



# Championing your Career with Confidence

## CONTENTS

Affirmations- Declaring Your Interests.....	2
Mentors and Sponsorship .....	3
Your Elevator Pitch .....	4
Network Assessment .....	6
Crafting and Maintaining your Individual Development Plan.....	7
Notes .....	9



## AFFIRMATIONS- DECLARING YOUR INTERESTS

Write 5 I statements that tell others what you care about, or what you want others to know about your professional interests. Use starters like "I am", "I will", "I want"





## MENTORS AND SPONSORSHIP

### How to find a Mentor

- Finding the Right Mentor
  - Know your goals
  - Who do you look up to?
  - Do the research.
  - Be cognizant of your own network.
- Making the Ask
  - Have an elevator pitch ready.
  - Make sure it's the right fit before asking.
  - Mention what you like about the person's work

### 5 ways to find a sponsor

- Build on a mentoring relationship
- Identify higher-ups who inspire you and introduce yourself
- Let the sponsor see you in action
- Ask questions and tactfully challenge the status quo
- And finally...ASK!



## YOUR ELEVATOR PITCH

### Elevator Pitch Activity

### How to Introduce Yourself

#### What is an elevator pitch?

Imagine stepping into an elevator and as the doors close, the person standing next to you says, “Hi, I’m a Recruiter that supports ‘your dream school/unit/department’. Tell me about yourself.” Are you prepared for an opportunity like this one? Are you able to concisely introduce yourself, your background, and your career aspirations in the time of a quick elevator ride --- 30 seconds or less? The best elevator pitches provide enough information and enthusiasm so that the other person wants to continue the conversation.

#### The Components of an Elevator Pitch

##### *(A) Who Are You?*

- Introduce yourself by sharing your name and place yourself in context by explaining what school you attend, your academic program, or where you currently work.

##### *(B) What Makes You Unique?*

- Make sure you mention qualities you possess that are unique and meaningful to the employer. This is also a place to talk about relevant accomplishments.

##### *(C) What Are Your Goals?*

- This lets employers know what you are looking for: an internship, part-time or full-time position. Do not be demanding but be straight forward that you are looking for new opportunity.

**Now, use the components above to create your elevator pitch.**

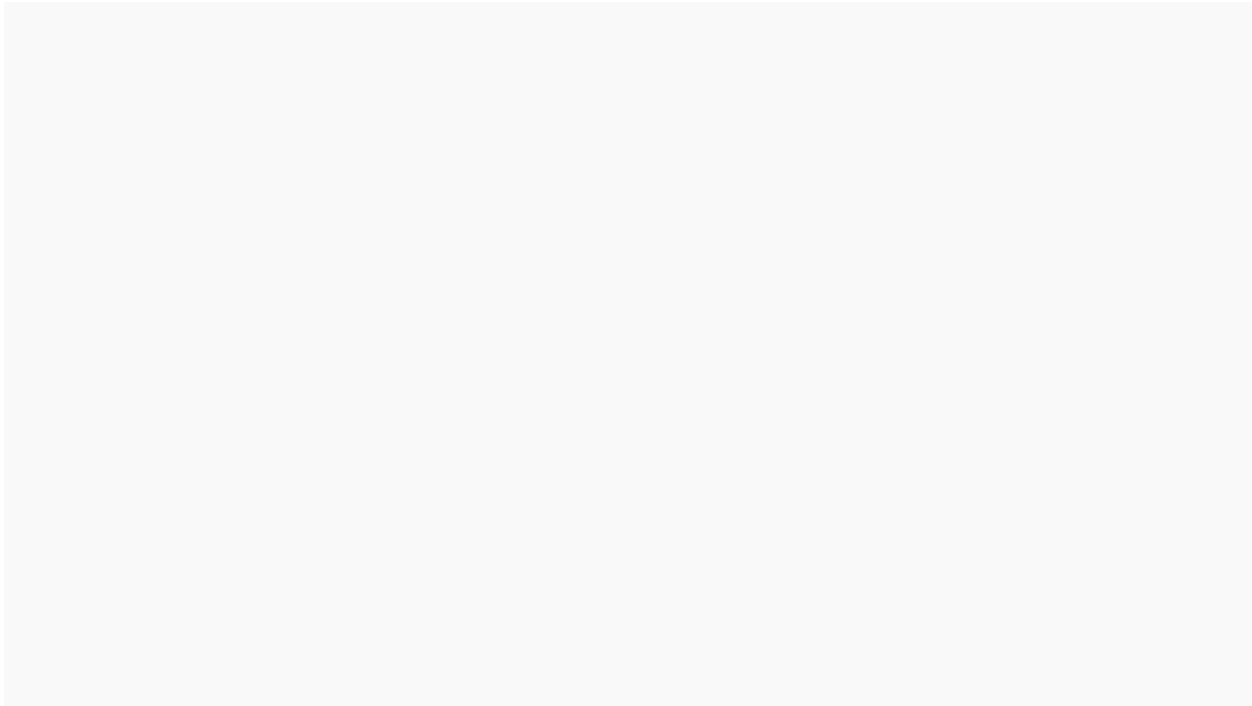
Hello, my name is (A)\_\_\_\_\_, and I’m currently (attending, enrolled in, working at (A)\_\_\_\_\_. I believe that my (B)\_\_\_\_\_ makes me unique and will bring value to your organization. My goal is to (C)\_\_\_\_\_.



In Breakout (Alternate Roles)

- **All**- Draft your Elevator Pitch- ~3 min
- Person 1- Delivers Elevator Pitch ( 1:30 min)
- Person 2- Person receiving will then state back what they heard to check for clarity (1:30)
- Person 3- Silent Observer

When everyone has rotated through the roles, you can deliver/discuss feedback as a group (2-3 min)





## NETWORK ASSESSMENT

- List the names of 10 Trusted Advisors, Mentors, Sponsors in your professional life
- What characteristics do they share? (e.g. industry, function, seniority, gender, race, geography)

### How Diverse is your Network?

- What characteristics do they differ in?
- Are there gaps based on your professional interests?



## CRAFTING AND MAINTAINING YOUR INDIVIDUAL DEVELOPMENT PLAN

### Individual Professional Development Plan Sample

#### Self-assessment

- *Currently a specialist but would like to move into a project management role.*
- *Currently have good interpersonal and communication skills.*
- *Need to improve my leadership and time-management skills.*

#### Goals

- *Increase my salary by 30%.*
- *Earn a promotion to be a project manager.*

#### Strategies

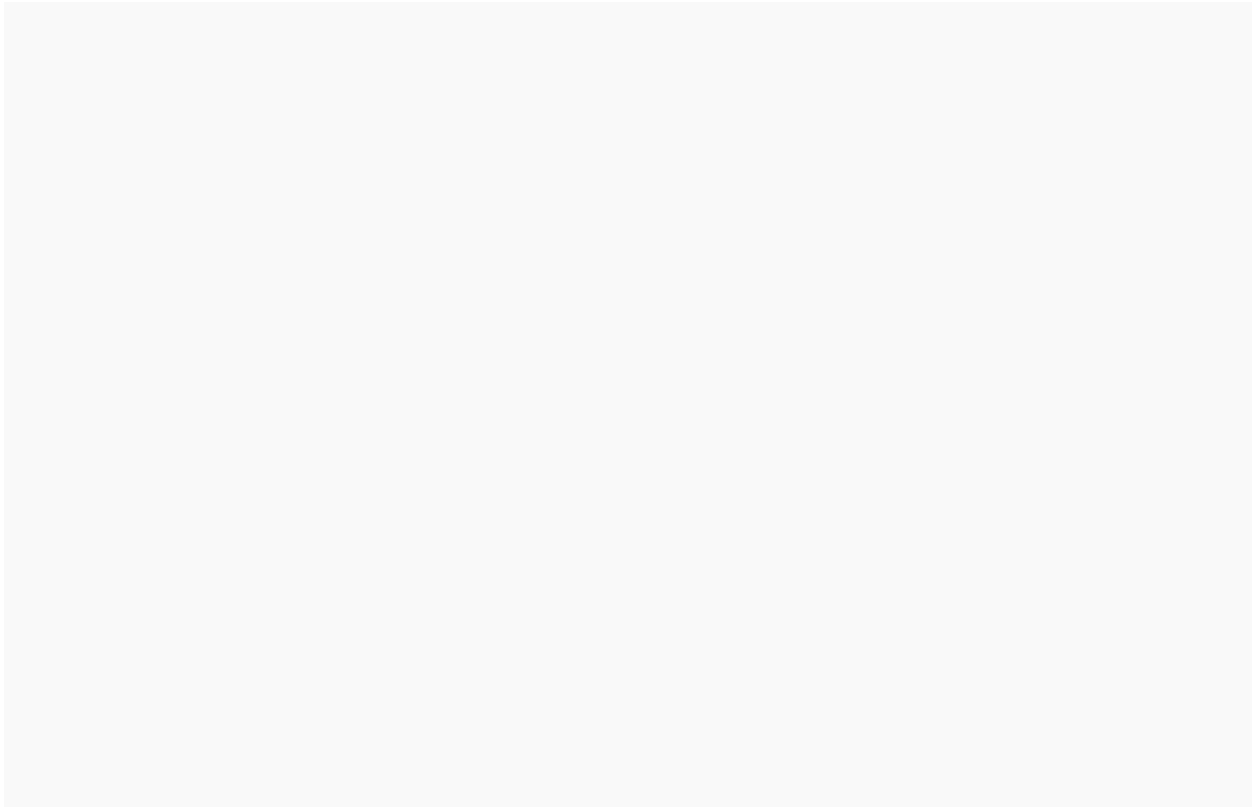
- *Find a management mentor.*
- *Accept increased responsibilities in my current job.*
- *Complete a project management seminar.*
- *Complete at least two leadership courses.*
- *Learn specific coaching techniques.*

#### Resources

- *Project Management Institute*
- *Videos on different project management methods*
- *Local project manager association*

#### Timeline

- *In one month: ask to lead the team for a small project.*
- *In two months: secure a mentor.*
- *In three months: enroll in project management courses.*
- *In one year: ask for project management promotion.*







## NOTES

A large, empty light gray rectangular area intended for taking notes.