

# How to Avoid Becoming Obsolete

Sue Kaiden  
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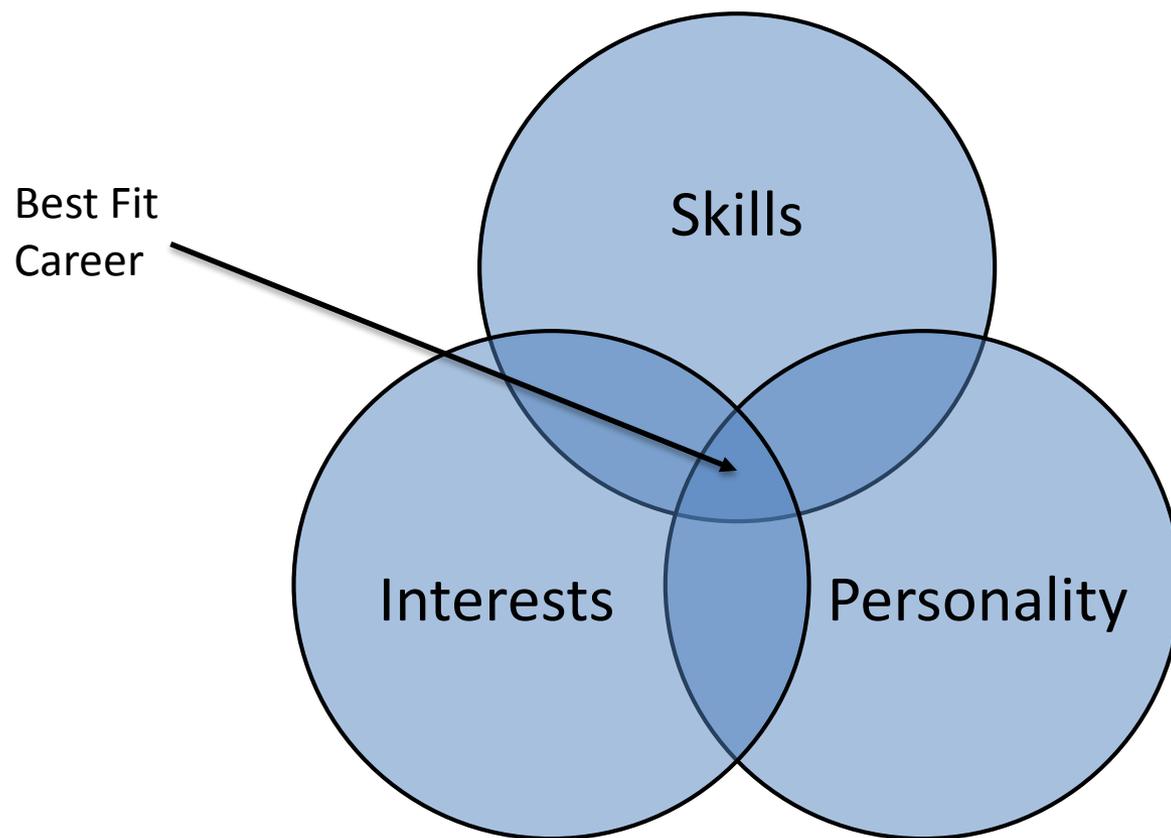
**Sue Kaiden**  
**ATD's Community of Practice Manager**  
**Career Development**

Sue Kaiden is the manager for the Career Development Community of Practice. This community helps professionals develop their careers and the careers of others within their organization. With more than 20 years of experience improving performance in the healthcare, IT, and nonprofit sectors, and 10 years of experience as a career coach, Sue is your point of contact for the ATD Career Development Community of Practice. She holds an MBA from Cornell University, a BS in business administration from Miami University, Ohio. She is trained in Lean Six Sigma and certified as a Myers Briggs (MBTI), and Strong Interest Inventory practitioner.

# How to Avoid Becoming Obsolete

- Find Your Fit
- Taking Stock
- Know Thyself
- Mind the Gap
- What Next?
- Q&A

# Find Your Fit



# Taking Stock

What do I have to offer?

- Skills - What can I do?
- Knowledge – What do I know?
- Personality Traits – Who am I as a person?

# Personal Inventory – Tina Trainor

Skills/Experience	Knowledge/Credentials	Personality Traits
<p><b>What can I DO?</b></p> <ul style="list-style-type: none"> <li>• Teaching/Instructing</li> <li>• Group Facilitation</li> <li>• Public Speaking</li> <li>• Curriculum development</li> <li>• Program evaluation</li> </ul> <p><b>EXPERIENCE:</b> 6 years experience as training specialist 4 years as nurse</p>	<p><b>What do I KNOW?</b></p> <ul style="list-style-type: none"> <li>• Adult Learning Principles</li> <li>• ADDIE and SAM</li> <li>• Leadership development</li> <li>• Learning modalities</li> <li>• Health care industry</li> <li>• Clinical knowledge</li> <li>• Blackboard LMS</li> </ul> <p><b>DEGREE:</b> BS in Nursing <b>CERTIFICATIONS:</b> ATD Master Trainer</p>	<p><b>Who AM I?</b></p> <ul style="list-style-type: none"> <li>• Extroverted</li> <li>• Creative “idea person”</li> <li>• Enthusiastic/Positive</li> <li>• Organized</li> <li>• Collaborative</li> <li>• Empathetic</li> <li>• Enjoy variety</li> </ul> <p><b>PERSONALITY PROFILES:</b></p> <ul style="list-style-type: none"> <li>• MBTI (ENFJ)</li> <li>• DiSC (High IS)</li> </ul>

# Know Thyself

## What Do I Want?

- Skills/Function
  - What skills do I most enjoy using?
- Industry/Sector
  - What industries or sectors interest me most?
- Work Environment
  - What type of environment allows me to do my best work?

# Preference Grid – Tina Trainor

Categories	No	Maybe	Yes
SKILLS	<ul style="list-style-type: none"> <li>▪ Bedside nursing</li> <li>▪ E-Learning (Only)</li> <li>▪ Computer programming</li> </ul>	<ul style="list-style-type: none"> <li>▪ Program Evaluation</li> <li>▪ Develop instructional materials</li> <li>▪ Clinical knowledge</li> <li>▪ Technical training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training delivery</li> <li>▪ Group Facilitation</li> <li>▪ Program design</li> <li>▪ Leadership development</li> </ul>
INDUSTRY	<ul style="list-style-type: none"> <li>▪ Defense</li> <li>▪ Insurance</li> <li>▪ Pharmaceutical</li> </ul>	<ul style="list-style-type: none"> <li>▪ Non-profit</li> <li>▪ Start-up</li> <li>▪ NGO's</li> </ul>	<ul style="list-style-type: none"> <li>▪ Health care</li> <li>▪ Consulting</li> <li>▪ Training Company</li> </ul>
ENVIRONMENT	<ul style="list-style-type: none"> <li>▪ Commute &gt; 1 hour</li> <li>▪ Large firm</li> <li>▪ Authoritarian workplace</li> <li>▪ Salary below \$ 70K</li> <li>▪ Travel &gt; 50%</li> </ul>	<ul style="list-style-type: none"> <li>▪ Commute 30-60 minutes using public transportation</li> <li>▪ Salary \$70K-80K</li> <li>▪ Small firm or start-up</li> <li>▪ Travel 25-50%</li> </ul>	<ul style="list-style-type: none"> <li>▪ Commute &lt;30 mins</li> <li>▪ Collaborative</li> <li>▪ Advancement</li> <li>▪ Salary \$ 80K – 95K+</li> <li>▪ Travel &lt; 25%</li> </ul>

# Target – “Aspire” To Job

What is your ideal or target job?

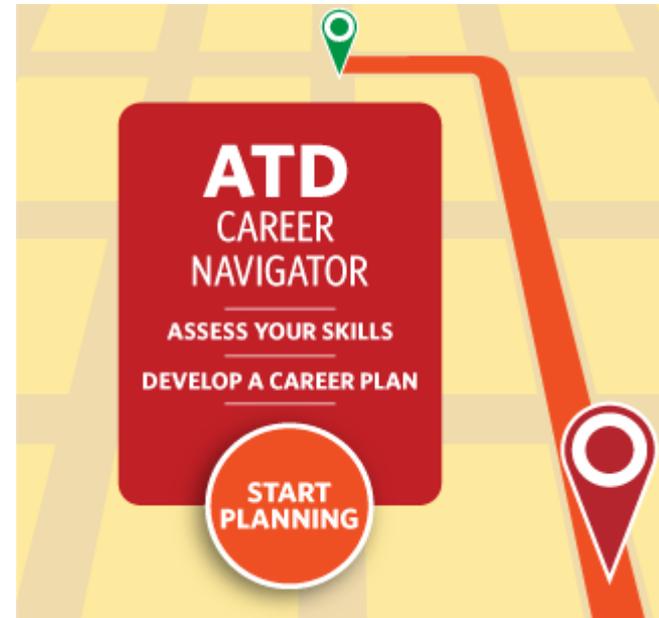
- “Yes” column describes ideal position
- Find an example or two
  - [Jobs.td.org](http://Jobs.td.org)
  - [Indeed.com](http://Indeed.com); [ziprecruiter](http://ziprecruiter)
- Compare your qualifications to your target job

# Mind the Gap

Requirements	My Qualifications
<b>Experience:</b> Years in Specific Role, or Using Pertinent Skills	Do I have required years of experience? Is experience recent & relevant?
<b>Knowledge:</b> Industry knowledge, body of knowledge required for role	Do I know the sector/specific industry? Is my body of knowledge up to date?
<b>Skills:</b> Transferable skills (eg: Teaching/Training), Technical Skills (Software Packages)	What proof do I have that I possess the required skills? (Certifications, Recommendations, Stories)
<b>Personality Traits:</b> Soft skills (eg: team player), Reliable, Persevering	What proof do I have that I possess these personality traits? (Stories, Recommendations)
<b>Education/Training/Certifications:</b> Degrees, Special Training, Industry Recognized Certifications	Do I possess the certifications or education they require? Do I have the certifications/education they “prefer”?

# ATD Career Navigator

- Training & Development
- TD Manager
- Instructional Designer



<https://www.td.org/Communities-of-Practice/Career-Development/Career-Navigator>

# Gap Analysis

- Based on your comparison chart, what are your strengths and weaknesses?
- Did you uncover significant gaps in experience or credentials?
- Do you need to work on developing proof that you possess the required skills?
- Are some of your soft skills lacking?
- If not, what's holding you back from advancing?

# Gap Analysis – Tina Trainor

GAP ANALYSIS	
THEIR REQUIREMENTS	MY QUALIFICATIONS (PROOF/EXAMPLES)
<b>SKILLS:</b> <ul style="list-style-type: none"> <li>• Demonstrated high level of skill delivering and facilitating corporate training– classroom and virtual delivery</li> <li>• Consults with leadership to identify performance issues</li> <li>• Develops, evaluates and updates training programs</li> <li>• Training administration using LMS</li> <li>• Project management skills</li> <li>• Time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Highest training delivery scores on internal workshop evaluations – “best trainer” award three years in a row</li> <li>• Worked with leadership to develop leadership development program that won ATD Best award.</li> <li>• Responsible for developing and updating leadership and management development programs for entire team</li> <li>• Consistently deliver programs on-time and under-budget</li> <li>• Performance review and recommendations cite my strong ability to prioritize and manage my time</li> </ul>
<b>KNOWLEDGE:</b> <ul style="list-style-type: none"> <li>• Leadership development</li> <li>• Health care industry</li> <li>• Working knowledge of adult learning methods</li> <li>• Knowledge of Learning Management Systems (LMS)</li> </ul>	<ul style="list-style-type: none"> <li>• Attended several workshops/created LD program</li> <li>• Ten years of experience in health care industry</li> <li>• ATD Master Trainer plus additional workshops on topic</li> <li>• Some knowledge and experience with LMS</li> </ul>
<b>PERSONAL TRAITS:</b> <ul style="list-style-type: none"> <li>• Ability to work with all levels of the organization and SME’s</li> <li>• Multi-tasker, prioritize workload in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• Stories about how I’ve collaborated and worked with all levels of people to move projects forward; juggling priorities</li> </ul>
<b>EDUCATION/EXPERIENCE:</b> <ul style="list-style-type: none"> <li>• Bachelor’s degree with 8-10 Years experience</li> <li>• Master’s with 10+ years experience preferred</li> </ul>	<ul style="list-style-type: none"> <li>• 6 Years Experience in training/4 Years Nursing experience</li> <li>• No master’s degree</li> </ul>

# What Next?

## What is my action plan?

- How do you compare with your ideal job?
- What can you do to close gaps?
  - Special projects, volunteer work, offer help
  - On-line training, certifications
- Increase Visibility
  - Networking, mentoring, advisory board

# Let's Take A Quick Poll

Would you be interested in participating in a members-only Ask-A-Coach career development webcast or conference call?

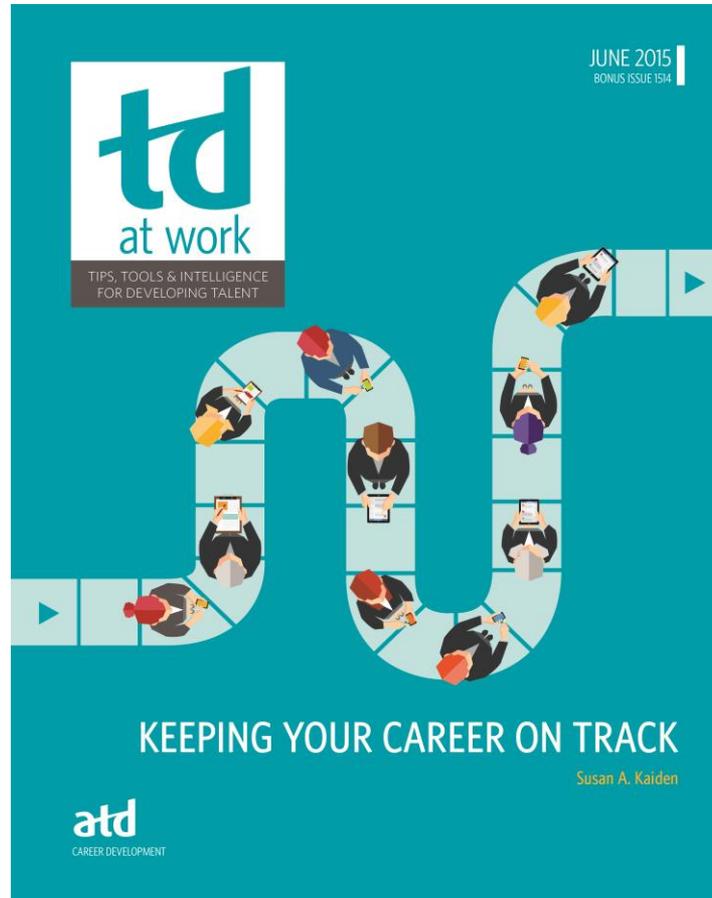
- A. YES, where can I sign up?
- B. MAYBE, need more info
- C. NO, not interested

# QUESTIONS?

Chat out your questions

Email me at [skaiden@td.org](mailto:skaiden@td.org) to enter drawing for free copy of *TD at Work*

# Keeping Your Career on Track



[td.org/careermap](http://td.org/careermap)

Or call 800-628-2783

