

HOW TO GET STARTED IN **TALENT DEVELOPMENT**


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YOU WILL LEARN:

- About some of the talent development careers available
- How to match your skills with what employers are looking for
- How to conduct informational interviews



“The term talent development means building the knowledge, skills, and abilities of others and helping them develop and achieve their potential so that the organizations they work for can succeed and grow.”

Tony Bingham - President & CEO of ATD

Some Careers

Instructional
Designer



Instructor /
Facilitator



E-Learning
Developer



Instructional Design & Training/Facilitating

TECHNICAL SKILLS

Planning	Technical Writing
Developing Curriculum/Courses	Performance Measurement
Implementing	Research
Evaluating	MS Office Suite
Delivering Training/Teaching	Analyzing
Project Management	Tracking Activities
Understanding Learning Methods	Maintaining/Distributing Resources

Instructional Design & Training/Facilitating

INTERPERSONAL SKILLS

Collaborating/Acting as Liaison	Influencing Others
Attention to Detail	Negotiating
Excellent Communication	Building Relationships
Organizing	Consulting
Working Independently and/or on Team	Team Player
Meeting Deadlines	Listening
Adaptability/Flexibility	Public Speaking

e-Learning

TECHNICAL SKILLS

Generate Content Using Latest Technologies (video and audio)

Create Custom Graphics in Tools, i.e., Photoshop, Illustrator, etc.

Design, Develop, Deliver Self-Paced and Virtual e-learning Documentation

Work With IT, Finance and Other Teams

Apply Latest Learning Theory

MS Office Suite

Evaluate

Maintain/Distribute Resources

Analyze Story Boards

Attention to Detail

Develop and Program e-learning Using Leading Authoring Tools, i.e., Flash, JavaScript, HTML, etc.

e-Learning

INTERPERSONAL SKILLS

Collaborating/Acting as Liaison/
Team Player

Influencing Others

Building Relationships

Organized

Excellent Written and Verbal
Communication

Taking Ideas from Conceptualization
to Implementation

Public Speaking

Meeting Deadlines

Listening

Adaptability/Flexibility

Other Traits Employers Are Looking For:



1

Integrity

2

Dependability

3

Initiative

4

Work well with others

5

Ability to receive feedback

6

Dedication

7

Positive energy / attitude

7 Ways to Obtain Technical Skills

- ① Courses
- ② Certification classes
- ③ Attend ATD meetings / professional associations
- ④ Volunteer on committees / projects
- ⑤ Intern / apprentice with others in field
- ⑥ Network
- ⑦ Conduct informational interviews

Informational Interviews

Stage 1:
Prepare



Stage 2:
Get Started



Stage 3:
Conduct the
Interview



Stage 1: How to Prepare



1

Write one-minute introduction

2

Practice out loud daily and re-write

3

Practice, practice, practice

How to Write Your Introduction

Introduce Yourself



Say, "I'm _____. So nice to meet you."

**Where you're from,
Education**



**Experience,
Accomplishment**



**Why you'd like to change
position**



**Why you're interested in
Talent Development**



“I’m from Chicago and earned my B.A. in business from The University of Chicago and my MLIS from The University of Illinois. After graduation, I began working as a librarian in the Chicago public school system where I streamlined the process for ordering and distributing more than 500,000 textbooks. This new online process eliminated unnecessary and outdated books, saving the district more than \$175,000. I have additional experience using innovative approaches to develop effective training programs and improve processes both online and in the classroom. I am currently exploring e-learning and how I can apply my course development, process improvement and technical skills to transition into talent development.

Who would you recommend I speak with?”

Stage 2: How to Get Started



- 1 Make initial contact by phone
- 2 Introduce yourself
- 3 Explain that you are seeking advice
- 4 Ask for 15-20 minute meeting
- 5 End with day and time to talk/meet
- 6 Thank the person
- 7 Practice daily

Image courtesy of stockimages at FreeDigitalPhotos.net

Stage 3: Ten Tips for Conducting Informational Interviews

Know your one-minute intro.

Bring written questions.

Allow for 15-20 minutes.

Keep conversation positive.

Do NOT make negative comments about current/previous employer/positions.

Share enthusiasm!

Bring résumé, *BUT only provide it if requested.*

Ask for referrals; get permission to use him/her as a reference.

Get business card; make notes on back.

Write handwritten thank-you note.

Questions to Ask:

How did you
get into this
profession?

Which parts of
your job are most
challenging or
interesting?

What are your
department's /
organization's goals?

Can you recommend a
career progression
into this position?

What trends could
affect the future
of the business?

What are
educational and/or
licensing
requirements?


What skills,
qualifications,
and/or training are
required?

What resources would
you recommend to
learn more about your
field?

Who else would
you recommend I
speak with?

RESOURCES:

- ATD Blogs:
 - *Advice for Budding Trainers* by Swati Karve
 - *Is Training & Development the Right Career for You?* by Sue Kaiden
 - *Getting Your Start in Talent Development* by Warren White
- Local colleges and universities
- Numerous certificate and online educational programs through ATD
- www.courses.td.org
- *E-Learning Fundamentals: A Practical Guide* by Diane Elkins and Desirée Pinder
- *The Accidental Instructional Designer* by Cammy Bean



“Ability is what you’re capable of doing.
Motivation determines what you do.
Attitude determines how well you do it.”
- *Lou Holtz*

Questions



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