

Taking Control of Your Career

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TMHRMA
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Objectives

DETERMINE YOUR PATH

MARKET YOURSELF EFFECTIVELY

NEGOTIATE COMPENSATION

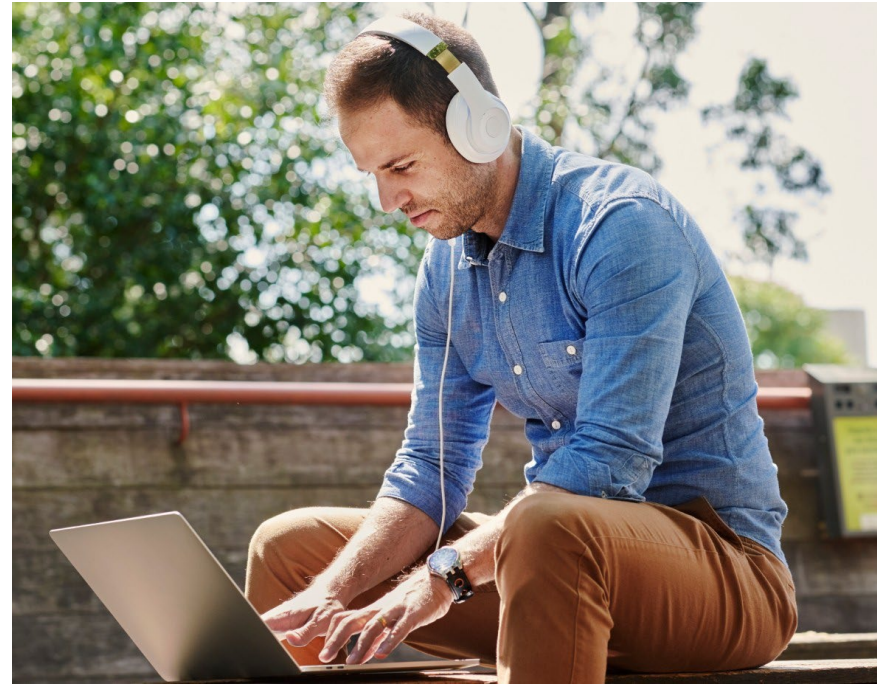
A close-up photograph of a vibrant green four-leaf clover resting on a weathered wooden plank. The clover's leaves are heart-shaped and have distinct vein patterns. The background is a blurred wooden surface, creating a soft, natural setting. The quote is centered over the clover.

“Luck is what happens when preparation meets opportunity.”

~ Seneca

Jim Rohn

Learn to work harder on
yourself than you do your job



If we want more, we
must become more



It starts with planning

- Spend the time to envision your dream career
- What are your short-term goals?
(1 to 3 years)
- What are your long-term goals?
(5 to 10 years)

If you could
create the
perfect job

What would it look like?

Identify your Priorities

What motivates you?

- Job Satisfaction – what do you enjoy?
- Recognition – what are you good at?
- Culture
- Job Location
- Benefits

A hand holding a large, ornate silver trophy against a blue sky with white clouds. The trophy is highly reflective and features a prominent starburst light on its surface. The background is a bright, clear sky filled with soft, white clouds.

Quantify Accomplishments

- What impact did you have on each position?
- Track your wins

The background of the image is a close-up, slightly blurred view of several stacks of books and papers. The books have various colored covers, including blue, green, and brown. The pages are mostly white and yellowed with age. The text is centered within a white rectangular box with a thin black border.

Always Be Prepared

Do you have a master resume?

It's not just for job hunting!

Homework

1. Create your dream job wish list
2. Start a “Master Resume” file



Learning new skills

LinkedIn Learning

Professional
Associations /
Continuing
Education

Webinars &
Workshops

Advanced Degrees

Have Regular Conversations



Your
Manager

Your Partner

Your Personal
Board



Homework

1. Create your dream job wish list
2. Start a “Master Resume” file
3. **Schedule conversations with your manager**



Opportunities are like sunrises.
If you wait too long, you miss them.

- William Arthur Ward

~ Mentorship/Mentee Programs

~ Job Shadow

~ Informational Interviews

~ Networking

~ Additional Responsibilities

~ Professional Organizations

Are those
around
you
supporting
your
growth?

Be clear in what
you need

Consider who
you spend time



Personal Growth and Development

Own It!

Don't wait for someone to
offer

- Boundaries
- Down Time



Take care of yourself so you can take care of others

Market Yourself

Never assume someone knows

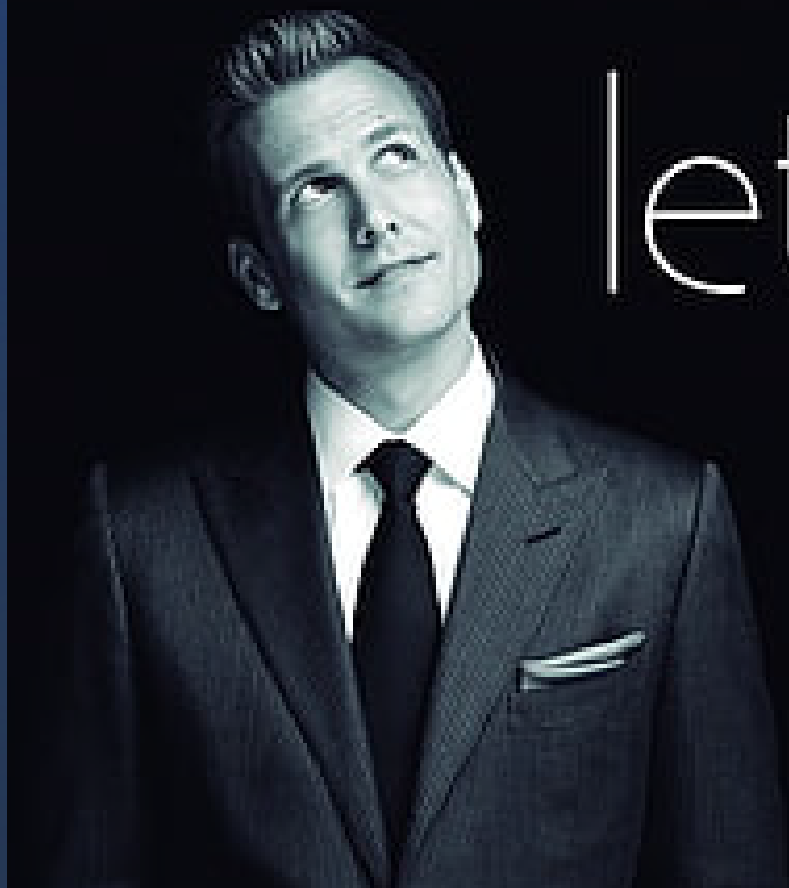
- Your Abilities
- Your Path



Communication is Key

If you don't ask, the answer is always "no"

Work hard in silence,
let success make
the noise.



Why doesn't this work?



Personal Branding



WHAT IS YOUR
DIFFERENTIATOR?



WHAT ARE YOU
KNOWN FOR?



What is your superpower?

What you want, wants you

~ Simon Bailey

Translating transferrable experience



Abilities vs Skills



You **MUST** be able to connect the
dots for others



Homework

1. Create your dream job wish list
2. Start a “Master Resume” file
3. Schedule conversations with your manager
- 4. Determine, hone, and market your professional superpower**
- 5. Create your goals**

NETWORK
NETWORK
NETWORK





HELLO. MY NAME IS INIGO MONTOYA.
YOU KILLED MY FATHER. PREPARE TO DIE

INIGO'S GUIDE TO NETWORKING SUCCESS

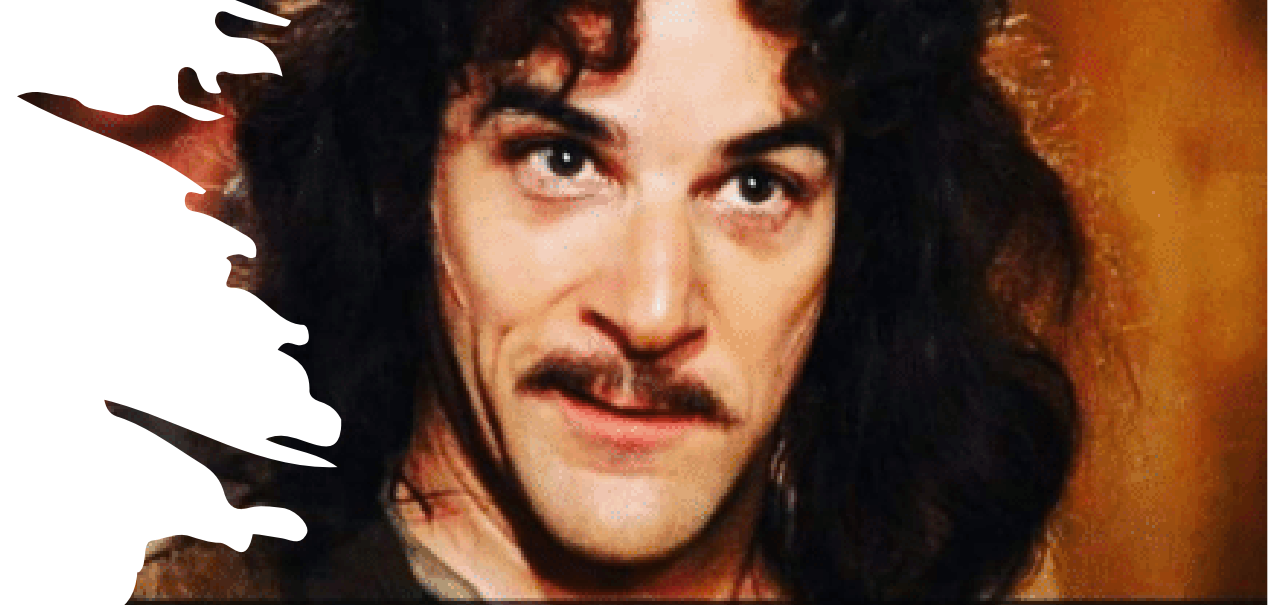
1. POLITE GREETING
2. NAME
3. RELEVANT PERSONAL LINK
4. MANAGE EXPECTATIONS

Elevator Pitch

Inigo speaks with clarity. He is 100% clear in his communication. There is no question about who he is, what he is going to do, and why.

Inigo is memorable. Anyone who has ever watched this movie will never forget this introduction.

And when it comes right down to it, aren't these **exactly the two elements** that should exist in **every good elevator pitch**? You should always **communicate clearly** and **be memorable**.



HELLO. MY NAME IS INIGO MONT
YOU KILLED MY FATHER. PREPARE TO

INIGO'S GUIDE TO NETWORKING SUCCE

1. POLITE GREETING

2. NAME

3. RELEVANT PERSONAL LINK

4. MANAGE EXPECTATIONS



Homework

1. Create your dream job wish list
2. Start a “Master Resume” file
3. Schedule conversations with your manager
4. Determine, hone, and market your professional superpower
5. Create your goals
6. **Develop an Elevator Pitch**

Professional Associations

Linked

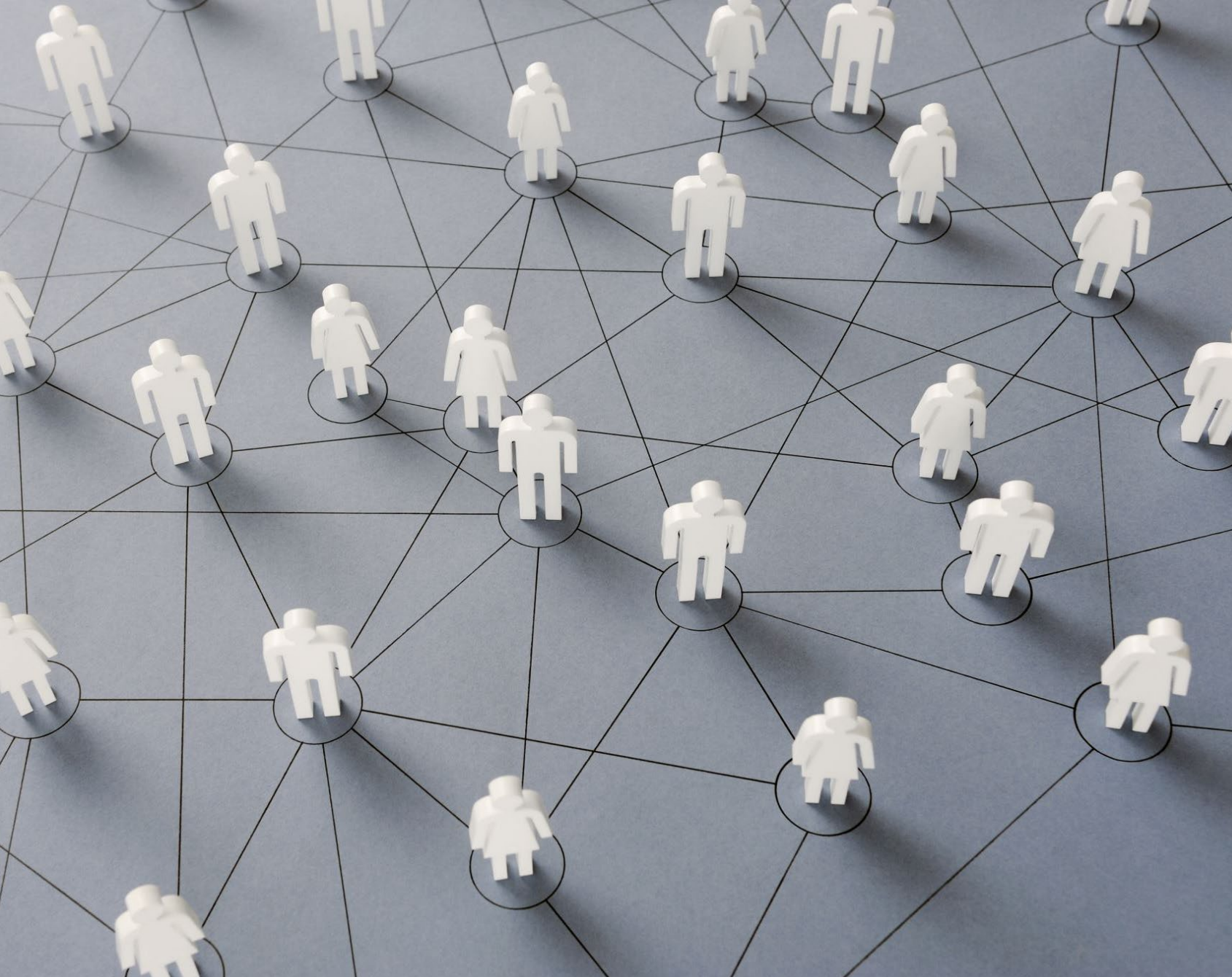


LinkedIn

Networking

Showcase Talent (Share awards, presentations, articles, videos)

Share industry knowledge



Active Networking Always

LinkedIn

Stay connected with old
colleagues

Develop relationships
with new colleagues

Develop relationships
with industry leaders

**Don't wait until you
"need" a network to
develop one**



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4. Determine, hone, and market your professional superpower
5. Create your goals
6. Develop an Elevator Pitch
7. **Schedule at least one networking activity each month**

Know Your Worth

AND ASK FOR IT

KNOW HOW TO NEGOTIATE COMPENSATION EFFECTIVELY

Asking for a Promotion or Raise

Lay the groundwork with
consistent conversations

Ask what is needed
Create a plan together

Focus on professional facts

Persistence is key



Four Easy Steps to Negotiation

- Know the Market Rate of your position
- Know what your “non-negotiables” are
- Get a range from the company
- Don’t talk about money too early

Know Your Market Rate

- ❖ Salary.com
- ❖ GlassDoor.com
- ❖ LinkedIn.com
- ❖ Payscale.com
- ❖ Professional/Trade Associations
- ❖ U.S. Bureau of Labor Statistics
Occupational Outlook Handbook



Know Your Non-Negotiables

- Culture
- Time Off
- Training
- Growth
- Benefits
- Hours
- Flexibility





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3. Schedule conversations with your manager
4. Determine, hone, and market your professional superpower
5. Create your goals
6. Develop an Elevator Pitch
7. Schedule at least one networking activity each month
8. **Research your market rate**
9. **Decide your negotiables and non-negotiables**



Wrap Up

Know where
you want to
go

Know your
worth

Communicate
{know your
negotiables}

Network

ASK!



Homework

1. Create your dream job wish list
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3. Schedule conversations with your manager
4. Determine, hone, and market your professional superpower
5. Create your goals
6. Develop an Elevator Pitch
7. Schedule at least one networking activity each month
8. Research your market rate
9. Decide your negotiables and non-negotiables
- 10. Create a schedule to consistently manage your career**

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