

WHERE DO I WANT MY CAREER TO GO?

ASK YOURSELF THE RIGHT QUESTIONS

Lightning Sessions
a webinar series

May 24, 2023 | 12 PM – 12:30 PM ET



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- Delivering Feedback
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- A Manager's Perspective

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- Career Mapping
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Learning Agenda



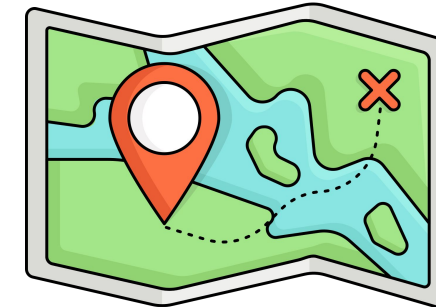
A.

Where am I today?



B.

Where do I want to go?



C.

How do I get there?

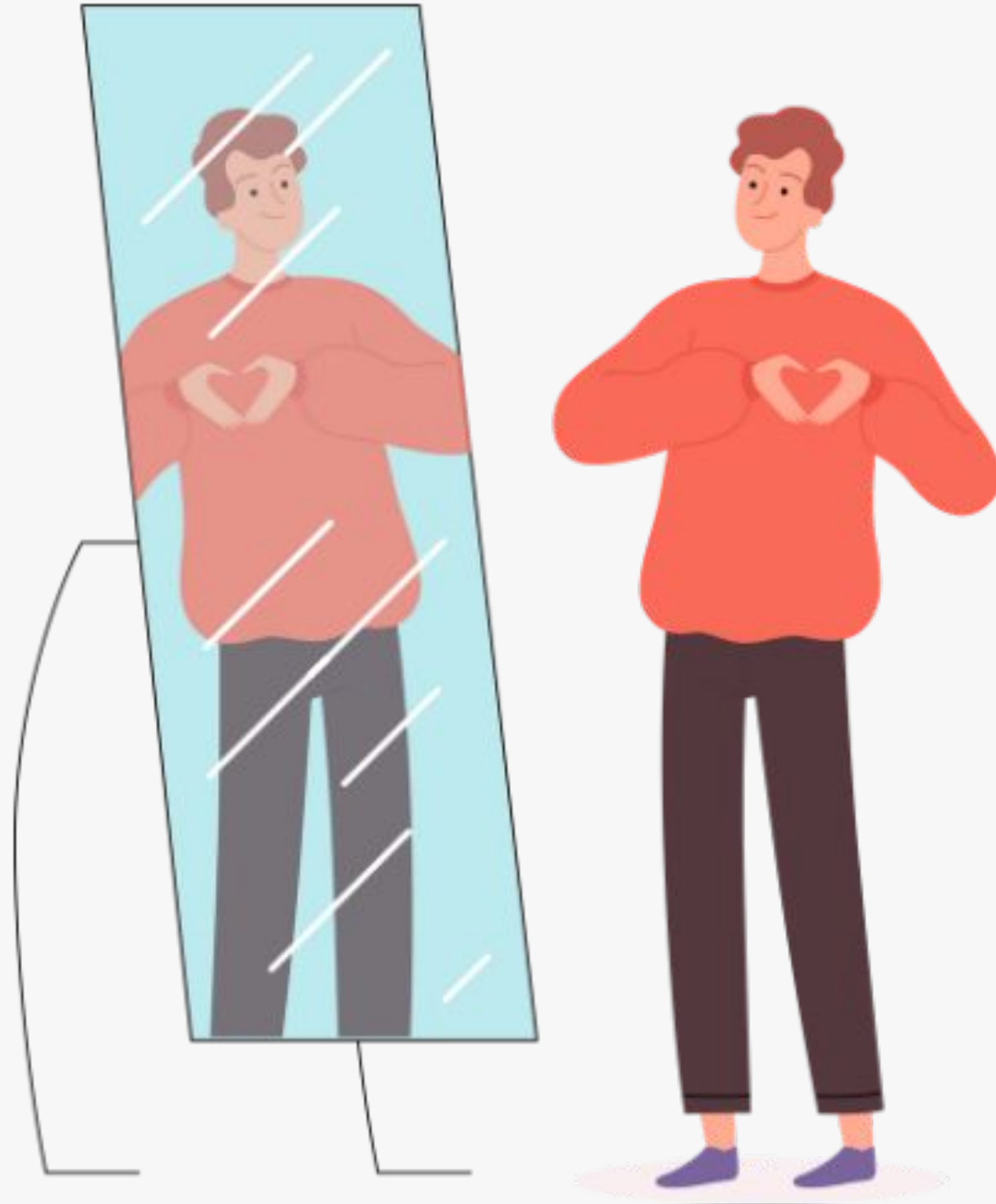


D.

Who can help me get there?

Section A

**Where am I
today?**



Part A. **Question 1.**

What do you feel are the 2–3 work-related things that you do better than anybody else?

(consider only things that you actually enjoy doing)

Why do you think that is?

Example

- **creating efficient processes that are easy to follow;** because I hate wasting time or doing double work, I like to keep things simple, and people have told me I'm good at it
- **being empathetic with clients and coworkers;** I like solving problems for people and many times that involves understanding their pain points, I like to ask questions to know how they feel

Part A. Question 2.

What are the values you will never compromise?

Why?

(Remember your values for Part B Question 3).

The 9 Most Common Values at Work

Autonomy Having and exercising the freedom to choose (not micromanaged)	Belonging Having a sense of inclusion where you can be your authentic self	Clarity/Meaning Having a clear sense of meaning and purpose in the work you do
Consideration Having your time and opinions matter and considered	Growth Having opportunities to learn, grow, and develop your skills	High Standards Ability to produce quality work and alignment with the person you want to be
Recognition Being recognized and appreciated for your contributions	Safety Physical, psychological, and emotional safety (includes job security)	Support Having the moral support and equipment to do the job well

Example

- **Autonomy;** *I like being able to use my skills to solve problems on my own or to design and build programs without someone micromanaging me*
- **Flexibility;** *I have young kids so I don't want a job that will take me away from them. I want to be able to spend as much time with them as possible, especially when they're younger.*

Part A. **Question 3.**

What do you want to be known for at work?

Why?

Example

- **Being an expert in my field;** I want to be the first person people think about when they hear “Learning & Development” or “Talent Leader”
- **Really efficient;** I pride myself in creating simple and user-friendly processes, I don’t like to waste time
- **A kind individual;** I want people to feel that I care about them, their interests and their well-being

Part A. **Question 4.**

What is a common theme you see in the answers you've provided to the questions in this Section A?

Why do you think that is?

Example

- *I like autonomy and flexibility; I like to be in control of how I get things done*
- *I like solving problems by making things more efficient*
- *I value kindness and empathy in what I do*

Section B

Where do I

want to

go?



Part B. **Question 1.**

What is your dream job?

Why?

(It's okay if you don't know this answer. If that's the case, skip to the next question).



Example

- **Owning my own talent development business;** I want to help people learn and grow and do it my way.
- **Chief Human Resource Officer;** I want to make people's jobs more enjoyable, help them learn and grow, and do it my way with less people calling the shots.
- **Stay-at-home-mom/dad;** I want the flexibility to spend time with my kids when they're young.



Part B. **Question 2.**

**What does your dream job
involve you doing?**

Why is that important to you?



Example

- **Calling the shots and working on the things I want to work on;** *I like the autonomy and control*
- **Helping others learn and grow;** *I find joy in helping others learn something new*
- **Building programs;** *I like making tools that make other people's jobs and lives easier*

Part B. Question 3.

How does your dream job align with your most important values stated in Section A?

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Example

- **Autonomy & Flexibility**
- *Being my own boss and running my own company allows me to have the **autonomy** to call the shots, work on what interests me most, and it gives me the **flexibility** to decide when not to work so I can hang out with my kids.*



Part B. **Question 4.**

Do you feel you are headed in the right direction in obtaining your dream job?

Why or why not?



Example

- **Yes;** *I'm currently running my own business*
- **Yes;** *My current job responsibilities are things that my dream job would require me to have experience in*
- **No;** *my manager still hasn't promoted me*

Section C

**How will I
get there?**



Part C. Question 1.

What are the skills you currently possess that will help you achieve your career goals or dream job?

Why are these skills essential?

Example

- **Relating to people**; you have to be effective at understanding people and their skills gaps to be a leader in Talent Development
- **Subject matter expertise** about talent development
- **Project management skills**; you're managing multiple projects and programs at a time with competing deadlines

Part C. **Question 2.**

What are the skills or experiences that you're missing or need to be better at?

Why are these skills important?

Example

- **Sales & Marketing**; need to be able to find clients and gain business
- **Executive Presence**; need to show confidence and command the room when I'm presenting in front of decision makers
- **Delegation**; I need to be able to train people and trust that they'll perform. Letting go of responsibilities will allow me to work on more strategic initiatives.

Part C. Question 3.

What special projects can you partake in to get you closer to your dream job and build the skills you need to achieve your goals?



Example

- *Any projects that involve me presenting to a leadership team*
- *Partnering with the sales team to learn their tricks of the trade*

Part C. **Question 4.**

What role at your current company (or at another company) can get you one step closer to your dream job?

Example

- *Learning and Development Manager*
- *Director of Learning & Development*
- *HR Generalist at a startup*
- *Consulting*

Section D

**Who will help
me get there?**

Personal Board of Directors

An informal group of people you can call on for **guidance** and **mentorship**.

People you **admire** & **respect**. People who are **willing to help you**.

There is no formal action you need to take for them to be part of your board. You can simply let them know that you admire their guidance in your career and ask them questions as needed.

Part D. **Question 1.**

**Who are the people you can invite to
be part of your Personal Board of
Directors?**

Example

- *Kevin (husband)*
- *Grace (manager)*
- *Phong (friend)*
- *Cindy (friend)*
- *Ann (colleague)*

Part D. **Question 2.**

**What are the things you need
from your manager,
colleagues, or members of
your Personal Board of
Directors to help you reach
your goals?**

Example

- *My husband – Moral support, feedback and candor on ideas*
- *My Manager Grace – Clearer direction, more constructive feedback*
- *Phong – Presentation skills & executive presence*
- *Cindy – Excel skills*
- *Ann – Guidance on running a business*

Next Steps

①

Review the full Career Vision Exercise

②

Take some time to fill out your Career Development Plan

③

Share this with your manager (or someone)

④

Find your Personal Board of Directors - the right people to help you achieve your career goals



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Q

A



Jessica Nguyen

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