

YOUR CAREER JOURNEY

Building Blocks for Upward Mobility



Are you excited to go to work everyday, most days or some days? Are you excited to take your 22, 000 breaths per day? Are you excited to just live another day?

My goal this evening is to educate, to inspire, to challenge and to help you transform into that person, that employee, that successful person you are and plan to be.

“Say I am successful”

Developed by Michael Kane/EDD



Ask yourself, “if what I am doing today is getting me closer to where I want to be tomorrow?”



Quotes

- “In any given moment we have two options: to step forward into growth or to step back into safety” – Abraham Maslow
- “Success isn’t how far you got. But the distance you traveled from where you started” -Proverb
- Success is a journey not a destination
- “If you want a Happy life, tie it to a goal, not to people or objects.” Albert Einstein
- Never put the key to your happiness/life’s purpose/your mission in somebody else’s hand
- If you can’t take care of the small things no hope for the big things
- Don’t just seek success but seek to increase your value
- Your network determines your net worth
- “Iron sharpens iron” - Proverbs 27:17





Quotes

- Ask yourself what is important and then have the courage to build your life around the answer.
- “Do the best you can until you know better. Then when you know better, do better” - Maya Angelou
- “Do you want to be safe and good or take a chance and be great” – Jimmy Johnson
- To change your life, first change your mind
- To grow means you must take risks
- What you get by achieving your goals is not as important as what you become by achieving your goals

Newbies or Seasoned

- Out of the gate – first job
- Career change - Adjustment/course correction



Sometimes on your journey you may have course corrections, adjustments where an alternate path may be the best solution or decision to make. Or, you may decide you want to change your career altogether for a variety of reasons. Changing your mind is okay. Just know by changing mid-stream you might have to go back to school or receive additional training, retraining or start over to some degree, it all depends on the circumstances.

Job vs. Career

Job

- A paid position of regular employment. An activity which a person can earn money. Short-term. Work.

Career

- An occupation undertaken for a significant period of a person's life and with opportunities for progress. The pursuit of a lifelong ambition or a progression towards lifelong goals. Long-term. Purpose. A calling.

**Wow! Big difference between a job versus a career.
A career is more in line with purpose**



Which Road do I take?



Should I accept any job to gain meaningful experience and start building up my resume/application? That assignment sounds nice but I'm not sure it's me, what to do? I have connections in this or that line of work (department, division, agency) so should I go for it? And on and on and on. It all depends. No one can exactly tell you what is right or wrong with your decisions as you hold the key to your desires and goals.

When Does the Journey Start?



When you start living your dream loving the work you do. Perhaps when you begin college or that training program. Or, it starts with you simply deciding how you want to spend the next decades or your life working your purpose or calling in life.

No right or wrong answer.

Pursuing Purpose With Passion

❖ Along with Patience

Which road do I take?/When does the journey start?

- It is when you discover your Purpose and Possess the unbridled Passion to pursue-it: your career
- Every person has gifts and talents. Unfortunately, many people do not identify and/or realize their gifts.
- Many of us have gone for the money, some for the fame or notoriety.
- If what you are doing leaves you hollow or empty inside, basically what have you truly gained?

Who Am I?



.....and who do I want to be?

To answer this question self-reflection is needed. An assessment. But first I want to say, do not allow others to define you. They may say you are not smart enough, not good enough or view you as something you're not. **Say I am different. Say I am unique.** Take ownership of "You". Everyone sitting in this workshop has value, significant value. Never allow that value to be diminished by anybody. I'm not suggesting that we be inappropriate as we defend our state of being. Our state of I am. What I am saying is no one can control your thoughts, feelings and dreams and resulting behavior except for you. You are in the driver's seat.



“My Best Career Life”

- Starring:
- Story by:
- Written by:
- Directed by:
- Produced by:

And the Award goes to



Don't allow others to star, write, direct or produce the story of your life. However, it would be also wise not to arbitrarily dismiss constructive feedback or guidance either. Welcome Positive Feedback. Embrace it!!! You may hear things you don't want to hear but given in the right spirit it is constructive. The goal is to be in the driver's seat as you traverse through the journey of your career

It's about

- What is My Vision; is it clear?
- Do I have what it takes to make it?
- What is my plan/mission to get to the next level?
- Will my Dreams ever come true?
- What is my Destiny?



The key is to be ready when you are faced with the decision to pursue a particular-path, when that special opportunity comes knocking on your door. Will you have the courage to open that door?

Goals



It takes specific goals to travel down the path of purpose. Much like a road trip in your car you must plan and decide how you will reach your destination

Courage Vs. Fear

Courage like a



Fear like a ...



But to do all the things you must summon up the Lion in you, i.e., the courage.
Which one are you? Which one do you want to be in the circle of life as you dream, wish and hope?

The Key of Hope



The Door of Opportunity



In order to utilize hope you must take decisive action and not slumber in passivity. True Hope=action. Think back in any moment of your life when you hesitated, took too long in making a decision about whatever And that particular door of opportunity slammed shut. That said, you must be ready, willing and able at a moment's notice to take the key of hope and insert and open it in the door of opportunity. As the old cliché says, "Nothing ventured is nothing gained". Soooo Go for it!!!

Self-Assessment Inventory



- Goals
- Skills
- Knowledge
- Interests
- Power and authority
- Financial Gain/Money
- Cause
- Community
- Nature/adventure
- Fast-paced work
- Work under pressure
- Advancement and promotion
- Change and Variety
- Leadership
- Autonomy
- Creativity
- Meaningful work
- Family

Application for Employment

- Nothing but the facts: Leave no stone unturned
- Follow application instructions
- Attention to Detail/accuracy
- Grammar/Spelling: Error Free
- Position
- Education, training and experience
- Employment History
- Military
- References
- Highlight noteworthy achievements – Presidential Medal
- Have a trusted person review your application.
- Double-check then triple-check

Leave no stone unturned when it comes to telling about your self. The recruitment and hiring process is highly competitive.

Application for Employment PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER

Personal Information DATE

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

Employment Desired

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO		
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN
EVER WORKED FOR THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN
REASON FOR LEAVING		
NAME OF LAST SUPERVISOR AT THIS COMPANY		
HOW DID YOU FIND OUT ABOUT THIS POSITION? <input type="checkbox"/> EMPLOYMENT AGENCY <input type="checkbox"/> NEWSPAPER ADVERTISING <input type="checkbox"/> FRIEND <input type="checkbox"/> ONLINE AD <input type="checkbox"/> OTHER		
<input type="checkbox"/> STATE EMPLOYMENT OFFICE <input type="checkbox"/> COLLEGE PLACEMENT SERVICE <input type="checkbox"/> WALK IN <input type="checkbox"/> WEBSITE		

Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING, CERTIFICATIONS, LICENSES	
SPECIAL SKILLS, FOREIGN LANGUAGES, ETC.	

Military Service Record

HAVE YOU EVER SERVED IN THE U.S. ARMED FORCES? <input type="checkbox"/> YES <input type="checkbox"/> NO	BRANCH OF SERVICE
DISCHARGE DATE	RANK

A-9288 / T-3288
11/2009

Application for Employment

LAST NAME FIRST MIDDLE INITIAL

Statement of Qualifications

- Why hire you?
- What is your relevant experience?

Statement of Qualifications (SOQ):

Addresses how your experience and/or knowledge will help you succeed in this position.

A SOQ is a narrative discussion of how “You” the candidate’s education, training, experience, and skills meet the minimum and desirable qualifications that qualify you for the position.

The SOQ serves as a documentation of each candidate’s ability to present information clearly and concisely in writing and should be typed and be no more than two pages in length.

Résumés do not take the place of the SOQ.

The SOQ should not merely list your accomplishments, skills and Knowledge base, but it should reflect how you will be successful in the position for which you are applying.

Statement of Qualifications

I am qualified for the Employment Development Administrator position due to my extensive experience, demonstrated knowledge, skills and abilities in the following areas: the Unemployment Insurance Program, Communication, Public Administration and Capacity Building.

A major factor that has contributed to my competency as an administrator is my extensive and collective experience in the Unemployment and Job Service Programs (JS). I have over twelve years managerial and supervisory experience with the Employment Development Department. A majority of this experience was realized in the Unemployment Insurance Program (UI).

I have conducted numerous presentations at planning meetings and orientations with the following branches and entities: UI, JS, Tax, Internal Revenue Service, Franchise Tax Board and the Department of Labor. Also, I established and maintained many good working relationships with various internal departments, agencies, and other entities. This is an example of my ability and willingness to work in cooperation with others to accomplish varied tasks and goals.

Statement of Qualifications

On an ongoing basis, I represent the Los Angeles City Job Service Division Chief (DC) on the Work Based Learning and Employer Partnership Committee. This is a subcommittee to the Los Angeles Workforce Investment Board Youth Council Committee which focuses on youth prone to dropping out of high school. I also represent the Division Chief at other functions and events. Quite notably, I participated in several meetings with Congresswoman, Maxine Waters' staff concerning a grant given by EDD for a local economic development program in my Administrative Area.

I also represent the DC at Literacy at Work events, which is supported by various agencies and elected officials such as Los Angeles Mayor James Hahn. This organization focuses on workplace literacy issues. Additionally, I sit on several committees and/or boards. Some include the Compton Regional Occupation Program Advisory Board, Yvonne Braithwaite Burke, Second District Los Angeles County Board Supervisor's Homeless Program, Long Beach Employer Advisory Committee, and three Leadership Committees at the following Work Source Centers: Compton CareerLink Work Source Center, Los Angeles Urban League Career and Business Center, and the South Los Angeles Work Source Center.

Resume

- Objective
- Education/Training
 - Academics
 - Vocational
- Experience
- Employment History
- Volunteer
- Internships
- Special Interests/Hobbies
- Affiliations
 - Memberships
 - Organizations
- Licenses
- References

Your resume should accurately tell or reflect “your life and work story”. The resume is part of a package that opens the gateway for you to be considered for the position you are seeking. That means you should ensure there are no typo’s, flaws in grammar or inaccuracies.

RESUME

Jane M. Doe

1100 N. Morgan Street
Rushville, Indiana
cell: (555) 555 – 5555
email: jdoe@school.edu

Career Objective

To teach choral or general music to K-12 students. Other interests include computers, musical theater, show choir and jazz choir

Educational Preparation

2007

B.M.E.; University of Rush County
Majored in music education (GPA 3.52)
Anticipated graduation May, 2007

2002 – 2003

University of Illinois
Majored in music education (GPA 3.42)

2000

Diploma; Huge High School, San Antonio, TX

Teaching Experience

Spring 2007

Indiana High School
Student teacher
All levels choir grades 8-12

2004 - 2006

Volunteer Teaching Assistant
Rushville University Lab School
Beginning chorus; Mixed Glee Club

Honors and Awards

2005 - 2007
2005 - 2007
2003
2002

Lila Belle Pitts Scholarship Recipient
Dean's List University of Rush County
Outstanding Sophomore Musician
Semifinalist at the Midwest NATS Competition

Performance Background

2005 - 2007

Soprano, University of Rush County
Mixed Chorus (2003-2007)
Concert Choir (2004)
Opera Workshop (2006)
Chamber Singers (2003-2004)

Placement file with references available from University of Rush County Student Services.

JOHN DOE

Full Address • City, State, ZIP • Phone Number • E-mail

OBJECTIVE: Design apparel print for an innovative retail company

EDUCATION:

UNIVERSITY OF MINNESOTA

College of Design

- Bachelor of Science in Graphic Design
- Cumulative GPA 3.93, Dean's List
- Twin cities Iron Range Scholarship

City, State
May 2011

WORK EXPERIENCE:

AMERICAN EAGLE

Sales Associate

- Collaborated with the store merchandiser creating displays to attract clientele
- Use my trend awareness to assist customers in their shopping experience
- Thoroughly scan every piece of merchandise for inventory control
- Process shipment to increase my product knowledge

City, State
July 2009 - present

PLANET BEACH

Spa Consultant

- Sell retail and memberships to meet company sales goals
- Build organizational skills by single handedly running all operating procedures
- Communicate with clients to fulfill their wants and needs
- Attend promotional events to market our services
- Handle cash and deposits during opening and closing
- Received employee of the month award twice

City, State
Aug. 2008 - present

HEARTBREAKER

Sales Associate

- Stocked sales floor with fast fashion inventory
- Marked down items allowing me to see unsuccessful merchandise in a retail market
- Offered advice and assistance to each guest

City, State
May 2008 – Aug. 2008

VICTORIA'S SECRET

Fashion Representative

- Applied my leadership skills by assisting in the training of coworkers
- Set up mannequins and displays in order to entice future customers
- Provided superior customer service by helping with consumer decisions
- Took seasonal inventory

City, State
Jan. 2006 – Feb. 2009

VOLUNTEER EXPERIENCE:


TARGET CORPORATION

Brand Ambassador

- Represented Periscope Marketing and Target Inc. at a college event
- Engaged University of Minnesota freshman in the Target brand experience

City, State
August 2009

Interviews

- Prepare, prepare and prepare
- First impressions – dress for success/well-groomed
- Exchange pleasantries with each panel member
- Rehearse potential questions – mock interview
- Be Enthusiastic and confident
- Be on time
- Know everything you can about the employer
-  smile and smile – let your Positive Energy permeate the room



Interviews are arguably the most significant part of the hiring process presuming you performed the other requirements well. The interview is a presentation. Make no mistake you are pitching

“your ability story”

Coach and Mentor

Coach

- Coaching is a form of development in which a person called a coach supports a learner or client in achieving a specific personal or professional goal by providing training, advice and guidance.

Mentor

- A mentor is a special kind of helper who works with others in a positive, constructive way so that both mentor and protégé have the potential to grow through the relationship.

Another building block for upward mobility is your support corner. A coach and mentor are greatly influential to your climb/rise up the ladder and the opportunities that may present itself to you in the future.

Building Effective Relationships

Your Team:

- Coach
- Mentor
- The Boss
- Colleagues
- Family
- Cheerleaders – teachers, pastors, counselors



Another building block. Your circle is very important. Not just who you know but who knows you and is aware of your abilities and ambitions. Now, how can we become effective or build these effective relationships?

Emotional Intelligence

Definition: the ability to understand and manage your emotions and others.

Five Elements of emotional intelligence:

1. Self-awareness
2. Self-regulation
3. Motivation
4. Empathy
5. Social skills



Professional Development

Invest in yourself:

- Rotational Assignments
- Lateral Transfers
- Training & Development
- Classes
- Coach/Mentor
- Mentoring Program
- Networking – think IAWP!
- Promotional opportunities
- Non-paid Assignments (Volunteer)

Take risks – go for it! The mental chatter inside your head is telling you, no, I can't. I am not qualified for this position. There are better suited candidates. They will never select me and on and on



Things to consider ...

- Performance/progress evaluations and probation reports will play a role in the extent of your success
- How well you work with others
- Work Ethic
- References validate what you say about yourself and how you demonstrated your ability to perform
- Work/Life Balance



Resources, Tools

- CalHR, www.jobs.ca.gov
- JobCentral National Labor Exchange, www.jobcentral.com
- Labor Market Information, www.labormarketinfo.edd.ca.gov
- Career Zone California, www.cacareerzone.org/budget/
- Upwardly Mobility & Career Development Guide
https://eddnet/Services/admin/Forms/DE_8619.pdf
- Upward Mobility Online Training Module,
<https://eddnet/Services/admin/EDDU/Training%20Modules/Upward%20Mobility%20Training/index.htm>

The Cemetery



Each year millions of people make promises, make wish lists, and make New Years Resolutions that he or she will write that book or sing that song or lose weight, save more money, but things happen, or life somehow again has gotten in the way. Candidly, many times it's called procrastination why things don't get done. Or perhaps there was a change of heart or circumstance why a person's list of things to do was **not** accomplished. To all the books that were not written, the music never played, the dances never danced, and the next business empire such as *Amazon* never established.

This is not to indict but to encourage and place a sense of urgency to move forward in a positive direction with your career objectives and your life goals. Make no mistake Your Career Journey is a life journey. One of the most important things you will ever consider, plan on, do, up there with religion, marriage and having children. Don't allow the "dream Killers to evade your mental space, to rampage your life by not at least attempting to reach your desired Job or Career destination. In two words – **Avoid Regret**. That said

In order to dream big and do big

Believe in Yourself! Invest in Yourself!

- It's not too late
- I'm not too old
- I'm not too young
- I have the courage
- I have the talent
- I have all I need to be successful
- I will succeed



Thank You!