



YOUR CAREER, YOUR CONFIDENCE: “OWN IT!” EVERY STEP OF THE WAY

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OVERVIEW

- **Introductions**
- **“Own It” Every Step of the Way**
 - Career Opportunity/Interviewing
 - Day One to First Mile
 - Goals & Rewards
 - Knowledge, Building Muscle
 - Skills & Competencies
 - Character is Queen
 - Leadership
- **Questions**

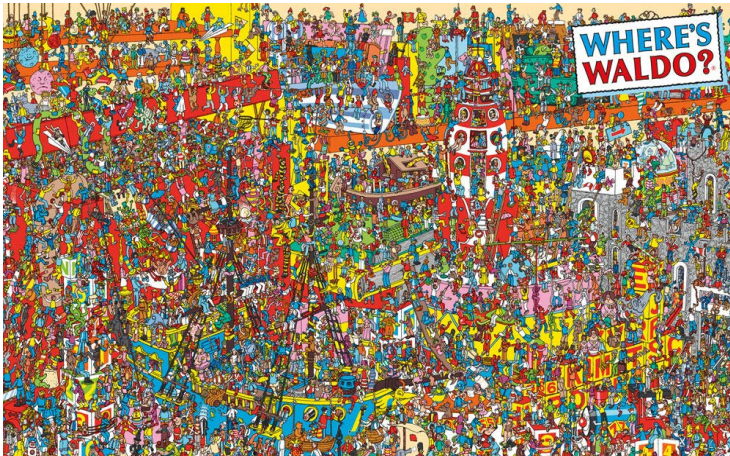


OWN IT



FINDING YOUR CAREER OPPORTUNITY

Finding the right opportunity can feel overwhelming if you don't break it down and own it; You are on a job interview everyday!



How do I find the right one?

- What do I like to do? What am I good at? What am I passionate about?
- What do I need to make? What are the benefits? What are the hours? Where is it located? Is travel involved?
- Should the job come to you or do you go to the job?



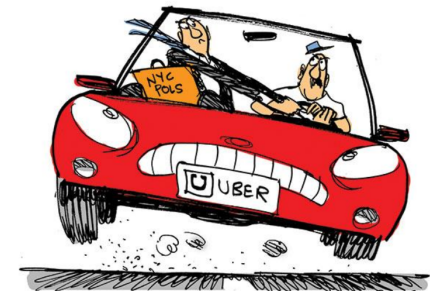
What if its not what I originally planned?

- Is it my dream role?
- Can this opportunity help me grow?
- Could this be step one of many?
- How do I progress in this company?
- If I pass it up, when will the next opportunity come by?
- Should I just do this, while looking for the right thing?

INTERVIEWING

***90% of interviewers are not champions at interviewing
What happens when this is the case?***

- **Don't overthink your resume, cover letter, or job application; Research the company!**
 - Education, job history, outcomes, skills, objective statement, relevant and up to date
 - What jobs in what period of time, why did you leave and go to the next one, how did you find it, your boss, who influenced you, your performance
 - Hard worker, disciplined, and eager to learn!
- **Your resume does not tell all, it gets you through the door**
 - Who are you as a person? Were you confident and prepared, yet eager to learn? Posture?
 - Did you look and act like professional? Did you articulate yourself well? People skills?
- **You may feel you did not get to tell your best story; What do you do?**
 - **Own it;** grab the wheel in a manner that is invisible to the driver
 - Tell them your story, pull it back on the road
 - Ask your questions
- **What if your job experience is limited?**
 - Show them YOU-YOU Own it



DAY ONE OF THE FIRST MILE

*You know nothing, and everyone knows it;
Let the learnings begin!*

- Come out of the gates strong with a personal presence that is noticed; Humble...yet strong 🦵
- Show up on time....forever 😊
- Be eager to learn....forever 😊
- Surround yourself with smart people...forever 😊
- Differentiate yourself from the get go! Personal brand is key!



How am I measured on performance?

GOALS AND REWARDS

Over half of the interviews I conduct, people do not know their goals, how they were compensated, and did not have formal reviews



- **Know your goals**
 - Understand frequency
 - Understand the form and scale used
 - Complete healthy self appraisals
 - Always ask for improvement opportunities
 - Gain alignment with your supervisor every step
- **Know how to get compensated**
- **Take stock in recognition as a reminder**
 - Visually
 - Verbally
- **What more important...?**
 - Performance to goal
 - Personal advocacy



**Means
"almost"
everything!**

KNOWLEDGE AND BUILDING MUSCLE

Be proactive and eager to learn, own it

- Take personal time to study; It's hard work but it pays off; **Own it**
- In formal coaching reviews align on areas needing more muscle and the plans to build it
- Ask for reviews if they are not being provided
- Build a written talent development plan with 1-3 things a yr. Does not always have to cost money
- Align yourself for informal mentors
 - One up, one equal, and one below
- Surround yourself with really smart experienced people
- Learn from those who are underperforming
- Build new relationships; Create advocacy while doing it!



SKILLS AND COMPETENCIES

You never ever stop learning

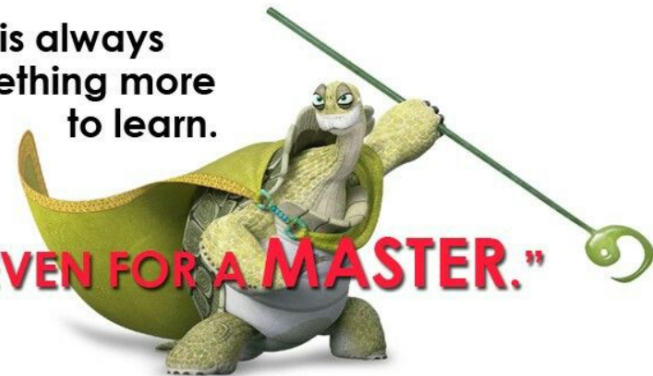
- Most of the time, your skills applied as strengths in the last job are not your strengths in the job you got promoted to, they are gaps you need to elevate and solve for
- At some point you have to manage up in your career, meaning you have to understand what skills and competencies are important to those levels



The wisest person ever known

“There is always something more to learn.

EVEN FOR A MASTER.”



CHARACTER

Strong character is non-negotiable

- We all know people who got somewhere without it but it does not last long
- **Four Pillars**
 - Honesty
 - Integrity
 - Humility
 - Be Kind to Others

Lead even if you are not the leader of a team
Lead beyond your circle



LEADERSHIP

PERSONAL, PEER, OR TEAM

TOP 5 RULES TO LIVE BY AS A LEADER

Mind Full, or Mindful?



Be Present

People only benefit from your presence,
When you are present.

TOP 5 RULES TO LIVE BY AS A LEADER



Make Promise and Keep Them



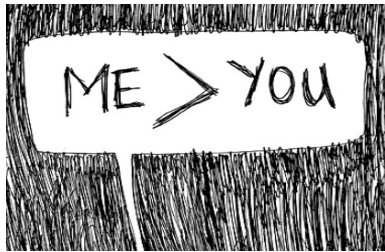
TOP 5 RULES TO LIVE BY AS A LEADER



Be On Stage When You Are Off Stage



TOP 5 RULES TO LIVE BY AS A LEADER



"I get it!"

*Don't Be Above Things
You Ask Others To Do*



TOP 5 RULES TO LIVE BY AS A LEADER



Proactively Help Others, Be Outgoing, and...Smile



KEY TAKE AWAYS

- Be Present
- Make Promises and Keep Them
- Be On Stage When You Are Off Stage
- Don't Be Above What You Ask Others To Do
- Proactively Help Others, Be Outgoing, and...Smile

*It's up to you what you do next, but whatever you do.....**OWN IT!***



**QUESTIONS?
THANK YOU!**