

# **Taking Charge of Your Professional Development**

December 3, 2018

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# Importance of Life-Long Learning!

**Employability**

**Economic  
Imperitive**

**Passion and  
Life Satisfaction**



# What we'll Discuss:



# Leadership Traits (About 12,600,000 Google results)

- Emotional stability
- Dominance
- Enthusiasm
- Conscientiousness
- Social boldness
- Tough-mindedness
- Self-assurance
- Compulsiveness

<http://www.au.af.mil/au/awc/awcgate/sba/traits.htm>

## Vision

Courage  
Integrity  
Humility  
Strategic  
Planning  
Focus  
Cooperation

- Brian Tracy

Honesty  
Focus  
Passion  
Respect  
Excellent  
persuasion  
abilities  
Revolution  
Confidence  
Clarity  
Care  
Compassion  
Shared vision  
and actions

Integrity  
Engagement  
Celebration  
Humility  
Empowering  
Collaborative  
Communicative  
Fearlessness.  
Genuine  
Self-awareness  
Leverage team  
strengths  
transitions  
Supportive

-CNN

JUSTICE  
JUDGMENT  
DEPENDABILITY  
INITIATIVE  
DECISIVENESS  
TACT  
INTEGRITY  
ENTHUSIASM  
BEARING  
UNSELFISHNESS  
COURAGE  
KNOWLEDGE  
LOYALTY  
ENDURANCE

- Marine Corp

Be Results Orientated  
Be Customer Focused.  
Have a Vision  
Be Strategically Focused  
Effectively Get Work Done  
Through Others.  
Be Good at Dealing with  
Conflict.  
Ask Great Questions  
Make High-Quality Decisions  
Be a Trusted Leader.  
Be an Incredible  
Communicator.

-American Management Association

Empathy. Vulnerability. Humility.  
Inclusiveness. Generosity. Balance.  
Patience.

- Inc

## 101 Best Leadership Skills, Traits & Qualities – The Complete List

Section 01: [Personality Traits](#)

Section 02: [Self-Awareness](#)

Section 03: [Communicate . . .](#)

- BD Ventures

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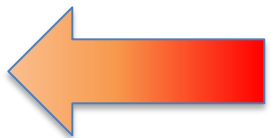
# Where to Start?

- What does your job description say?
- What does your boss say?
- What does your Mentor say?
- What do your happy sheets say?

My Plan:



# CPLP Competency Model™





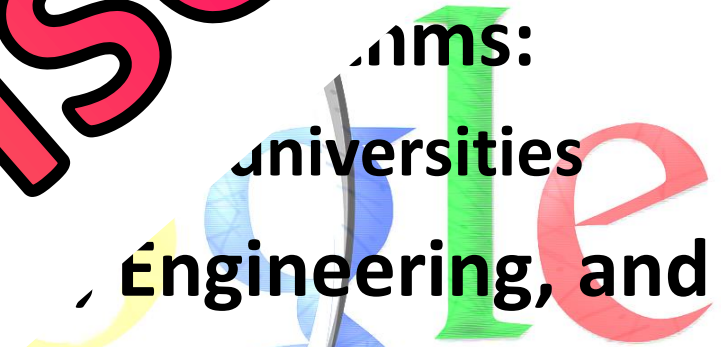


# Project Oxygen

(2018)

- 2013 Research +
- Pursue top
- STEM (S, E, M, T) Engineering, and Math
- The eight most important success at Google:

**Surprise!**



# Google Surprise!

1. Is a good coach
2. Empowers team and does not micromanage
3. Creates an inclusive team environment, showing concern for success and well-being
4. Is productive and results-oriented
5. Is a good communicator — listens and shares information

# Google Surprise!

6. Supports career development and discusses performance
7. Has a clear vision/strategy for the team
8. Has key technical skills to help advise the team (STEM) !
9. Collaborates across Google
10. Is a strong decision maker

# Does Technical Skill Count?



**Foundation**

**YES!**

**Get vs.  
Keep**

# 2022 Skills Outlook – Future of Jobs Report 2018

## • Growing:

1. Analytical thinking and innovation
2. Active learning and learning strategies
3. Creativity, originality and initiative
4. Technology design and programming
5. Critical Thinking and analysis

## • Declining

1. Manual dexterity, endurance and precision
2. Memory, verbal, auditory and special abilities
3. Management of financial, material resources
4. Technology installation and maintenance
5. Reading, writing, math and active listening

# 2022 Skills Outlook – Future of Jobs Report 2018

- **Growing:**

6. Complex problem-solving
7. Leadership and social influence
8. Emotional intelligence
9. Reasoning, problem-solving and ideation
10. Systems analysis and evaluation

- **Declining**

6. Management of personnel
7. Quality control and safety awareness
8. Coordination and time management
9. Visual, auditory and speech abilities
10. Technology use, monitoring and control

# Prioritize Your List

- What are you good at and enjoy?
- What will give you biggest bang for the buck?

**Later**

**Tomorrow**

**Today**

**NOW**

# How Do You Prefer to Learn?





# How Do You Prefer to Learn?







# How Do You Prefer to Learn?



# A Word About Learning Styles

- Kolb, VARK, NASSP, etc.
- Teaching to a particular learning style:  
Ineffective!
- Teaching to ALL learning styles:  
Effective!
- Conclusion: don't limit yourself to your  
“favorite style.”

# Value of a Certification

- Personal satisfaction
- Increased Earning potential
- Differentiator
- Expand knowledge and improve skills

# Degree or Certification or Certificate Program?

- Degree
  - Valuable critical thinking skills
  - Theoretical underpinning
  - helps you “make the cut.”
- Certification
  - sets you apart professionally
  - Mastered BOK of profession
  - Practical application



# Action Plan

- Overcoming Procrastination
- Research indicates that committing to a date makes it more likely you'll take action



# Procrastination

“In any case, it is always hard to make yourself do things that do not interest you—because, unless you have enough self-control, the “rest of your mind” will find more attractive alternatives.”

- Marvin Minsky

# Write It Down

“If you have a goal, write it down. If you do not write it down, you do not have a goal – you have a wish.”

- Steve Maraboli

<https://www.goodreads.com/quotes/319515-if-you-have-a-goal-write-it-down-if-you>



# Create a Deadline

“The difference between a dream and a goal is a deadline.”

- Gina Raimondo

# Success with If/Then Plans

- Built into our neurological wiring
- Guides our behavior, often unconsciously
- Link “Cue” and “Behavior” – powerful triggers for action
- 200 studies: if-then planners 300% more likely to reach their goals!

**td**  
at work

TIPS, TOOLS & INTELLIGENCE  
FOR DEVELOPING TALENT

NOVEMBER 2018  
ISSUE 1811

DEVELOP YOUR CAREER WITH A  
PROFESSIONAL CERTIFICATION

Bob Collins



**atd**  
MY CAREER

# For Additional Information

WATCH &  
LEARN  
webcasts **atd**

**Questions?**