

# Welcome to our virtual waiting room!

While you wait for the session to start, please take time to:

1. Mute yourself – audio and video
  - 1 in the picture
2. Visit the chat window
  - 2 in the picture
3. Check your name- update if incorrect
  - 3 in the picture
  - We are using these names to track attendance

## BlueJeans Participant Screen

1. Camera mute, Audio Mute, Share your screen and Leave meeting
2. People roster, Chat, Apps and Settings
3. People roster detail

Who's talking

Hide menu

View People

BlueJeans

Bev's Meeting ID: 3105551234

Start Rec

Anne is talking

1

2

3

EVERYONE WHO'S TALKING

Bev (me)

Anne

Board room

Daniel

Drop from meeting

Call Details

Connection: BlueJeans app

Mute All Unmute All

bluejeans.com/6786088830

Hide Video Thumbnails

Switch Video and Content Frames

Your self view, with quality bar and mic status

Send Meeting link to others

Click to see only who's talking (also shown by blue mic highlight)

Click pencil to change your name. Mute/unmute your camera or microphone.

**Note:** only moderators (marked by ⚙️ next to the name) can also mute & unmute other participants

Click name to see call details and connection stats. Moderator has ability to drop them from meeting

Moderators only can Mute & Unmute All participants at once

Copy meeting link, & share with others

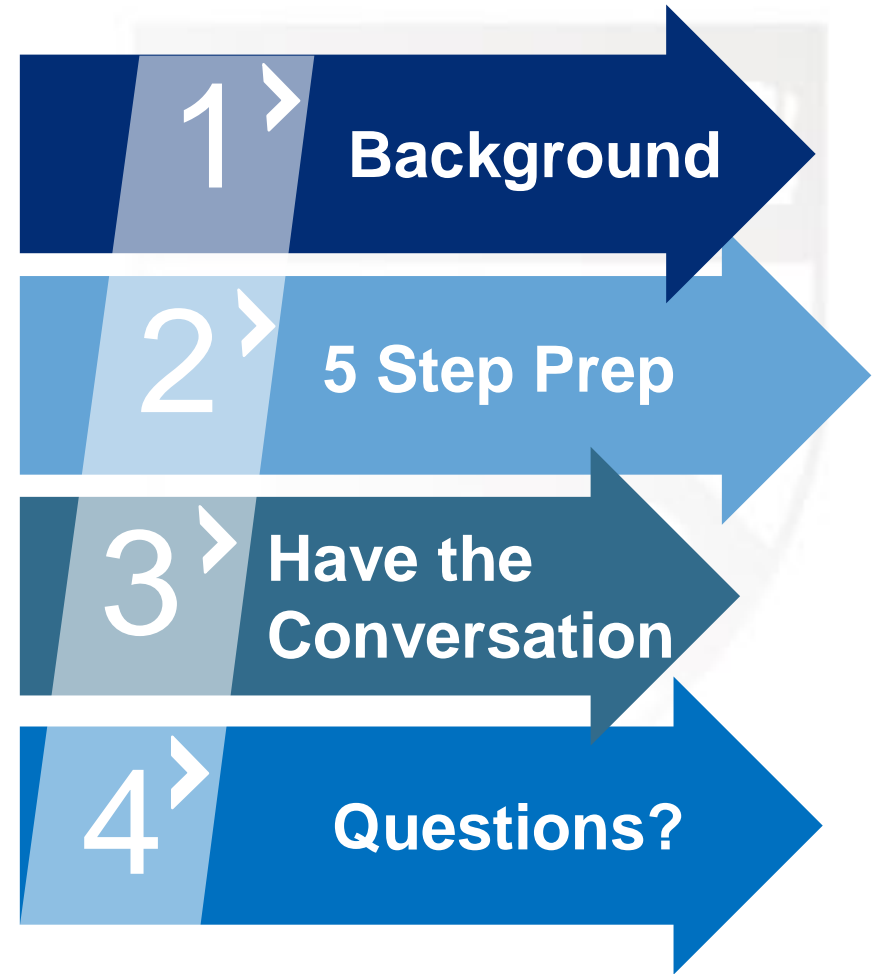


Penn Medicine



## ***Leading Self:***

How to prepare for a productive career conversation with your manager



*A link to the slides will be emailed at the end of the week*

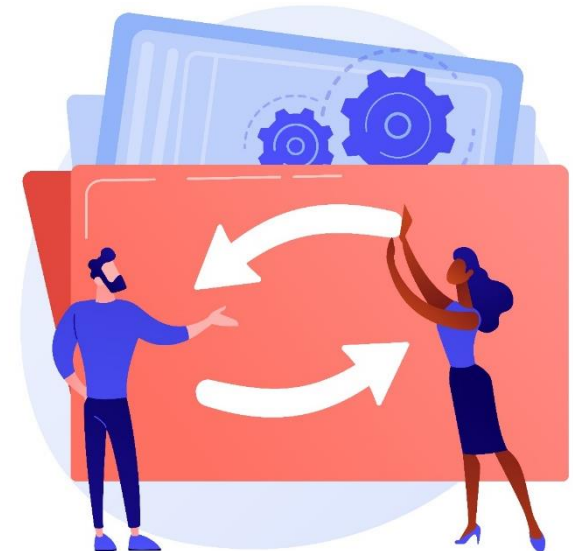
# What are Career Conversations?

Career conversations are **ongoing discussions** between you and your manager about the **skills and steps needed** to achieve your professional goals

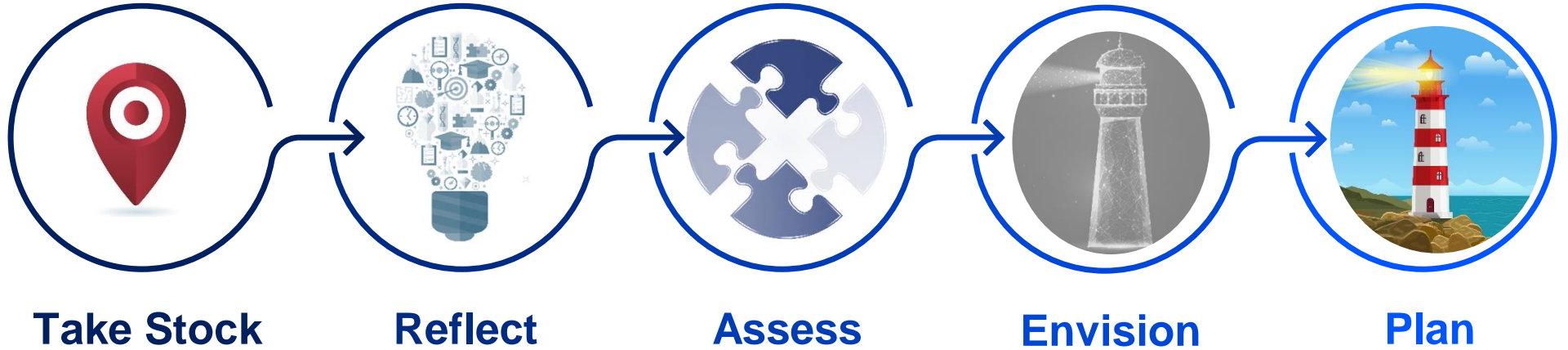


# Why are conversations about your career important?

- ▶ **Career conversations foster self-awareness**
  - Talking about career goals and aspirations will help refine what's important for you and your career
  
- ▶ **Career conversations help you develop positive relationships with your manager**
  - The more your manager understands you, the more effective your manager can be at helping you achieve your goals



# Preparing for a Productive Career Conversation



# Step 1: Take Stock



Are you and your role a good match?



- I am seen as a whole person
- I respect Penn Medicine's values
- I believe that Penn Medicine is committed to its mission
- I am proud of the services we offer to the community

# Step 1: Take Stock



Are you and your role a good match?



- I enjoy working with my team.
- Many of my team mates share my work goals and values.
- I trust the team members I work closely with.
- My manager values my contributions.
- Senior leadership is committed to the professional development of my team.

# Step 1: Take Stock



Are you and your role a good match?



- I would be happy to do this job or something similar for the next 3 years.
- My expertise is relevant.
- I enjoy my work.
- I am proud of the work that I do.
- The work that I do is important.
- I can be my authentic self at work.



# Step 2: Reflect



What are your strengths, values and hidden treasures?



A true strength meets three criteria:

- You are good or have the potential to be good at it.
- You are invigorated by doing it.
- It benefits something greater than yourself.

1. Listen to feedback.
2. Consider your passions.
3. Pay attention to when you are most productive.
4. Ask others directly.
5. Take a personality test.
6. Seek out new experiences.

# Step 2: Reflect



What are your strengths, values and hidden treasures?

Define your core values

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**Core values are the beliefs you deem important, or even essential, in life.**

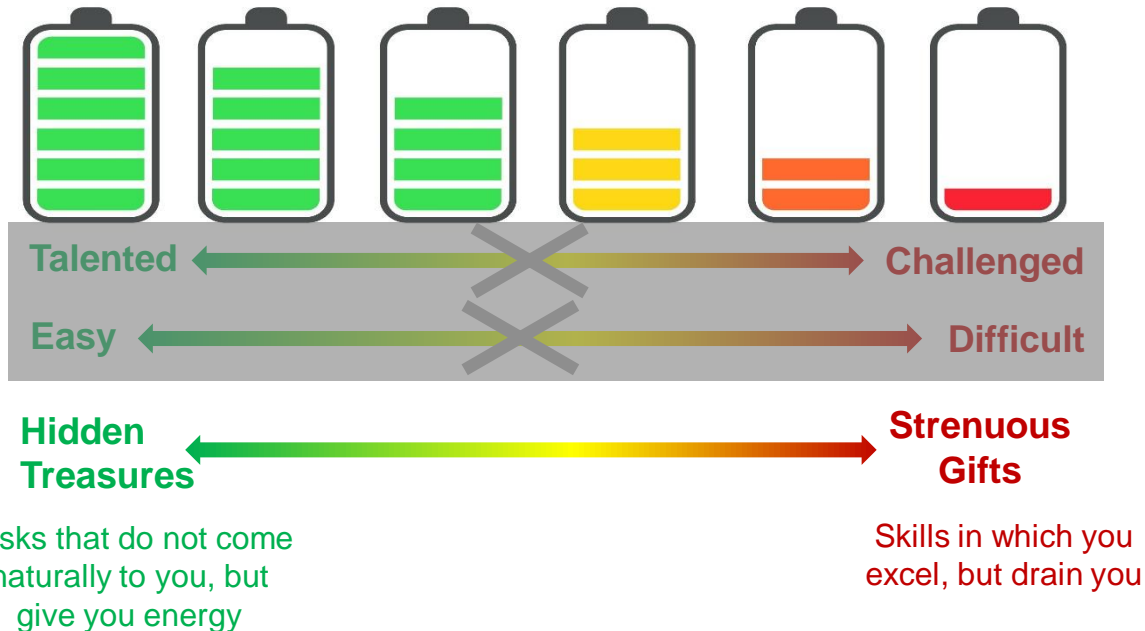
- They are a set of fundamental ideals or practices that inform how you conduct your life, both personally and professionally.



# Step 2: Reflect



What are your strengths, values and hidden treasures?



What sparks your curiosity?  
What are your hobbies?  
What did you love in school?  
What do your peers notice?

# Step 3: Assess



How does your role at Penn Medicine fit your strengths, values and hidden treasures?

## Review

Review your last performance evaluation

- Were there any improvements required since the last performance progress meeting, and if so, how has your work been?
- Consider how long you have been performing at your current level...months, years?
- Evaluate how you have responded to the work requests and suggestions your manager has made.

## Determine

What about your current role

- » Leverages your strengths
- » Aligns with your values
- » Brings you satisfaction
- » Enables your best work
- » Allows you to access areas you want to grow
- » Stimulates you to want to learn more

## Identify

- What do you want to do more of?
- What do you want to less of?
- What new experiences would you like to try?
- What hidden treasures can you bring to bear?

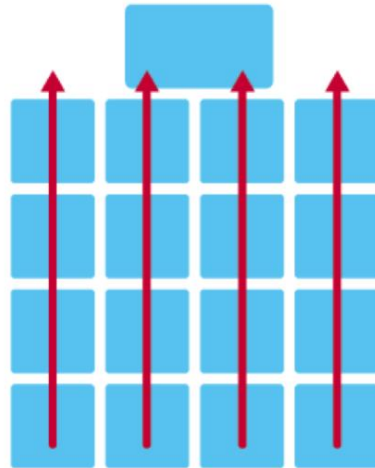
# Step 4: Envision



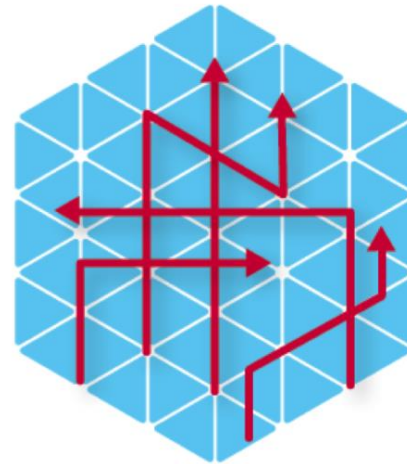
How can you leverage your skills, competencies, strengths and values at Penn Medicine?



Ladder progression



Lattice pathways



Do you want to go deep into an area or broaden your experience?

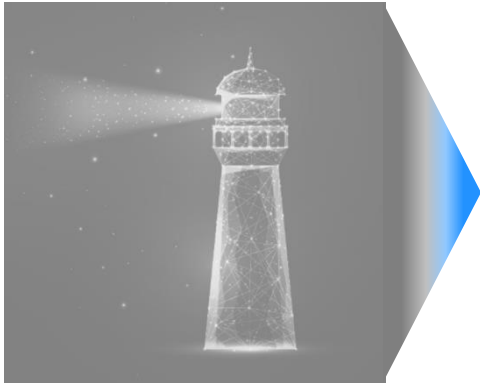
Do you want to manage people?

Are there specific skills or experiences you would like to gain?

# Step 5: Plan



What do you need to turn your vision into reality?



# The conversation is a collaboration between you and your manager

## How Can a Leader Structure a Career Conversation?



**Life Story**



**Lighthouse**



**Action Plan**

[Three Powerful Conversations Managers Must Have To Develop Their People | First Round Review](#)

 Penn Medicine

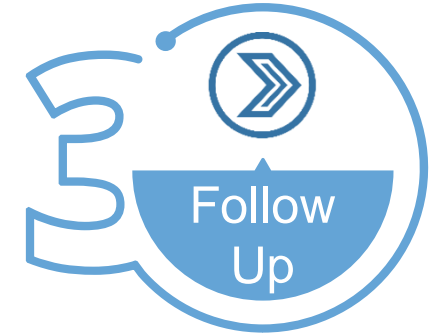
# Have the Conversation



- Email your manager asking for a meeting to discuss your career.
- Follow up with a calendar invitation.



- Share your vision for long term success at Penn Medicine
- Talk about the last 1 – 2 experiences that have been meaningful to you and why
- Ask for input
  - “Are my goals in line with your thoughts on my career prospects?”
  - See “I want to find my dream career” pathway for more questions
- Work with your manager to develop an 18 month plan action plan
  - What needs to be in place to reach your interim career goals?
  - Identify potential accelerators and road blocks



- Send a meeting summary to your manager
  - Thank him/her for the time and effort
- Document your personal action plan including:
  - Competency development plans
  - Skills to build
  - Experiences to pursue





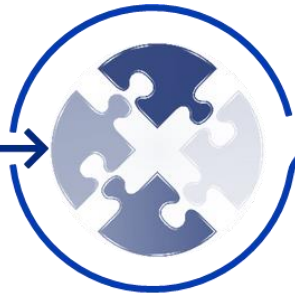
# 30 Second Recap



**Take Stock**



**Reflect**



**Assess**



**Envision**



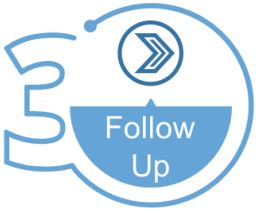
**Plan**



Schedule



Conduct



Follow Up



# Questions? Comments?

## Penn Medicine Resources

- ▶ [PennCOBALT](#) a tool for the Penn Community that uses targeted assessments to direct you to the right level of coping support.
- ▶ [Lead Strong](#) Live discussions and curated resources for Penn Medicine employees around leading yourself and your team during adversity.
- ▶ [WELLfocused](#) a program dedicated to making living a healthy lifestyle easier, by providing tools, resources, educational campaigns and health-related challenges to help improve overall well-being
- ▶ [Penn Medicine Academy:](#)
  - Pathway:
    - [I want to find my dream career](#)
  - Job Aids:
    - [Identify a Mentor for Career Growth and Development](#)
    - [Undergraduate and Graduate Programs - Selecting the Best Fit](#)

## Articles

- ▶ [How to Facilitate a Career Discussion with Your Manager | by Karen Darrin | Medium](#)
- ▶ [How to Have the Career Commitment Talk With Your Boss | The Muse](#)
- ▶ [How To Talk To Your Boss About Your Career Goals \(fastcompany.com\)](#)
- ▶ [5 Tips to Prepare for a Career-Growth Conversation | SUCCESS](#)
- ▶ [Are You on the Right Track to Career Fulfillment? | Gallup](#)
- ▶ [How to Improve My Career | Gallup](#)

## LinkedIn Learning

- ▶ [The Power of Motivation with Daniel Pink \(30 min\)](#)
- ▶ [Career Advice from Some of the Biggest Names in Business](#)
- ▶ [Building a Diverse Professional Network \(32 min\)](#)
- ▶ [A Beginner's Guide for Finding Your Calling \(33 min\)](#)

