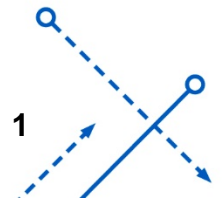


DEVELOP A PLAN FOR YOUR CAREER AT UB

Kelli Hennessy
Nicole Hayden

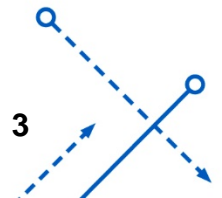


ONE-ON-ONE CAREER COACHING

New service offered by
Organizational Development & Training (OD&T)

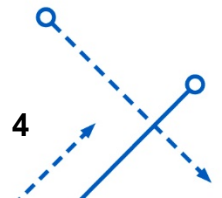
Career Coaching Program Goals

- Encourage employees to take ownership of their development to become a part of their own success
- Identify strengths, weaknesses, skills and interests
- Provide one-on-one support to analyze current career satisfaction and determine future path



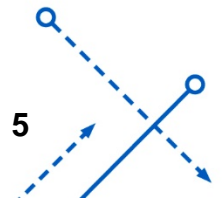
Why?

- UB wants to retain good employees & good employees seek advancement
- Keep pace with expectations of all generations & our changing workforce demographics
- Improve morale
- Create opportunities for employees to grow within UB



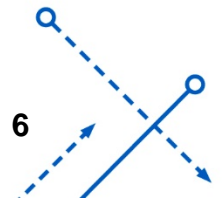
Coaching is a process to ...

- Discover what you want
- Unlock your potential
- Uncover internal/external hurdles
- Generate plans & strategies for action
- Give you guidance as you go



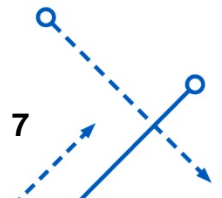
Coaching involves ...

- Asking you a lot of questions
- Self-reflection
- Uncovering your natural strengths
- Developing plans & strategies for action
- Following up to ensure progress



Coaching Questions

- What do you want to enhance or do differently?
- What options do you have to do this?
- What else could you do?
- What's one thing you can do now to begin?
- How will you know whether you are successful?
- What support will you need to be successful?



CAREER COACHING STEPS

Step 1

Take
Strengths
Assessment

Step 2

Complete
Loved it/
Loathed it List

Step 3

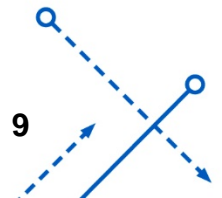
Determine
Goals &
Create Path

Step 4

Follow-up &
Determine
Next Steps

STEP 1 – Take StrengthsFinder Assessment

- Before you meet with a coach, take the online assessment
- Measures the presence of natural talents in 34 general areas
- Identifies your top 5 strengths
- Serves as a starting point for self-discovery
- Help you to consider if/where you can use your strengths in current role and potential future roles



Strengthsfinder® 34 Themes of Talent

Achiever

Activator

Adaptability

Analytical

Arranger

Belief

Command

Communication

Competition

Connectedness

Consistency

Context

Deliberative

Developer

Discipline

Empathy

Focus

Futuristic

Harmony

Ideation

Includer

Individualization

Input

Intellection

Learner

Maximizer

Positivity

Relator

Responsibility

Restorative

Self-Assurance

Significance

Strategic

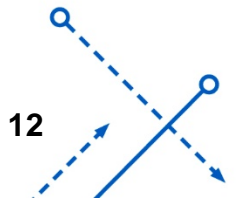
Woo

“Engaged Employee”

- Has an emotional commitment to the organization and its goals
- One who is fully absorbed by and enthusiastic about their work
- Takes positive action to further the organization's reputation and interests

Two most powerful drivers of engagement:

- Employees know what is expected of them
- Employees get to do what they do best everyday



Strengths Assumptions

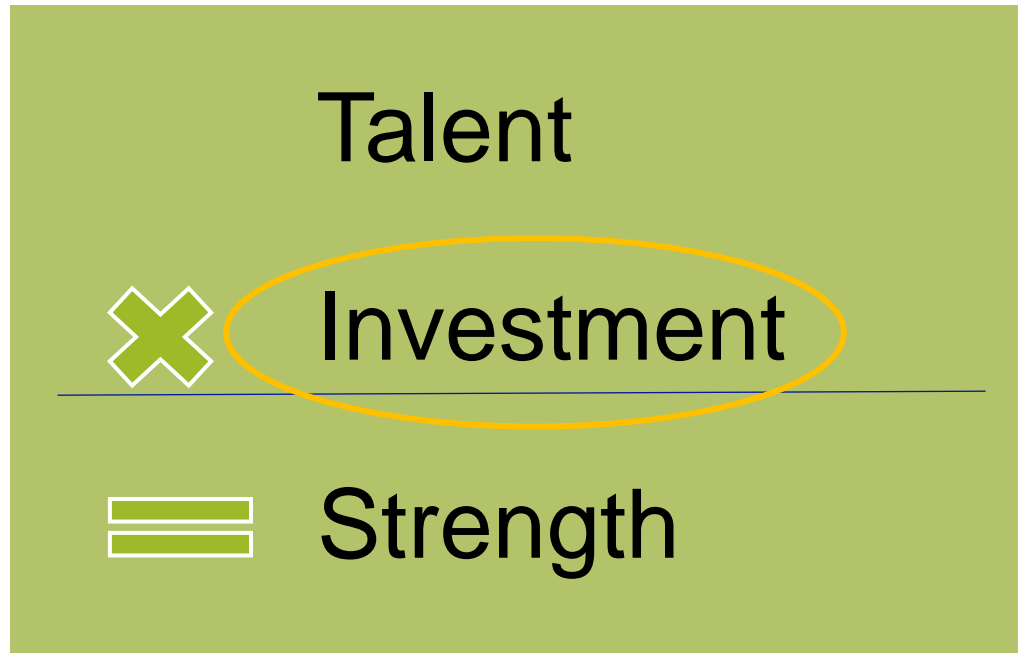
1

Each person's talents are unique and enduring

2

Each person's greatest room for growth is in the area of his or her greatest strength

Realizing Your Potential



“People who have the opportunity to focus on their strengths every day are SIX times as likely to be engaged in their jobs and more than THREE times as likely to report having an excellent quality of life.”

- Tom Rath



Discussion Question

How can your ability to capitalize on your strengths impact your experience at work?

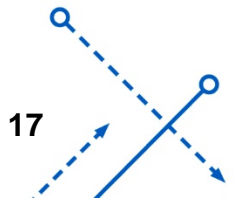
Learn more details about Strengths concept

Discover Your Strengths Class

- May 10

Use Your Strengths to Standout:

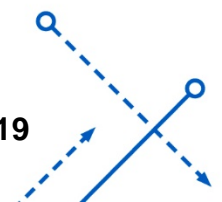
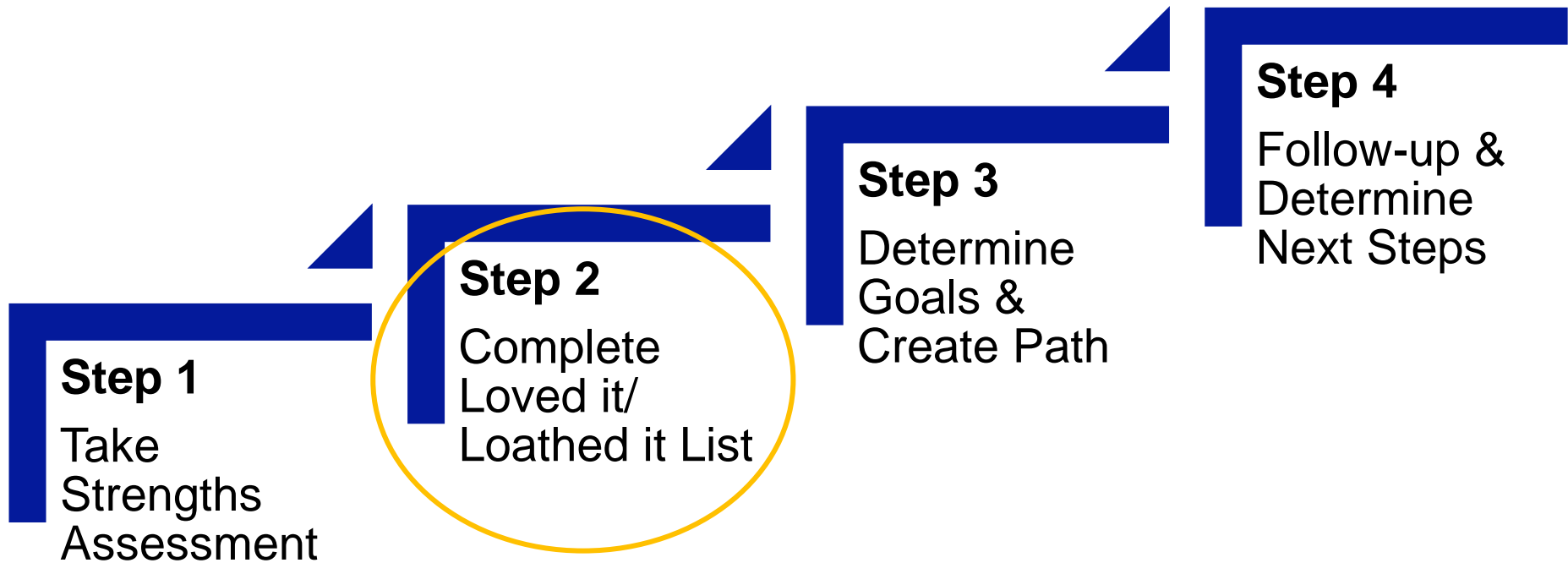
- March 22 or June 29



Focusing Your Attention



CAREER COACHING STEPS



STEP 2 – Pre-work – Complete Worksheet

- Before you meet with coach, complete a Loved it/Loathed it worksheet
- Helps you identify your areas of natural interest in your current role
- Serves as a starting point for self-awareness & discussion with coach
- Help you to consider if/where you can use your strengths in current role and potential future roles

Individual Exercise

What activities at work do you love and loathe?

Discovering Your Strengths Worksheet

Instructions: The goal of this exercise is to determine which activities at work energize or motivate you and which activities drain you or cause you to lose interest quickly. At the end of each work day for the next 4 or 5 days, take 10 minutes to write down a few items in each column below. Each day, try to think of at least 3 things you did at work that you *loved* and at least three things you *loathed*. Try to be as specific as you can when listing your activities.

I Loved It...	I Loathed It...
<p><i>Examples:</i></p> <ul style="list-style-type: none"> • I had to present to a small group of people, about a topic I knew a lot about, and my presentation helped the group further their mission/goal. • I connected someone in need with a service offered in the community that helped them with their problem. 	<p><i>Examples:</i></p> <ul style="list-style-type: none"> • I had to compile data and create a report for my boss. Working with numbers and data analysis is boring to me. • I had to network/mingle with a large group of people that I didn't know at a meeting.
<p>I felt strong when ...</p>	<p>I felt weak (drained, bored) when...</p>

CAREER COACHING STEPS

Step 1

Take
Strengths
Assessment

Step 2

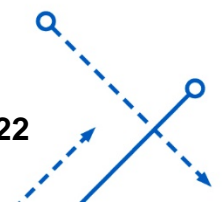
Complete
Loved it/
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Step 3

Determine
Goals &
Create Path

Step 4

Follow-up &
Determine
Next Steps



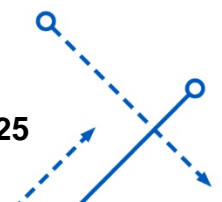
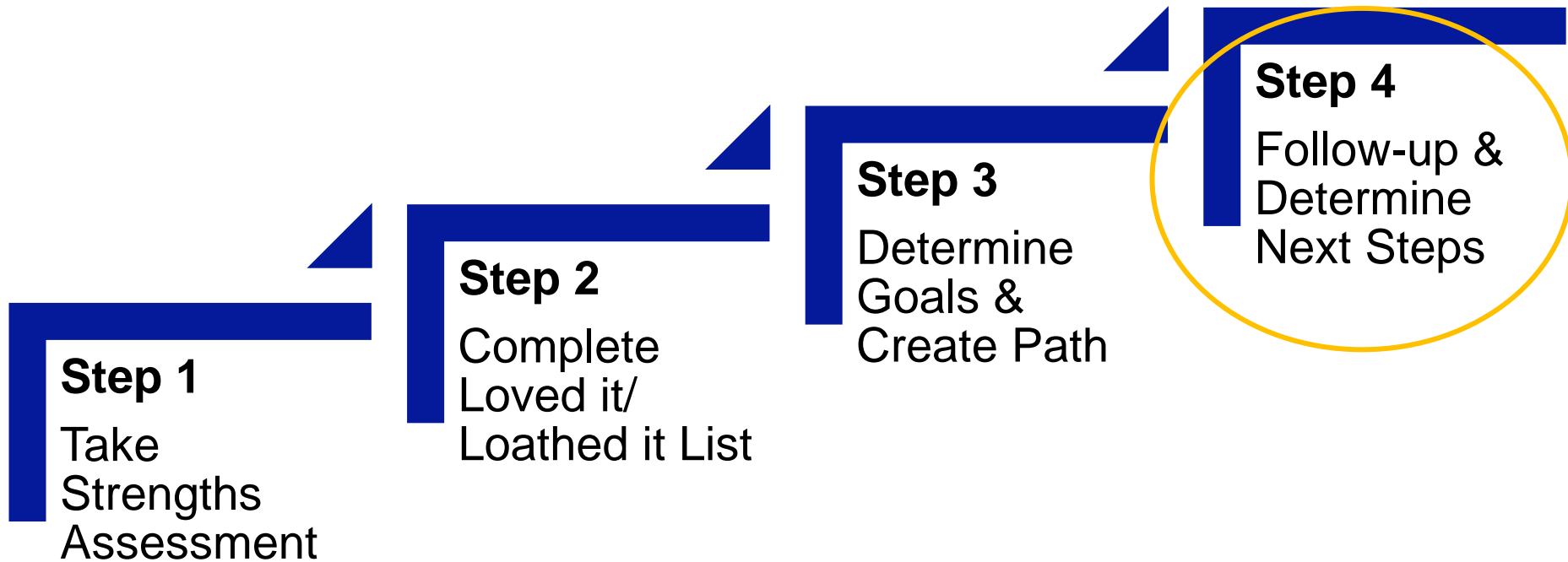
STEP 3 – Determine Goals & Create Your Path

- Meet in person with your coach
- Discuss what brings you to this meeting
- Discuss goals for current & desired roles
- Determine vision for ideal job & success
- Create steps to meet goals (short & long term)
- Anticipate obstacles & solutions
- Discuss how strengths will help achieve goals
- Identify resources & support needed to achieve goals

Important Note

- Always confidential within OD&T
- No records are kept in HR about sessions
- We are here to assist you – you drive the process
- It's up to you to share with your supervisor if you choose

CAREER COACHING STEPS



STEP 4 – Follow-up & Determine Next Steps

- Coach will follow-up via phone to check progress
- Discuss next steps for moving forward with goals
- Determine what other support may be needed
- Schedule next session if/when needed
- May need to develop practical skills which may involve an Individual Development Plan (IDP)

Development Plan & Goals

- Individual Development Plan (IDP)
 - Skill development goals that you hope to achieve within a specific time period
 - Includes steps and activities necessary to help you grow

Individual Development Plan (IDP)

Performance Goal <ul style="list-style-type: none"> As outlined in performance program and/or List a competency targeted for development 	Development Goal <i>Do (verb) + What + Why</i> <ul style="list-style-type: none"> State desired outcome Specifically describe current & desired skill or behavior (goal) 	Plan your Activities <ul style="list-style-type: none"> Describe how the learning will be acquired (special project/task, training, observation, coaching) Describe what, when, where, & with whom 	Resources Needed <ul style="list-style-type: none"> Outline what support is needed (help from manager, coaching, help from other people, tools, time, funding, etc) 	Measure your Progress <ul style="list-style-type: none"> List behaviors/results expected & by when Set up meeting to discuss progress Describe what progress will look like 		Key Learning & Application <ul style="list-style-type: none"> State what insight was gained Describe how you applied it on the job
	Current: Development Goal: <input type="checkbox"/> Strength or <input type="checkbox"/> Skill Gap				Deadline Meeting Dates Completed	
	Current: Development Goal: <input type="checkbox"/> Strength or <input type="checkbox"/> Skill Gap				Deadline Meeting Dates Completed	

Skill Development Discussion

Most Important !

- Plan meeting to review with manager
- Prepare to explain your ideas & why
- Listen to their ideas too
- Reach agreement on the plan

Actions to take in UB EDGE

- Enter development goals
- Browse learning catalog, register for classes
- Update profile with picture, functional title
- Review completed learning transcript
- Enter any external learning
- Managers, check MY TEAM tab – do all employees appear correctly?

www.buffalo.edu/ub-edge

Get a Head Start...

Join us for our Strengths Series!

Discover Your Strengths Class

- May 10

Use Your Strengths to Standout:

- March 22 or June 29

Interested in setting up a coaching session?

Contact a Career Coach directly

Kelli Hennessy: 645-4437

Email: kmh35@buffalo.edu

Susan Steck: 645-4431

Email: snsteck@buffalo.edu

www.buffalo.edu/administrative-services/training/career-coaching.html