

TAKING CARE OF YOUR OWN CAREER

Designed For
Arizona Quality Alliance



WorkLife Design
The Art of People At Work®

1. KEEP TRACK OF THE RESULTS OF YOUR WORK!

- List specific things you've done...
- Not, "Team member..."
- Instead, "Led team in reorganizing unit"



- Ask “So what?”
- Write one-liners, begin each with action word
- Use \$, #, % to describe results

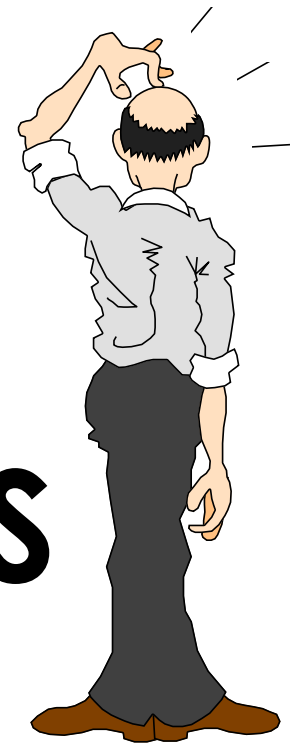


2. WRITE YOUR CAREER PROFILE....

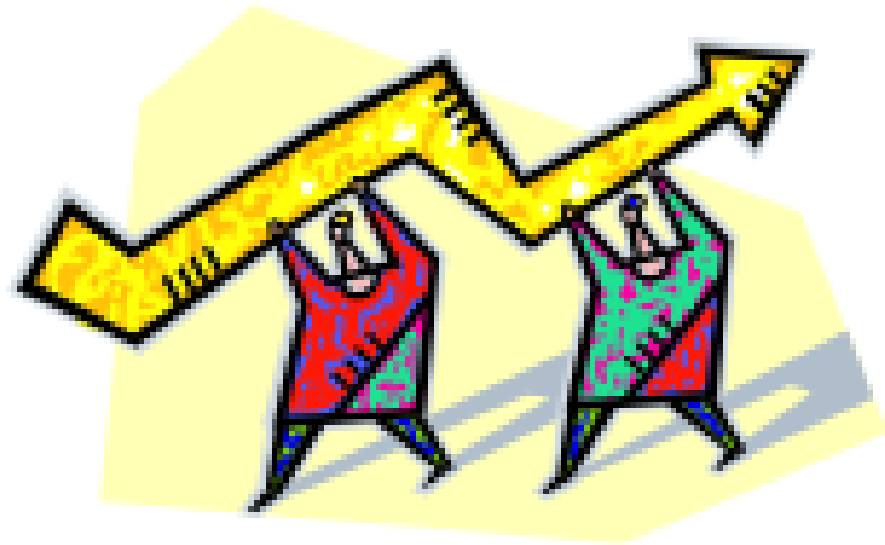
- Employee Development manager with 5 years experience identifying learning needs, designing learning interventions, and identifying ROI. Manage unit with 7 professionals and operational budget exceeding \$2M. Frequently commended for ability to design and deliver learning programs which impact bottom line. Recognized for ability to attract and retain high performance employees. Enjoy seeing persons achieve their very best.



**3. LET YOUR BOSS
KNOW THE RESULTS
OF YOUR WORK!**



4. KEEP UP WITH WHAT'S NEW IN YOUR FIELD.



5. BE SOMEONE OTHERS ENJOY WORKING WITH...

- I enjoy people who...
- I dislike people who...
- Am I someone others enjoy working with?



THE DEEMS JOBGETTING SKILLS™ SYSTEM

- 1. Research the position
- 2. Research the organization
- 3. Decide your interests
- 4. Design your plan
- 5. Do it!!!



1 RESEARCH THE POSITION

- Contact the decision-maker
- “Person xyz thought you had a position open as... and if you do I’d like to talk with you about what you need doing...
- Yes, I can send in my resume... but I don’t want to clutter up your desk unless what you need doing is what I do best..



2 RESEARCH THE ORGANIZATION

- ❑ Web site, Investor Relations
- ❑ Ask your contacts
- ❑ Check periodicals
- ❑ Google, safari



3. DECIDE YOUR INTERESTS

- Re-contact, “Before, when I met this situation my approach was to... is this the kind of approach you’re looking for...”
- As I look at what you need doing... maybe you know of others looking for someone with my strengths and experience...



4. DESIGN YOUR STRATEGY

- I want to be your top candidate... what can I bring to you to help you make a decision...
- Letters, emails, from acquaintances...



5. DO IT!



**YOUR CAREER
IS A LIFELONG PROJECT
AND
YOU ARE THE PROJECT
MANAGER!**



- Presented by Richard S Deems, PhD and Sandra K Deems, MKC, principals in WorkLife Design with offices in Arizona, Iowa, and Illinois.
- Contact the Deems at 480-473-3300 and visit WorkLife Design's web site at www.worklifedesign.com.



WorkLife Design
The Art of People At Work®

