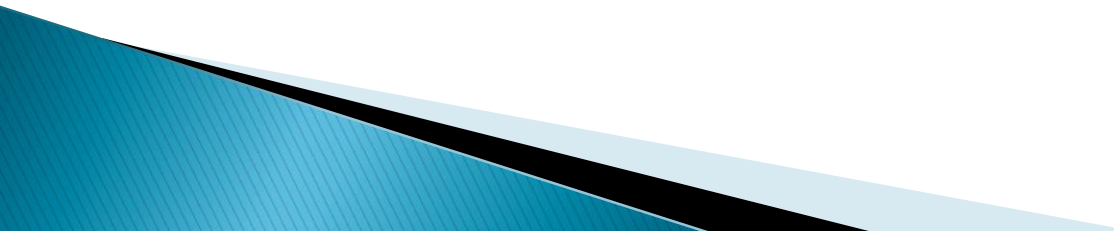


# CAREER DEVELOPMENT STRATEGIES

Presented to PMI-NAC  
15 February 2011

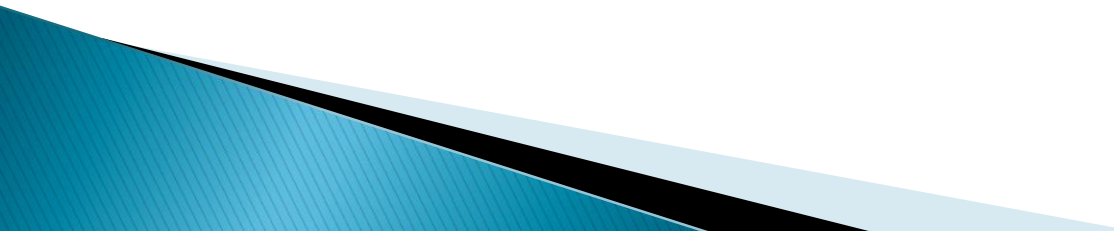
# Agenda

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

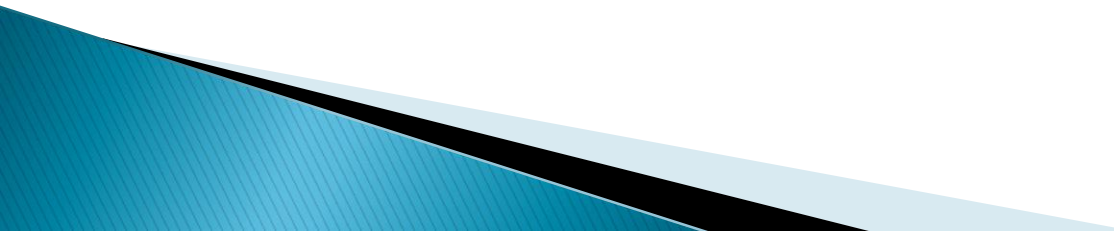
# Introduction

- ▶ 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

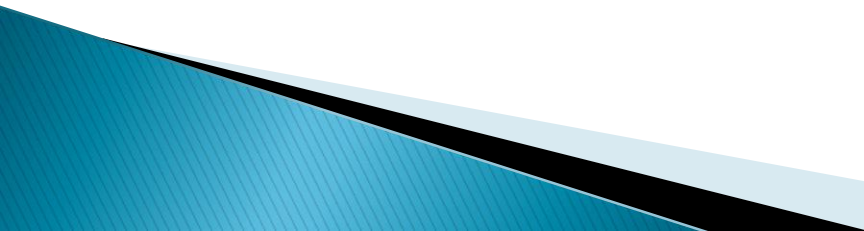
- ▶ No one should have as much interest in your career as you
  - ▶ Own the problem – assume responsibility
  - ▶ Be Aware
  - ▶ Be Proactive – start early and stick with it
  - ▶ Keep your stakeholders (family) in the loop
  - ▶ Have a vision and goals
  - ▶ You have to be willing to squeeze the trigger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

# Rhetorical Questions

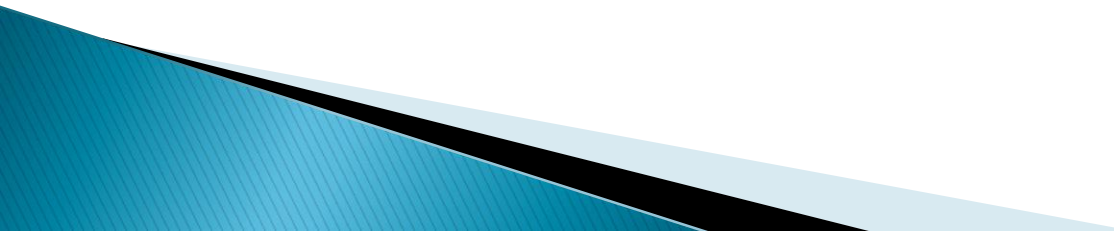
- ▶ How many are out of work?
  - ▶ How many thought a year before they were laid off that they would be out of work in a year?
  - ▶ How many think they will be in the job they are currently in this time next year?
  - ▶ How many have updated their resume in the past 3 months? ...the last year? ...the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

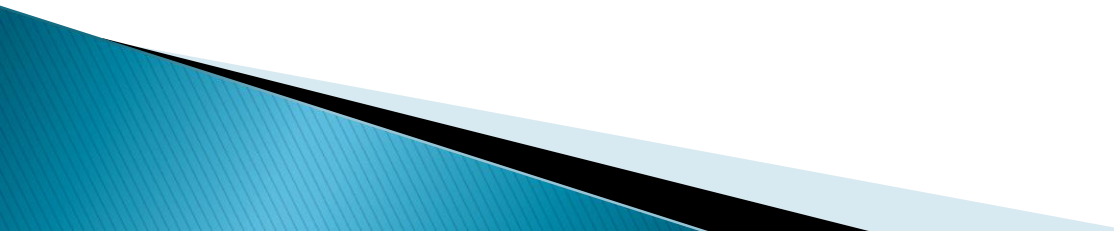




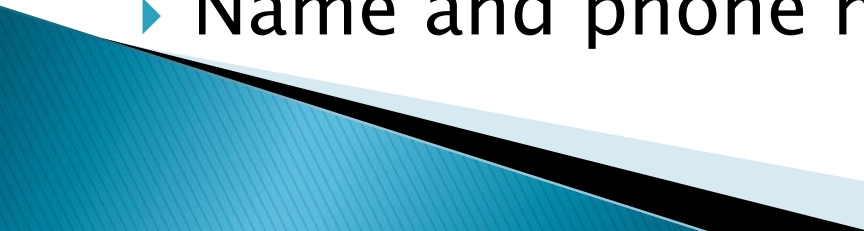
# Execution

- ▶ Networking
  - ▶ Resumes
  - ▶ Interviews
- 

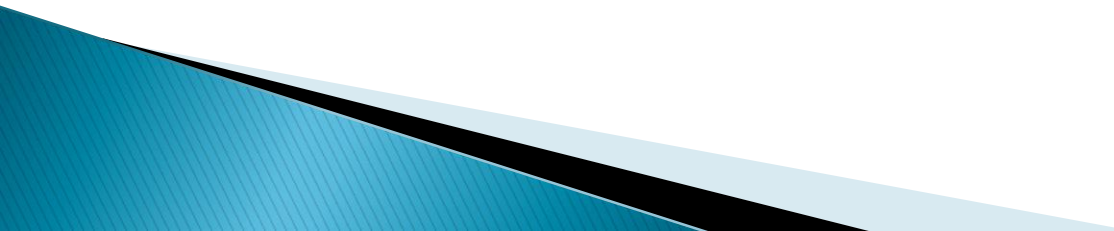
# Networking

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

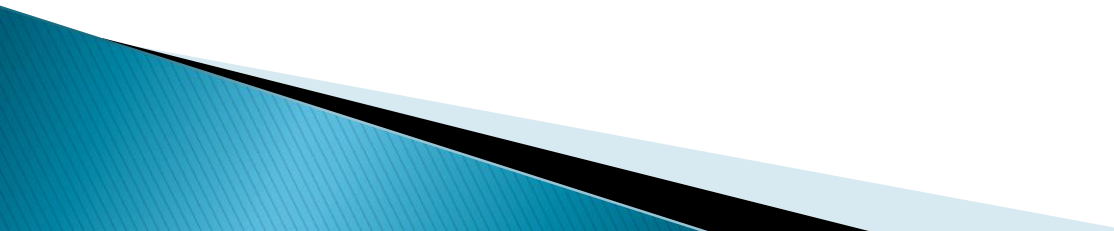
# Resumes

- ▶ 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
- 