

CAREER SUCCESS EQUITY PROGRAM



Session #4 Pre-Work

January 14, 2025

Career Success Equity Program

A Point of Transition in the Program

Phase I

Thus far, in Sessions #1, #2 and #3, you have focused more on your Internal Self:

- reflecting on your life and career journey,
- identifying your Superpower,
- your Motivators and Interests and
- imagining your Career Vision and the path to get there

Phase II

In Sessions #4 to #7, you will shift your focus to the External Self, focusing on how you engage with your context – with your colleagues, your managers, your leaders and the workplace culture. Communications and interpersonal relationships play vital roles in Phase II as your objective is to navigate the work environment to achieve your career vision.

For Professionals of Color this navigation can be particularly challenging because your social identity takes the leading role, when your personal communications and interactions, rather than your intellect and your technical competencies, take on importance for your career growth and advancement.

You'll be exploring your "Third Culture Identity," which will empower you to navigate your career with personal power while embracing your full social identity.

The program will teach you about Judy's Career Advancement GPS:

- The 4 Guideposts: Credibility / Visibility / Relationships / Reputation
- The 4 Practices: Speaking Up / Taking Credit / Advocating for Self / Relationships

In Phase II, you will be developing through externalized innovation and experimentation, working with your Mindset that gives you the permission to try new behaviors and expand your identity and personal power.

SESSION #4: Showing Your Credibility

Best Self Career Vision & Core Drivers

Instructions:

Reflect on your Key Takeaways from Sessions #1-#3. This will establish the foundation for your growth and development for Phase II of the Program: The Career Advancement Guideposts and STAR Practices. Please fill out your Career Goals and Best Self Core Drivers after you've reviewed your Key Takeaways from the previous sessions

| Career Goals (Position, Primary Responsibility) |
|--|
| <u>1 Year:</u> |
| <u>5 Years:</u> |

| Best Self Core Drivers (Career Asset Value / Motivations & Satisfaction Factors / Career Aspirations) |
|--|
| 1. |
| 2. |
| 3 . |

Factors of Credibility

Credibility is about your Capabilities

- Competence/Ability
- Knowledge
- Skills
- Performing at or above expectations

Credibility is about Emotional Trust

- Reliable
- Trustworthy
- Keeps your word
- Supports others
- You do what you say you will do

Examples

- You are a go-to person for inquiries
- You're known as an SME (Subject Matter Expert) in the organization
- You're known as a trusted mentor / colleague

How Do You Prove Your Credibility?

Refer to Your Performance Review & Job Description for your Current Position, then fill out the below:

| CAPABILITIES (See definitions in previous page) | EMOTIONAL TRUST (See definitions in previous page) |
|--|---|
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| | |

One Sentence – I have Credibility @ Work because (summarize and synthesize from above)

Subject Matter Expertise

Read articles:

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

Reflect on the following:

1) What are specific areas to build your credibility by developing your Subject Matter Expertise (SME), where you are "considered an authority in this field"?

2) Which NPT (non-promotable tasks) are non-productive for your career growth? How can you shift that to another colleague (what is your positioning, story you need to tell to make this happen?)

3) What do you need to proactively to build your SME? What is your role? What is the role of your manager?

4) To align with your Best Self Career Vision (see Session #2 Workbook p. 3) and SME, what Credibility elements need to be developed or strengthened?