

Building Career Confidence and Professional Relevance During these Uncertain Times

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**Presented by:
Dr. Hilary Berger
Work Like a Mother®
hilary@worklikeamother.com**

What it looks like when you are CONFIDENT AND RELEVANT, when self-doubts are managed and you can experience your best life and fulfilling work. Experiencing your vitality and your full essence is your goal to thrive professionally.

- You feel energized, vibrant and alive
- Your confidence and capability grow from each experience
- Time flies by or is suspended
- You feel control of your fate
- You experience a sense of mastery having accomplished something.
- You're in harmony or at one with all around you, at ease and natural.
- You discover what you didn't know you could do
- You're highly focused and intensely involved
- Your sense of well-being increases
- Your abilities are tested and stretched to the limit
- You are impacting what you care most about – Want more and more of this
- Each day seems new and fresh and filled with possibilities
- You have courage to try and make mistakes and recover
- You know the value you offer to others and employers
- Mentally tough and have high frustration tolerance

**WE THINK PEOPLE WE ADMIRE JUST KNOW HOW TO ACHIEVE THIS
AND SOMETHING IS WRONG WITH US...NOT SO**

OVERVIEW OF PROGRAM: 4 UNIQUE SILOS OF KNOWLEDGE TO BUILD YOUR
PROFESSIONAL IDENTITY

- **UNDERSTAND NAGGING SELF DOUBTS AND LEARN A NEW MINDSET – FIND YOUR VOICE AND UNDERSTAND WHAT KEEPS YOU FROZEN – GROWTH MINDSET – PAGES 4-6**

- **BUILD SELF KNOWLEDGE-WHO AM I AND WHAT IS MY VALUE :** CORE VALUES, INDUSTRY EXPERTISE(HARD SKILLS) AND TRANSFERRABLE SKILLS(SOFT SKILLS) AND RELEVANT DIGITAL KNOW HOW AND GAPS IN NEEDS OF INDUSTRY.
PAGES 7-16

- **INDUSTRY KNOWLEDGE OF JOB MARKET:** MISSION/VALUES , NEEDED HARD SKILLS, NEEDED TRANSFERRABLE SKILLS, RELEVANT DIGITAL KNOW HOW
- **PAGE 18**

- **BUILD RELEVANCE THROUGH YOUR CURRENT WORK STORY** through Professional Mapping to be able to say this is what **I AM DOING** – rather than say this is what I’d like a chance to do. You need concrete knowledge of the needs and skillsets required in your industry for the jobs you want to be an ideal candidate for so before you do mapping you need to analyze the market place.
PAGES 19-27

LIMITING BELIEFS

Limiting beliefs are a collection of opinions of ourselves and others that constrain us in some way. The stronger the belief, the more evidence we seem to find to support them, despite the fact that the vast majority of limiting beliefs are simply untrue. Such beliefs are formed unconsciously based on our life experiences, and are most often misinterpretations of past events. We cement these beliefs in our minds through repeated thoughts once we have decided that the opinions must be true. The challenge is that holding on to limiting beliefs prevent us from taking action. Working through your limiting beliefs can have a profoundly positive impact on your self-worth, confidence and personal empowerment. Circle below all of the limiting beliefs that impact your life. Write down the top 5-10 limiting beliefs that speak to you directly and impact you most significantly. Here are examples of limiting beliefs: I'm not enough (e.g., good, educated, thin, young, smart, rich enough).

1. I need to make others happy so I won't be rejected.
2. I can't be happy until he/she changes.
3. I have to earn other people's approval to feel good about myself.
4. If I let people really get to know me, they won't like me.
5. I have to stay in the relationship because I can't make it on my own.
6. If I'm happy even when others are suffering, it means I don't care.
7. I can't be happy until the relationship/career is different.
8. If they really loved me, they would _____.
9. I need to do more and more to be worthy.
10. I don't know what I want.
11. I shouldn't put my needs before others'.
12. I'll never really change.
13. I'm responsible for other people's happiness, and they're responsible for mine.
14. I don't deserve love, success, money, fame, etc.
15. If I pursue my own interests, my relationships will suffer.
16. I don't have time to nurture myself.
17. It's too late for me to find happiness and success.
18. If I speak my mind, I'll be rejected.
19. I should be farther along than I am.
20. I'd better not be too happy, or I'll just have farther to fall.
21. Things will never work out for me.
22. I shouldn't have to ask my partner for what I want.
23. I'm a bad/unlovable person.
24. I need fear to motivate me and keep me in check.
25. I'll never make enough money.
26. I'll always have to struggle, while others have it easier.
27. Whatever I'm doing, I should be doing something else.
28. Health problems will always keep me from happiness and success.
29. I can't do it.

Write down 5-10(or more) of the limiting beliefs that impact you in your life here:

PROMPT FOR EXPLORING THE POWER OF YOUR LIMITING BELIEFS

Think about an event or situation that you felt excited about pursuing but your own limiting beliefs, self-doubts or negative self-talk prevented you from taking action(anything at all - not necessarily school or work related). What was that event?

What is your limiting belief in this example?

How did it make you feel to not act on something you wanted?

Is there actual truth to this belief or do you just believe it to be true based on past experiences?

What is the payoff or what purpose does it serve for you to act on this belief?

What is the cost to you (negative impact)?

How does this limiting belief affect your behavior?

How does it impact on your attitudes?

How do you treat yourself and others when you think it?

Who would you be without that thought operating?

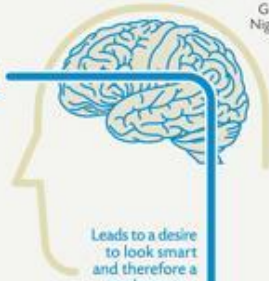
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TWO MINDSETS

CAROL S. DWECK, Ph.D.

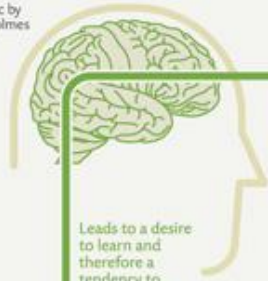
Graphic by Nigel Holmes

Fixed Mindset
Intelligence is static



Leads to a desire to look smart and therefore a tendency to...

Growth Mindset
Intelligence can be developed



Leads to a desire to learn and therefore a tendency to...

CHALLENGES

...avoid challenges



...embrace challenges



OBSTACLES

...give up easily



...persist in the face of setbacks



EFFORT

...see effort as fruitless or worse



...see effort as the path to mastery



CRITICISM

...ignore useful negative feedback



...learn from criticism



SUCCESS OF OTHERS

...feel threatened by the success of others



...find lessons and inspiration in the success of others



As a result, they may plateau early and achieve less than their full potential.
All this confirms a **deterministic view of the world.**

As a result, they reach ever-higher levels of achievement.
All this gives them a **greater sense of free will.**

HOW TO COLLECT THE DATE TO COMMUNICATE YOUR VALUE

ASSESSING YOUR CORE VALUES

Choose the core values that define you authentically

- Achievement
- Adventure
- Authority
- Autonomy
- Balance
- Beauty
- Boldness
- Compassion
- Challenge
- Citizenship
- Community
- Competency
- Contribution
- Creativity
- Curiosity
- Determination
- Fairness
- Faith
- Fame
- Friendships
- Fun
- Growth
- Happiness
- Honesty
- Humor
- Influence
- Inner Harmony
- Justice
- Kindness
- Knowledge
- Leadership
- Learning
- Love
- Loyalty
- Meaningful Work
- Openness
- Optimism
- Peace
- Pleasure
- Poise
- Popularity
- Recognition
- Religion

- Reputation
- Respect
- Responsibility
- Security
- Self-Respect
- Service
- Spirituality
- Stability
- Success
- Status
- Trustworthiness
- Wealth
- Wisdom

INTRINSIC WORK VALUES

1. _____ Variety and change at work
2. _____ Be an expert
3. _____ Work on the frontiers of knowledge
4. _____ Help others
5. _____ Help society
6. _____ Experience adventure/excitement
7. _____ Take risks/have physical challenges
8. _____ Feel respected for your work
9. _____ Compete with others
10. _____ Have lots of public contact
11. _____ Influence others
12. _____ Engage in precision work
13. _____ Gain a sense of achievement
14. _____ Opportunities to express your creativity
15. _____ Work for a good cause

Extrinsic Values

These are the tangible rewards or conditions you find at work, including the physical setting, job titles, benefits and earnings/earning potential. Check off those that speak to you.

1. _____ Have control/power/authority
2. _____ Travel often
3. _____ Be rewarded monetarily
4. _____ Be an entrepreneur
5. _____ Work as a team
6. _____ Work in a fast-paced environment
7. _____ Have regular work hours
8. _____ Set your own hours/have flexibility
9. _____ Be wealthy
10. _____ Have prestige or social status
11. _____ Have intellectual status
12. _____ Have recognition through awards/honors/bonuses
13. _____ Wear a uniform
14. _____ Work in an aesthetically pleasing environment
15. _____ Work on the edge, in a high-risk environment

SUMMARIZE YOUR TOP 5 VALUES IN EACH CATEGORY

PERSONAL VALUES

INTRINSIC VALUES

EXTRINSIC VALUES

****WRITE ABOUT A STAND OUT PROFESSIONAL EXPERIENCE IN YOUR LIFE –
WHAT YOU WERE IMPACTING, WHAT SKILLS YOU USED, WHO BENEFITED****

SKILLS: HOW DO YOU ANALYZE YOUR SKILLS?

IDENTIFYING NEEDED SKILLS AND EXPERIENCE TO BE AN OPTIMAL CANDIDATE FOR YOUR DESIRED JOB THROUGH A SIMPLE MARKETPLACE ANALYSIS

Indeed.com Skills Worksheet

Print out job descriptions using indeed.com or other industry specific job boards using every different combination of keywords in the search bar, until you find positions that interest you and capture your skills and abilities. Print out 5-15 of job descriptions.

Spread these out on a table and with different highlighter pens highlight:

- All industry specific skills and competencies be an ideal candidate (hard skills)
- All transferrable or personal management skills and competencies to be an ideal candidate (soft skills)
- Technology Skills
- Other qualifications mentioned: certifications, licensure etc
- Gaps in your experience and the job you want

On one page, make a “cheat sheet” that describes all of the skills (both industry specific and personal management skills), technology and any gaps you will need to be an ideal candidate for your ideal job. This is your filter or frame of reference to flush out how to communicate your value.

DEFINING YOUR OWN PROVEN SKILLS AND VALUE THROUGH YOUR PRIOR EXPERIENCE (FOR RESUME, INTERVIEW, PITCH)

USING THE SKILLS LIST FROM THE JOB DESCRIPTIONS THAT YOU FOUND DOING THE INDEED.COM EXERCISE, GO BACK TO YOUR OWN PRIOR EXPERIENCE; JOB(S), INTERNSHIP, OR MEANINGFUL VOLUNTEER WORK EXPERIENCES (RELATED IF POSSIBLE TO YOUR CAREER GOAL), AND TRY TO COMPLETE THE WORKSHEET BELOW. JUST DO YOUR BEST. NO PRESSURE. HERE IS AN EXAMPLE OF HOW TO FILL THIS WORKSHEET OUT. JUST DO WHATEVER YOU CAN TO START THINKING ABOUT YOUR EXPERIENCES THROUGH THE FILTER OF THE SKILLS EXPECTED FOR JOBS YOU WANT. HAVE FUN WITH THIS....AGAIN... **NO PRESSURE.**

HERE IS AN EXAMPLE OF HOW TO FILL OUT STEP 2 OF THIS WORKSHEET:

SKILL SET: WILL BE AN INDUSTRY SKILL NEEDED TO BE HIRED **IE: CURRICULUM DESIGN**

EVIDENCE: WILL BE EXAMPLES OF WHAT YOU DID TO DEMONSTRATE THE SKILL ABOVE

**** (USE CAR STATEMENTS: CONTEXT – ACTION – RESULT) IE: LED TEAM OF 3 TEACHERS TO**

CONCEPTUALIZE AND IMPLEMENT A NEW EVIDENCE BASED CURRICULUM FOR 10

CLASSROOMS OF 3rd GRADE STUDENTS LEADING TO 30% IMPROVEMENT IN PERFORMANCE

EVIDENCE:

EVIDENCE:

VALUE ADDED: (*OPTIONAL FOR THIS CLASS) TO CONSIDER HOW YOU CAN BRING VALUE TO YOUR DESIRED ROLE. IE: BASED ON YOUR MISSION AND GOALS FOR THIS POSITION, I AM

CONFIDENT THAT I CAN BRING THIS EXPERTISE TO YOUR ORGANIZATION

STEP 1:

LIST BELOW THE SKILLS THAT YOU KNOW ARE KEY TO YOUR JOB SEARCH (FROM THE JOB DESCRIPTIONS YOU'VE REVIEWED AND/OR IF YOU DID NOT DO THAT EXERCISE FROM THE EXPERTISE AREAS THAT YOU HAVE LEARNED IN YOUR EDUCATIONAL PROGRAM) .

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

STEP 2

STREAMLINING YOUR SKILLS AND ACCOMPLISHMENTS THROUGH THE LENS OF THE SUMMARY OF YOUR INDEED JOB DESCRIPTIONS/DEMANDS OF MARKETPLACE

Name of Proven Skill Set _____

Evidence

Evidence

Evidence

My Value to you

Name of Proven Skill Set _____

Evidence

Evidence

Evidence

My Value to you

Name of Proven Skill Set _____

Evidence

Evidence

Evidence

My Value to you

Name of Proven Skill Set _____

Evidence

Evidence

Evidence

My Value to you

Name of Proven Skill Set _____

Evidence

Evidence

Evidence

My Value to you

Name of Proven Skill Set _____

Evidence

Evidence

Evidence

My Value to You

***OPTIONAL* HERE ARE A LIST OF TRANSFERABLE SKILLS FOR YOU TO GO THROUGH AND SELECT THOSE THAT YOU POSSESS IF YOU WANT IDEAS FOR LANGUAGE TO USE – THIS IS A GOOD LIST AS YOU COMMUNICATE YOUR VALUE**

LABELING AND ARTICULATING YOUR TRANSFERABLE SKILLS

Step 1: Identify your transferable skills Place a check mark next to each skill you possess. Think about all settings in which you may have used/developed each skill. Then, list the skills you consider to be your top 20 and notice the categories they come from.

Communication and Creativity

Writing clearly and concisely

Listening attentively

Expressing ideas Using media to present ideas

Reporting information

Public speaking

Making presentations

Describing feelings

Improvising

Doing more with less

Appreciating diversity

Providing accurate descriptions

Leadership

Anticipating potential problems

Defining problems and possible causes

Identifying and selecting solutions

Creating innovative approaches

Involving group members in problem-solving

Developing plans to implement solutions

Establishing general principles

Teaching/training others

Solving problems/mediating

Implementing sound decisions

Forecasting/predicting

Designing an experiment

Imagining alternatives

Identifying resources

Extracting important information

Defining needs

Development strategies

Formulating conclusions

Conceptualizing ideas

Observing and discovering

Analyzing information

Presenting findings
Learning new tools/techniques
Managing time
Setting and meeting deadlines
Accepting responsibility
Enlisting help Editing/proofing
Negotiating/persuading
Seeking opportunities for professional growth
Taking initiative
Managing time and stress
Responding well to feedback
Remaining calm under pressure
Generating and initiating ideas
Managing and supervising groups
Delegating responsibility
Promoting and adapting to change
Prioritizing tasks
Identifying areas for improvement
Facilitating meetings or group discussions
Coaching/mentoring/counseling
Evaluating progress
Giving praise and credit
Setting and accomplishing goals

Team Work

Communication & Creativity Problem-Solving
Teamwork Making decisions with others
Respecting others
Eliciting input and providing feedback
Developing rapport
Sharing credit/cooperation
Interacting effectively
Collaborating in diverse or multicultural environment
Meeting team expectations
Perceiving feelings, situations
Listening to others

Problem Solving

Anticipating potential problems
Defining problems and possible causes
Identifying and selecting solutions
Creating innovative approaches
Involving group members in problem-solving
Developing plans to implement solutions

Establishing general principles
Teaching/training others
Solving problems/mediating
Implementing sound decisions

Research

Forecasting/predicting
Designing an experiment
Imagining alternatives
Identifying resources
Extracting important information
Defining needs
Development strategies
Formulating conclusions
Conceptualizing ideas
Observing and discovering
Analyzing information
Presenting findings
Learning new tools/techniques

General Work Skills

Managing time
Setting and meeting deadlines
Accepting responsibility
Enlisting help
Editing/proofing
Negotiating/persuading
Seeking opportunities for professional growth
Taking initiative
Managing time and stress
Responding well to feedback
Remaining calm under pressure

ADAPTED FROM PRINCETON CAREER SERVICES

LIST THE SKILLS YOU CIRCLED BELOW

My Career Profile Cheat Sheet

List 10 of Your Core Values

List 10 of Your Transferrable or Personal Management Skills

List up to 10 of your Functional or “Hard Skills” (expertise in industry through lens of industry needs)

List up to 10 Technical Skills or Platforms

Write your Branding Statement

Industry Career Profile Cheat Sheet for THE MARKETPLACE (JOB DESCRIPTION DATA FOR THE JOBS YOU WANT)

10 Core Values Common to Industry Mission

10 -20 – Functional or “Hard Skills” Required to be Ideal Candidate

UP to 20 – Transferrable or Personal Management Skills Required

10 Technical Skills or Platforms

NEW DEFINITION OF CAREER GROWTH

- Your career development is a fluid, lifelong process, weaving your professional identity into all of your life roles. Shift from student identity of dualism to professional identity of intrinsic motivation. (Not automatic).
- Use the SMART (specific, measurable, achievable, realistic and timely) acronym for your daily professionally relevant activities
- We build relevance and a current work story in attainable ways
- Confidence = daily evidence of our own competence-Snowball
- Time goes by anyway-define career to mean all activities involved in clarifying, experimenting, investigating, positioning.
- Careers Relevance is defined by adding professional activities to your life as a student
- Build out your brand – Multi dimensional touchpoints of impact with your industry
- Life is full of grey. Not black and white. Embrace the grey.
- Give up perfectionist tendencies, Struggle to Juggle. You are good ENOUGH
- Fake it till you Make it. Welcome vulnerability and discomfort.
- Humor, Humor is a must. Be able to laugh at yourself.
- Embrace the Growth Mindset. Growing, learning and taking your life back is not graceful, neat or tidy
- Re-evaluate how many hours there are in a day. Find the time

Live Authentically to Wipe Out Self Doubt -

Mapping Out Goals For Intentional Living

Living with intention in all areas of life builds the foundation to your new emerging professional self. List activities that you will consider adding to your life. Assign a time frame for when you will get started

Career Exploration Activities:

- 1.
- 2.
- 3.

Obstacles

Intellectual Growth

- 1.
- 2.
- 3.

Obstacles

Building Your Technology Skills

- 1.
- 2.
- 3.

Obstacles

Health Related Goals

- 1.
- 2.
- 3.

Obstacles

Relationship Goals (Spouse, friends, family)

- 1.
- 2.

**3.
Obstacles**

Adding Fun and Joy to your Life(Hobbies, Passions)

- 1.
- 2.
- 3.

Obstacles

Creativity Oriented Goals

- 1.
- 2.
- 3.

Obstacles

Civic or Community Oriented Goals

- 1.
- 2.
- 3.

Obstacles

Spiritual Goals

- 1.
- 2.
- 3.

Obstacles

Building Your Current Work Story Leads to Confidence

Template for Professional Mapping

List professional roles you are interested in learning more about

- 1.
- 2.
- 3.
- 4
- 5.

Technology Growth: Incorporate a steady diet of technical learning, social media platforms, and build a digital footprint. Identify and learn the required skills needed to be an ideal candidate for your desired role. First identify them and then chip away at learning them.

Technical Skills (Word, Excel etc..)

- 1
- 2
- 3

Social Media Platforms

- 1
- 2
- 3

Digital Footprint Categories

- 1
- 2
- 3

Job Listing Binder: Use indeed.com by entering various job titles and key words and study numerous job descriptions of professional roles that you want to be considered for. Cross reference these job listings and compile skills that are common to the jobs you want. Highlight in different colors: skills, qualifications, tech requirements and gaps – Make One Sheet to Summarize this to have the industry language needed to build relevance and resume...

- 1.
- 2.
- 3.
- 4.
- 5.

Personal Branding: What type of image do you project across all digital platforms? Choose what you want to have a presence on create it. Additionally, is there a way for you to build a positive online presence related to your interest? LinkedIn? Blog? Website? Provide a Service? Videos, Publish, Endorse, Refer, Events online

- 1.
- 2.
- 3.
- 4.
- 5.

Professional Development – getting active and or taking on roles in organizations that are authentically aligned with your professional goals is very important. Please list those that you would consider.

- 1.
- 2.
- 3.
- 4.
- 5.

If a Student, Use Your Campus for Optimal Engagement – join or create a student organization

Learn who is expert in your area of interest, use all resources for advising and career assistance, speak to professors, attend events (remotely for now).

- 1.
- 2.
- 3.
- 4.
- 5.

Writing or speaking at a conference is a great way to immerse in your field. You are qualified to have a voice. List topics and where you would write and/or speak.

- 1.
- 2.
- 3.
- 4.
- 5.

If a student, who is doing research or interesting work that are related to your interests that you can align yourself with. Consider reaching out them.

- 1.
- 2.
- 3.

- 4.
- 5.

Becoming Expert: Intellectual growth, reading, learning: What skills do you need to learn to make you more complete professionally? Identify people in your field, books, conferences , online newsletters and podcasts you want to listen to. Self motivation to learn is key to your professional identity

- 1.
- 2.
- 3.
- 4.
- 5.

Networking and Phone Calls and Emails: ENGAGE ENGAGE ENGAGE, Please compile a list of friends and family contacts who you can connect with to talk about their work.

- 1.
- 2.
- 3.
- 4.

Taking Action – Seizing the Week

Week of _____

Affirmation for the Week:

Goal of professionally relevant activities for the Week _____

Which Category(s) from Your Lifestyle or Professional Mapping Are You Working From?

Activities to support my goal with Day of the Week:

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

Anticipated Distractions to Identify and Manage this week

I'm most nervous about:

People I need to contact this week:

I'll feel successful this week if I:

Monitor feelings when accomplishing above tasks:

Taking Action – Seizing the Day

Week of _____

Today's Date _____

Affirmation for the Day

Goal of professionally relevant activity for the Day _____

Which Category from Mapping Are You Working From

Activities to support my goal with time of day:

- 1.
- 2.
- 3.
- 4.
- 5.

Anticipated Distractions to Identify and Manage

People to contact today

Assessment of Progress - Please write down what you accomplished

What obstacles did you actually encounter?

Identify ways to overcome obstacles
Monitor feelings when accomplishing above tasks

Civic or Community Oriented Goals

- 1.
- 2.
- 3.

Obstacles

Spiritual Goals

- 1.
- 2.
- 3.

Obstacles

