



Your Workbook

Don't just *think* it, ink it!

When I grow up, I want to be.....

What specific role or position are you aspiring for – right now?

Why?

Are you willing to do the work you need to do, to pursue that role or position?

Build Your Reputation

First, excel in your current position

1. Build rapport
2. Develop/expand emotional intelligence
3. Be accountable
4. Be competent – and then some
5. Develop and maintain trust

Consider that every day in your current job, you are essentially applying for your next job.

Build Your Network

Ways I can expand my professional network:

- Join Linked In (or other relevant social media platform)
 - Website:
 - Username:
 - Password:
- Attend professional conferences (list them here)
 -
 -
 -
- Volunteer for a professional organization (list them here)
 -
 -
 -
 -
- Let colleagues and friends know what you are aspiring to do (they may have contacts)
 -
 -
 -
 -
- Make a plan to keep in touch – but don't become a pest!

People I've met that I want to stay in touch with/learn more from:

Name: _____

Role/Title: _____

Jurisdiction: _____

Phone number: _____

Email address: _____

Why them? _____

Name: _____

Role/Title: _____

Jurisdiction: _____

Phone number: _____

Email address: _____

Why them? _____

Name: _____

Role/Title: _____

Jurisdiction: _____

Phone number: _____

Email address: _____

Why them? _____

Build Your Skills

Imagine this scenario: You're doing a great job in your current role, but you're interested in moving up – or maybe in a completely different line of work. You are passionate about this; you're looking forward to advancing your career to an exciting new place!

Here's the rub: This new role requires qualifications or experience that you currently don't have.

How do you bridge the gap – short of quitting your current job and going back to school or getting into a full-time educational program, what are some alternative ways of learning the skills you need, without spending too much time and money?

Volunteer

Make a lateral or downward move

Distance Learning Opportunities

Workshops & Certifications

What do you know about your “target” organization?

How do you make sure this is really where you want to work? Research them! (Hint: If you get an interview, you’ll be glad you did the research.)

Website

Spend time in their office or reception area

Interview current employees

Shadow a current employee

Follow them on social media

What do you want to know about them?

Some ideas to start you thinking – but add your priorities to this list. You may not care about the ideas below! List the things that are most important to you about where you work and who you work for.

- Their office culture, norms, work environment (Examples: Do they have a dress code? Do they value teamwork or individual contributions? Do they celebrate things like birthdays? Do they participate in charity or other community events?)
- Their structure (Examples: Is it a hierarchical or relatively “flat” organization; What opportunities for advancement will you have? Are there workgroups staff participate in?)
- Do they have a reputation for doing good work?
- Will you have opportunities/expectations around continuing your learning and growth?
- Do staff work from home office?

Understanding the job description

Minimum Requirements

Look for words like “Must have...”; “Required experience”; “Minimum years of experience”

Desirable experience, expertise

Look for words like “Ideal candidate will have...”; “Credit given for...”; “Prefer candidate with...”

Knock-it-out-of-the-park attributes

Do your homework! Know what’s important to be successful at the organization. Understand what the work entails. Provide specific examples of how your experience and qualifications align with **their** needs.

Important: Don’t give the application reviewer an easy way to screen you out

- Spelling and punctuation count
- Grammar counts
- Neatness counts
- Understand and respond to what **they** ask for
- **Don’t** stop at your job title
 - Don’t assume the reviewers know you or know what you do – or what your title means in terms of what you do every day on the job. They might – but don’t rely on it.
 - Go beyond your job title and talk about what you have done and can do – the skills and knowledge you have acquired as a child support professional. “Child Support Officer I” doesn’t say anything about what you do.
- If you’re going for a stretch job, or with an organization or department outside of your current one, think about everything you do. Don’t inflate but do sell yourself!
 - Think about things like interacting with the public, reviewing legal documents, performing complex calculations, working both on a team and independently, using Microsoft products, experience working in a courtroom – those are skills and abilities that are in addition to your knowledge and experience in the child support program.

Action Plan (sample)

Goal statement:

By June 30, 2023, I will be ready/qualified to apply for a position as a Supervising Trainer for child support.

Action steps:

	Activity	Start Date	Due Date
☐	I will obtain a job description for the Lead Trainer, from 3 jurisdictions.	11/15/2022	11/30/2022
☐	I will complete a course in business writing skills.	12/1/2022	12/31/2022
☐	I will interview one person who is currently working as a trainer in each of the three jurisdictions I'm interested in.	1/1/2023	1/31/2023
☐	I will complete a course in effective presentation skills.	2/1/2023	2/28/2023
☐	I will join my local Toastmasters group and become an active participant, including volunteering to make presentations at the regular meetings.	2/1/2023	2/28/2023
☐	I'll complete a course in advanced PowerPoint skills.	2/15/2023	3/15/2023
☐	I will draft and then record myself making a presentation about our in-hospital paternity program. I'll ask at least one trusted, honest colleague to review and provide feedback.	2/1/2023	3/31/2023
	And so on		
	And so on		
	And so on		6/30/2023

Note: Items like the Toastmasters course are likely to go beyond 2/28/2023. But if you end date it 6/30/2023, it “gives” you the option to delay it. By giving yourself a smaller timeframe, you’re telling yourself that by 2/28, you will have at least **joined** Toastmasters.

The final item should have an end date of 6/30/2023 – your goal date. If in the process of adding action items, you realize 6/30 may be an unrealistic date, decide whether to 1) Adjust the date; 2) Prioritize the action items so the key items fall before 6/30, and less critical items fall after 6/30; and/or 3) Decide to let other things you’re spending time on take a lower priority, so you can finish preparing for this position. (*Example: How much time do you spend on social media or watching TV?*)

Action Plan – Date:

Goal statement:

Action steps:

	Activity	Start Date	Due Date
☐			
☐			
☐			
☐			
☐			
☐			

This form provides the very basic elements of an Action Plan. You may want to use an electronic tool – such as an Excel spreadsheet – instead. Use the tool and format that works best for you, to make sure you use it!

Who I will Interview

You may not know right now, exactly who you will interview. But brainstorm names or positions of people you want to interview. Gather their contact information when you're back in the office.

Name: _____

Role/Title: _____

Jurisdiction: _____

Phone number: _____

Email address: _____

Name: _____

Role/Title: _____

Jurisdiction: _____

Phone number: _____

Email address: _____

Name: _____

Role/Title: _____

Jurisdiction: _____

Phone number: _____

Email address: _____

Additional Notes

If you would like a WORD version of this document so you can edit it for your needs, please reach out to Kathy Sokolik - ksokolik@pubknow.com.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.