CAREER PATH MANAGEMENT

Navigating your future

Stacey Day, Ph.D.
Assistant Director for
Organization and Workforce
Strategy

What does it mean to manage your career?

- If you do not manage your career, who will? *You are responsible for your career.*
- Instead of passively working every day hoping someone else will direct you to the next step, you are responsible for the trajectory of your career.
- Career management is **taking control of your career**. It involves planning out your career and taking intentional steps to achieve that plan.

Objectives of Session:

1. Identify the components of a career
2. Identify essential skills for success in science
3. Identify and Reflect on your strengths and interests
4. Identify methods to Explore career opportunities
5. Identify methods to Network and Connect

Career Management Framework

- **Reflect** on your strengths and Interests
- **Explore** career and education options
- **Develop** skills and experiences
- **Connect** with people and opportunities
    - Harvard Career Development Framework

What are the components of a career?

Reflect on your strengths and interests

- What are your Values?
- What are your short and long-term Goals?
- What Education do you still need?
- What Experience do you have? What do you need?
- What Motivates you?
- What is your Vision of your dream job?
- What Skills do you have? What skills do you need?

Reflect on Who Can Assist You

"Behind every great leader, at the base of every tale of success, you will find an indispensable circle of trusted advisors, mentors and colleagues. These relationships are, quite literally, why some people succeed far more than others." – Keith Ferrazzi, American author and entrepreneur

Creating a Personal Board of Directors:

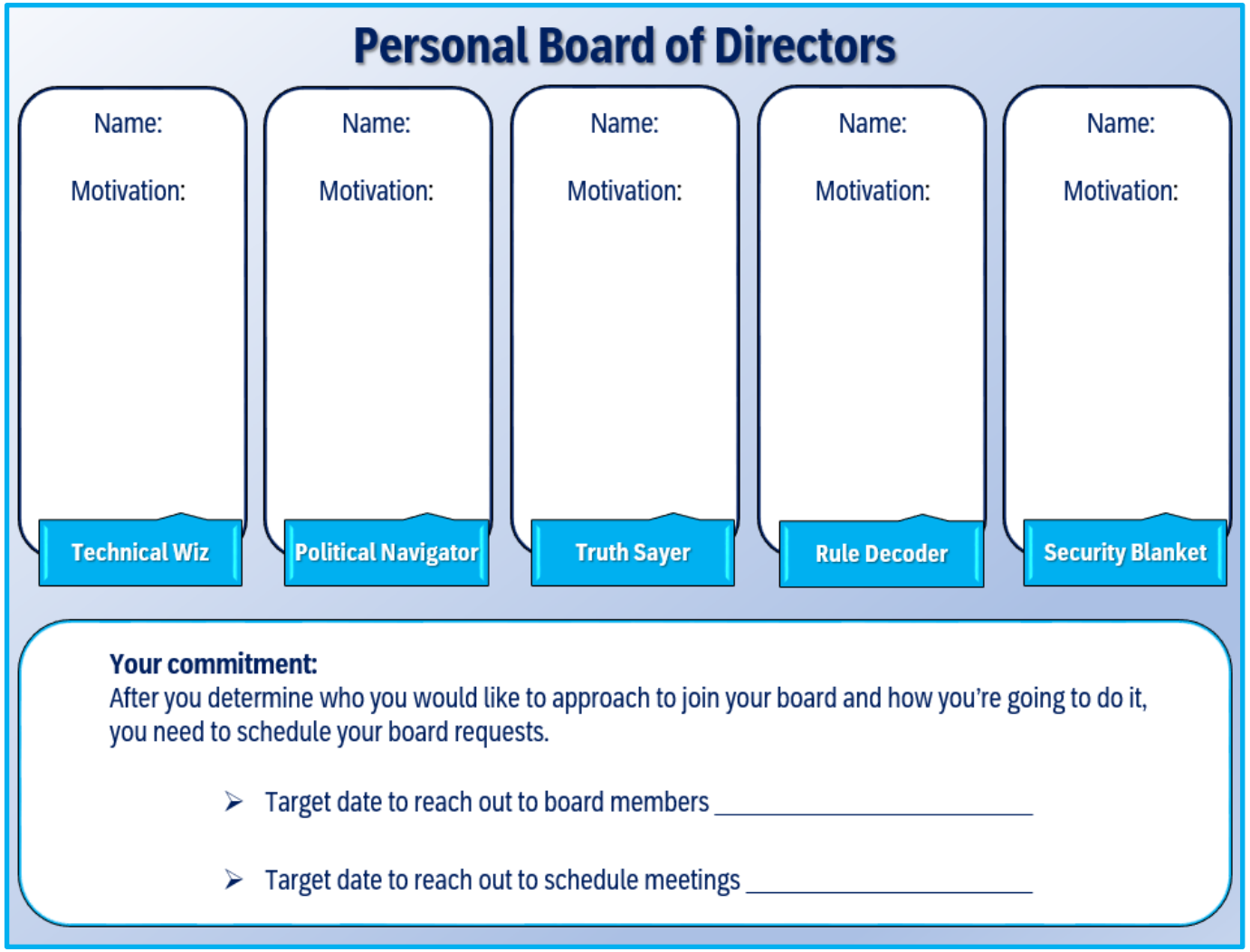
- What is a Personal Board of Directors?
- Why develop a Personal Board of Directors?
- Personal Board of Directors roles and responsibilities
- Who is on your Personal Board of Directors?
- Develop, invite, and evaluate your Personal Board of Directors

Personal Board of Directors

- **One mentor is no longer sufficient**- you need an array of advisors, mentors and role models to provide critical information and support at defining moments.
- A group of between 5 and 10 trusted individuals who have personal and professional skills, experience and insights and can provide support, guidance and advice.
- **Why develop a Board of Directors?**
  - Determine what is truly important
  - Identify strengths and development opportunities
  - Provide support and challenge us
  - Hold us accountable when we make change or need to make change.

Who should be on your Board?

- A personal board of directors is comprised of the people in your life who support your vision, your career, who you turn when you want honest and trustworthy advice.



Explore Career and Education options

- Informational Interviews
- Shadowing
- Mentor
- Site visits
- Volunteer

Explore Career and Education Options

Informational interviews *are essential to helping you find out more about a role, job or career path, you're interested in.*

Sample Questions:

- How do you get into this role/field?
- What do you enjoy about it? /What is most fulfilling?
- What's not so great about it? /What is the worst part of your job?
- What are the most common challenges of this role?
- What are the most important skills in this role, other than science?
- What does a typical workday look like in this role?
- What didn't you know before you got into this role that you wish someone had told you?

Explore Opportunities and Education options

Job Shadowing

- What is it?
  It is a practical way of learning about a particular job and what it involves. Following an **experienced professional** doing the job you want to move into can be eye-opening as you get a 360° view of everything it involves.

- What is the purpose?
  It can really help you to find out if you're a **good fit for the job**. You can see the hard and soft skills needed as well as how **demanding or stressful** the job is.

- What are the benefits?
  A great way of **networking** within the industry/field that you work in or want to work in.

Explore Career and Education options

Mentors

Have a mentor, be a mentor

- Have a mentor for your developmental opportunities
- Be a mentor to share what your strengths are with others
- Mentors are a great asset to any scientist, no matter what stage of your career you're in.

- **Site Visits**
  - Where is the work that you want to do being done?
  - Ask for an invite for a tour or shadow to see it in person.

- **Volunteer**
  - When volunteers for teams or committees are needed, raise your hand.

Develop skills and experiences

- **What are the essential skills that will help you succeed and stand out in Science?**
  - Excellent research alone is no longer enough.
  - Employers no longer want someone who is an only a technical expert; rather, they need a well-rounded individual that can articulate and present their findings, and ideas in a compelling manner, lead project teams, moderate discussions and plays well with others.

- **Organizations are composed of people and their working relationships, meaning soft skills will stay important in the future world of work.**

  - When you combine these important soft skills with relevant technical skills, you'll have a solid base to future-proof your career in the years ahead.
  - Communication
  - Interpersonal
  - Conflict management
  - Teamwork

Develop Communication Skills

- **As science becomes increasingly interdisciplinary, you must be able to distill complex topics into concepts that are easily understood by people not in your discipline.** This may include regulatory experts, leadership, the public and the people who have the dollars.
- Effective Science Communication puts complex concepts into simpler terms, helping scientists demonstrate the importance of their work to a wide range of stakeholders, from your science community, to the public and the press.
- **For any communication:**
  - **Know your audience**
  - **Identify the goals of the communication**
  - **Start with the most important information first (BLUF)**
  - **Avoid jargon and acronyms**
  - **Provide visuals**

Develop Communication Skills

Communication Skills

- Public Speaking/presentation
- Non-Verbal
- Writing
- Slide preparation
- Elevator pitch
- Negotiation
- **Interpersonal**
  - Negotiation
  - Conflict resolution
  - Empathy
  - Listening

Developing Communication Skills

Public Speaking/presentation

- Know your audience- different groups will have different needs and expectations

Non-Verbal

- 75% of the 'message' is conveyed through non-verbal communication such as tone of voice, eye contact and body language. These serve to either reinforce or contradict your choice of words.
- Hand gestures
- Posture
- Eye contact

Writing

- Papers and proposals vs. business plan or even emails

Slide preparation

- Visuals
- Charts and graphs- size and applicability to points
- Colors

Develop Interpersonal Skills

Negotiation

- Why should I give you the money
- Why do I want you on my team, or to give you this assignment?

Conflict resolution

- How do you handle conflict?

Empathy

- The ability to perceive and relate to the thoughts, emotions, or experiences of others
  - Key always, even more in virtual and hybrid to actively listen/ask questions.

Listening

- Active listening. Being open to ideas will benefit the entire organization, creating a culture where people feel free to share their thoughts.

Connect With People

3 Reasons Scientists Need to Learn to Network Effectively:

1. Science is collaborative: collaboration is critical to innovation and good science; particularly as new technologies require increased cross-functional work between researchers in different disciplines.

2. Soft (Essential) skills are crucial to success; they are the skills that set you apart from all of the other brilliant Ph.D.'s in the world.

3. Networks open doors and aid in career transition. Networking is one of the best ways for any scientist to advance their career.

Connect with People

- Conferences
- Poster Sessions
- Attend seminars/give seminars
  - Always ask a question
  - Always introduce yourself to speaker at the end
- Join professional societies
- Linked In

Connect with People

- Elevator pitch (the one-minute introduction):

Always have a practiced one-minute introduction.

1. Who you are: your name and position
2. What you do: where you work
3. Why you are at the meeting/event
4. What you are interested in
5. Why they should care about meeting you
6. End by trying to “connect” with the person
7. Give them your contact information and get theirs.

Connect with People

Elevator pitch

- Who are you in 1-3 minutes

Tips:

- **Keep it brief**—remember, you've just got a few seconds to deliver your message. There will be time for sharing more information when you follow up.
- **Target your pitch to the event you're attending:** if you're attending a conference, it will be slightly different than a job interview, vs. a work social event.
- **Practice, Practice, Practice:** It will probably feel awkward the first few times you introduce yourself this way. The only way to get better and to feel more comfortable is to practice!
- **Have an ask:** Always give the person you're talking with a way to be helpful. Whether it's through sharing information or making a professional contact, or asking them why they are at the event let them know how they can help you.
- **Follow up:** Use email or LinkedIn to follow up. Remind the person of the context in which you met, thank them for speaking with you, and find a way to continue the conversation.

Career Management Framework

- **Reflect** on your strengths and Interests
- **Explore** career and education options
- **Develop** the necessary skills and experiences
- **Connect** with people and opportunities

As you listen throughout this 3-day workshop…

- What interests you?
- What sounds like your dream job?
- What aligns with your values?
- What makes you think, *ugghhhh…*that would be an awful job?
- Who do you want to talk with more?
- Who do you want to connect with for an informational Interview?
- Who do you want to shadow?
- Who do you want to talk with about being on your BOD/mentor?