

THE ART - of - ADVICE

**Congratulations, you have
a job. Now what?**

Practical advice for day one and beyond.

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With You Today



Justin Greis



Matt Blair

Agenda and Overview

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Three Areas of Career Growth

- Develop yourself
- Develop your firm
- Develop your relationships

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Wrap-Up and Key Takeaways

Overview

We all want to move up quickly and succeed in our jobs. We absorb wisdom from family, friends and teachers about what it takes to get ahead yet, why do so many of us forget the critical behaviors that can make or break your professional career? The things that seemed like common sense can derail a rising star. This deck will explore practical steps you can take to succeed starting on day one of your job.

What do you enjoy? What do you LOVE?



https://www.youtube.com/watch?v=3fb3_7slqQY

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Career Growth Areas

Wrap-Up and Key Takeaways

strategy
planning growth vision techniques
writing choices research
What do you think it takes to get ahead in your career?

education relationships
references adaptability training
improvement leadership
learning organizations
presentations

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Wrap-Up and Key Takeaways

Consider your career growth in three categories...



Develop yourself



Develop your firm



Develop your relationships

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Develop yourself

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Wrap-Up and Key Takeaways

Build your personal brand.

Develop
Yourself

Develop
Your
Firm

Develop
Your
Relationships

- Figure out what makes you different.
- Promote that trait or skill to begin building a unique brand and make sure it aligns with what you love.
- Your brand does not need to be permanent but you should be able fill in the blank “People will call on me for my expertise in _____ .”

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Wrap-Up and Key Takeaways

Speak clearly and write concisely.

Develop Yourself

- Speak clearly and deliberately; create actionable thoughts while avoiding spinning the wheels of analysis paralysis.

Develop Your Firm

- Always review your e-mails at least once to reduce the wordiness and enhance the focal points.

Develop Your Relationships

- Learn the vernacular of the culture and adapt. Get to know the writing style of the organization.

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Build your credentials.

Develop
Yourself

- Identify and pursue relevant credentials for your industry, functional area or profession.

Develop
Your
Firm

- Don't forget that "academic knowledge" does not automatically entitle you to superiority; be humble.

Develop
Your
Relationships

- Certifications are an excellent way to credentialize yourself early in your career. Target at least one certification per year.

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Think in terms of solutions, NOT PROBLEMS

Develop
Yourself

- Offer up creative and innovative solutions to problems. Don't just escalate issues.

Develop
Your
Firm

- Leaders think through the problems and offer up solutions and options to problems.

Develop
Your
Relationships

- Think about how many issues get escalated to your boss each day...what a relief it is when you bring options and solutions vs another problem...

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Act the next level up.

Develop
Yourself

- By the time you are promoted, you should already be performing at the next level.
- Dress the part and act the next level up.
- The easiest promotions are really just “title adjustments” since you are already acting the part anyway.

Develop
Your
Firm

Develop
Your
Relationships

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Treat goal-setting like a career wish list.

Develop Yourself

- Use goals to do more than just get you through the year.

Develop Your Firm

- Identify measurable, attainable objectives to line you up for career progression and future promotions.

Develop Your Relationships

- Step back and think: “Where do I want to be at the end of this year and what do I need in order to get there?”

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Learn how to learn.

Develop
Yourself

- No one knows everything. The most successful people are lifelong learners and learn how to learn new things.

Develop
Your
Firm

- Do not be afraid to reinvent yourself.

Develop
Your
Relationships

- Stay intellectually curious. Find and discuss one new idea, industry trend or current event/week.

- Read and/or watch the news!

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Find a mentor, or two, or three or more!

Develop
Yourself

- Mentors are role models and guide us along the way.

Develop
Your
Firm

- You do not need to limit yourself to one mentor; different people can guide you on different subjects.

Develop
Your
Relationships

- Don't ask for someone to be your mentor; just set up time and forge a relationship.

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Action Planning

Develop Yourself

- Write two goals related to the develop yourself section.
- Format: “I will _____ in order to develop myself.”
- List your name and post it on the board.

Develop Your Firm

Develop Your Relationships



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Develop your firm

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Innovate and improve existing processes and deliverables.

Develop Yourself

- Request ownership for improving areas of your business that could use a breath of fresh air or new perspective.

Develop Your Firm

- Take on a practice/firm development project or “extra curricular” initiative.

Develop Your Relationships

- You have new skills your boss doesn't; do not be afraid to offer those up in order to solve a problem.

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Take on more work than is expected of you.

Develop Yourself

- Go above and beyond the call of duty and deliver additional work.

Develop Your Firm

- Help out a colleague and always ask what more you can do. If you see an obvious area in which you can help, offer it up!

Develop Your Relationships

- Do not sit idly when you are done with a task. Always think about what else you can do to help.

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Dive in head-first.

Develop Yourself

Develop Your Firm

Develop Your Relationships

- Do not be afraid to be the first to the whiteboard to start sketching out a solution.
- Take a crack at drafting your ideas before you walk into a meeting. It shows you are prepared and took the time to think about the issues.
- Volunteer to take notes, own the actions items and be accountable for next step.
- Do not be afraid to fail; all leaders fail...multiple times a day!

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Start before 9:00 AM and finish after 5:00 PM.

Develop Yourself

- Be recognized as someone that will put in the extra hours when needed for quality deliverables.

Develop Your Firm

- The old adage of first in, last out is true. Perception rules so rule the perception that you are an ambitious go-getter.

Develop Your Relationships

- Work longer hours earlier in your career while you still have flexibility to do so.

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Action Planning

Develop Yourself

- Write two goals related to the develop your firm section.

Develop Your Firm

- Format: “I will _____ in order to develop my firm.”

Develop Your Relationships

- List your name and post it on the board.



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Develop your relationships

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Make yourself relevant to your leaders and their interests.

Develop Yourself

- Identify what your leaders care about in your firm and make an impact in those areas to get on their radar.

Develop Your Firm

- Get to know each of your bosses and leaders. Get on their calendar within the first month of starting your job.

Develop Your Relationships

- Offer to help them with their most burning issue or business problem.

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Create the culture you want to be a part of.

Develop Yourself

- Be known for maintaining team morale and promoting positivity; especially on difficult engagements.

Develop Your Firm

- Culture is created from behaviors we all exhibit. Make sure your behaviors are intentional and build a culture others want to be a part of.

Develop Your Relationships

- No matter your level in the organization, you create culture through your actions.

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Show your face in the office and assist your teammates.

Develop Yourself

- Work from the office on days when you may not be assigned to a project.

Develop Your Firm

- Offer to lend a hand (with your personal brand) to colleagues that could use assistance on other projects.

Develop Your Relationships

- Working at home can be a nice break but make sure you go in to the office to build those bonds.

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Turn colleagues and clients into friends.

Develop Yourself

- Get to know (and comment on) the lives of your managers and leaders beyond the practice.

Develop Your Firm

- Suggest lunches or dinners to get to know your colleagues better; show an interest in their life.

Develop Your Relationships

- Think of it as “work-life integration” vs “work-life balance.”

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Your most valuable asset is your network and it started long ago.

Develop Yourself

- Cultivate your relationships no matter how insignificant.

Develop Your Firm

- Build your networks...especially in college/school.

Develop Your Relationships

- Find ways to stay in touch with your peers and manage your network.

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Action Planning

Develop Yourself

- Write two goals related to the develop your relationships section.

Develop Your Firm

- Format: “I will _____ in order to develop my relationships.”

Develop Your Relationships

- List your name and post it on the board.



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**What types of roadblocks do you anticipate?
What aspects of career progression are you
uncertain about?**

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Closing Thoughts

- Meeting your job description is only the beginning.
- We all want to move up quickly. It's more difficult to actually follow-through this advice. Especially since most of it seems common sense.
- Have patience. Your journey is your own and everyone moves up at their own pace.

Next Steps

- Draft goals for developing yourself.
- Draft goals for developing your firm.
- Draft goals for developing your relationships.
- Review these goals every quarter.
- Find a mentor, coach or boss to hold you accountable for following through with your goals.