

CAREER SUCCESS EQUITY PROGRAM



Session #2 Prework

November 12, 2024

SESSION #2 Owing Your Career Worth & Contributions

Session #2 Pre-Work Items:

1. Complete Pework #1 – My Career Asset Inventory: Experience,

Skills, Contributions

The intent of this exercise is to help you reflect on *what* you do, *how* you do it (skills) and importantly, *why* it matters to your organization

2. Complete Pework #2 – Your Professional SWAL Analysis

The intention of this exercise is to help you translate your capabilities (strengths/weaknesses) into your impact (asset/liability) for the organization, which is what managers value most.

3. Complete Pework #3 – Reflective Questions

The intent of this exercise is to have you reflect on your experience with your accountability group and on your first conversation with your manager. These questions will be a recurring assignment throughout our time together, designed to foster reflection as you continue these conversations.

My Career Asset Inventory: Experience, Skills, Contributions

High achieving professionals, especially professionals of color, focus on doing and performing. But its *insufficient* to advance your career. Understandably, with everyday demands of work, most professionals focus on daily tasks and responsibilities. However performance doesn't always lead to advancement.

What is critical is for you to understand is how you are **contributing** to the organization. It's critical you are perceived as an **Asset** who creates value toward the key goals of your organization.

This exercise helps you reflect on *what* you do, *how* you do it (skills) and importantly, *why* it matters to your organization. Take the time to deconstruct these elements of your work, so you can acknowledge how much you are contributing to your organization.

EXPLANATION OF TERMS:

Position: The title of your job

Responsibility: Summary sentence that describes what you are responsible to do and deliver

Skills/Competency: Describe the most important skills (technical and interpersonal) needed to do this job

Contribution to Company (Asset Value): How your work impacts / why it matters to the company

** Include jobs not at Bentley University that have added to your professional skills**

Your Career Asset Inventory

POSITION	KEY RESPONSIBILITIES	CRITICAL SKILLS	CONTRIBUTION TO COMPANY (Your Asset's Value)

Your Professional SWAL Analysis (Strengths/Weaknesses/Asset/Liabilities)

Now that you've deconstructed the what, how and why of your work, you're ready to identify your core competencies and your organizational impact.

INSTRUCTIONS

Please indicate your Strengths/Weaknesses and Assets/Liabilities in the grid below.

Strengths/Weaknesses

- Consider your experience, skills, knowledge developed during your career.
- Focus on 2 areas:
 - Technical Competence (cognitive, content-related work – e.g., analysis, research, budgeting, product development)
 - Interpersonal Competence (people-related work – e.g., team engagement, negotiations, influencing, partnering)
- Note your strengths & weaknesses (e.g. highlighted in performance reviews, noted by bosses, peers, yourself)

Assets / Liabilities

- This is about the impact your strengths and weaknesses have outside of you, specifically, in your organization/workplace.
- Assets – how your strengths have had positive impact at work; considered a “value add,” “contribution” by the organization (e.g. new analytical method decreased reporting time by 30%, partnering and product development garnered 3 new business opportunities, new research insights increased awareness of disparity of services)
- Liabilities – how your weaknesses have had negative impact at work, diminishing your value to your organization (e.g. consistent analytical errors causes client loss; strong emotional response decreases collaboration from teammates)

Your Professional SWAL Analysis

(Strengths/Weaknesses/Asset/Liabilities)

INTERNAL (IN YOUR CONTROL)	STRENGTHS (Technical / Interpersonal Competencies Noted by You/Others)	WEAKNESSES (Technical / Interpersonal Competencies Noted by You/Others)
	•	•
	ASSETS (How your strengths <u>add value</u> to your organization)	LIABILITIES (How your weaknesses <u>diminish your value</u> in your organization)
EXTERNAL (YOU IN ORGANIZATION)	•	•

Reflective Takeaways

Accountability Partners Reflection

Now that you've had your first meeting with your Accountability Partners, take 10 minutes to reflect on the following questions:

- 1) What common theme did you notice in your conversation?
- 2) What is a helpful takeaway for yourself from this discussion? Please identify at least one takeaway you'd like to share with the group and submit your response [here](#).
- 3) How can the Accountability Partners group continue to support you, and how can you support them?

Participant/Manager Conversation Reflection

Now that you've completed your first conversation with your manager, take 10 minutes to reflect on the following questions:

- 1) How did it feel to have this conversation with your manager? What went well in your conversation?
- 2) Were there any areas where you felt unprepared, or is there anything specific you'd like to improve for your next conversation with your manager?
- 3) What are helpful takeaways from this experience? Please identify at least one takeaway you'd like to share with the group and submit your response [here](#).