phone number on each page
- 

Interviews

- ▶ Dress for the part
 - ▶ Learn about the company, what it does, and what the job contributes
 - ▶ Learn about the interviewer
 - ▶ Have a 2 minute pitch
 - ▶ Eye contact
 - ▶ Have prepared questions
- 

Monitoring and Controlling

- ▶ Journaling
 - ▶ Accounting (expenses and income)
 - ▶ Review the Plan
 - ▶ Update goals, objectives and activities
- 

Recommended Reading List

- ▶ *Seven Habits of Highly Effective People* – by Steven Covey
 - ▶ *First things First* – by Steven Covey
 - ▶ *48 Days to the Work You Love* – by Dan Miller
 - ▶ *No More Mondays* – by Dan Miller
 - ▶ *Who Moved My Cheese* – by Spencer Johnson
 - ▶ *Total Money Makeover* – by Dave Ramsey
 - ▶ *QBQ the question behind the question* – by John Miller
 - ▶ *The Go Getter* – by Peter Kyne
 - ▶ *The Noticer* – by Andy Andrews
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