

CAREER SUCCESS EQUITY PROGRAM



Session #3 Pre-Work

December 10, 2024

SESSION #3 Career Success Readiness

Session #3 Pre-Work Objective:

The objective for Session #3 is to begin your proactive career pathing to achieve your Best Self Career Vision.

In Session #1, you identified your *interests, motivators*, and your individual *Superpower* – defining your **Best Self** and core drivers for your joy and fulfillment in life/work.

In Session #2, you curated your **Career Asset Value™** by focusing on your contributions and benefits to the organization (*leveraging* your strengths/skills).

Together your Best Self + your Career Asset Value allowed you to define your **Best Self Career Vision** and answer the question:

- *WHAT* do I want to do and *WHY* do I want to do it

Now, for your Career Success Readiness, you'll answer 3 key questions:

- 1. How well does my current job align with My Best Self Career Vision?**
- 2. What career pivots are necessary to achieve my Best Self Career Vision?**
- 3. What are short term actions to grow/advance from my current position?**

1. How Well Does My Current Job Align with My Best Self Career Vision?

Reflect your Motivation/Interest, Career Asset Value and Career Vision from the previous sessions:

- **Session #1 Workbook p. 5** (motivation/interest)
- **Session #2 Workbook p. 3** (career vision)
- **Session #2 Workbook p. 5** (career asset value)

How well does your current position / work align with your Best Self Career Vision (choose one)?

- High
- Medium
- Low

Explain why you chose the above rating. Then write down if you think you need to make only slight shifts or a major change to increase your alignment to your Best Self Career Vision.

2. What Career Pivots Are Necessary to Achieve My Best Self Career Vision?

Your current role may be very aligned or not aligned to your Career Vision Job. Below, work on Option 1 or Option 2 depending on how well aligned your current job is to your career vision

Option #1: Your Current Job is Not Aligned to Your Career Vision Job

To get to a role that is well aligned with your Career Vision, you may need to pivot and make a few job changes before you achieve it. **Therefore, being strategic, planful *and* patient are key.**

If your current job is quite far from where you want to be, you need to look for “job adjacency” opportunities – jobs that will get you closer and closer to what you want. It’s rare that you can achieve that in one jump to a new job, so strategic maneuvering will be key.

Here are some considerations to build your Job Pivot Strategy:

1) What information do you need in order to make the pivots?

- Research job qualifications/requirements for you Best Self Career Vision Job. These resources can help you plan the *qualifying jobs* and the *skills/experiences* you need to *eventually* achieve your Career Vision Job
 - Category of Occupations – [Bureau of Labor Statistics Occupational Employment](#)
 - Job Types – salary, qualifications – [Bureau of Labor Statistics Occupational Handbook](#)
 - Indeed.com
- Talk to people who have the job you want – interview about their career journey

2) Review your current skills / knowledge / experiences and assess your go-forward strategy.

To reach my Career Vision, the positions I am targeting in the next 1-3 years are:

Pivot Job #1

Pivot Job #2

Pivot Job #3

To achieve my Best Self Career Vision Job, these are skills /knowledge/experiences I need to:

KEEP:

ADD:

MINIMIZE:

Option #2: Your Current Job is Well Aligned to Your Best Self Career Vision Job

If you're in good alignment, your objective is to ensure a career development plan that gets you to your Career Vision Job. Given you're already in the right department / function, you want to look ahead to the job you eventually want to achieve and *work backwards* from that target job. You'll want to define the skills, knowledge and experiences you need to *acquire* so you can get the experience, grow effectively and advance to your targeted position.

- 1) Review the leaders who are successful in your department / function and whose jobs you'd want to have. What specific skills/knowledge/experiences do they have that is clearly valued by the organization?

- 2) Research the BLS (above) or other resources to pinpoint critical skills/knowledge/experiences for advancement to the job you seek.

- 3) Identify the types of jobs/roles (sequentially) that are needed to get to your Career Vision Job.

4) Identify specific skills /knowledge/experiences you need to achieve your Best Self Career Vision Job.

KEEP:

ADD:

MINIMIZE:

3. What are Short-Term Actions to Grow/Advance from My Current Position?

Career Advancement Readiness – Subject Matter Expert & The Gap Analysis

Your objective is to ensure an advancement plan that gets you to your Career Vision Job.

A critical career advancement strategy is to be a **Subject Matter Expert (SME)** in your area. Being a SME means you are the “Go To Person” because you possess special skills/knowledge/experiences that make you **strategically important** for this type of work or a core need in your department.

What many professionals don’t know is that “Generalists” who don’t have a strategically critical competence are more easily replaced and less likely to be promoted.

Remember, organizations value those with *special* skills that are *strategically* important to achieving their outcomes.

Please review the articles on being a Subject Matter Expert (SME) and non-promotable tasks to prepare for the exercise on p. 9.

- [Why Are Subject Matter Experts Important in Business?](#)
- [Are You Taking on Too Many Non-Promotable Tasks?](#)

The Gap Analysis

Career Advancement requires planning for the short-term positions to achieve the long-term career goals.

You want to pinpoint *the next* job you want and identify the requirements for that job.

The Gap Analysis allows you to identify 1) your current competencies and 2) the gap you need to address by detailing specific skills, knowledge and experiences you need to achieve and excel in, to be ready for the *next* targeted position.

CURRENT POSITION	TARGETED POSITION
MY SKILLS/EXPERIENCE THAT TRANSFER	SKILLS/EXPERIENCE I NEED TO DEVELOP