



MAKING

THINGS

HAPPEN

A GUIDE FOR PROFESSIONAL
DEVELOPMENT

**BRIGHAM YOUNG UNIVERSITY
PROFESSIONAL COMMUNITIES**

Purpose

The purpose of this step-by-step guidebook is to help you through the process of discovering where you are in your career, where you want to go, and how to plan a path to get there. The activities are meant to be enjoyable, to give you ample opportunity to reflect on your dreams and goals, and to discover things about yourself that perhaps you had not previously realized. Be accurate in your evaluations, seek input from others, and focus on your strengths.

"You cannot dream yourself into a character; you must hammer and forge yourself one." —*Henry David Thoreau*

"Personal development is the belief that you are worth the effort, time and energy needed to develop yourself." —*Denis Waitley*

"Good timber does not grow with ease; the stronger the wind, the stronger the trees." —*J. Willard Marriott*

"Opportunity is missed by most people because it is dressed in overalls and looks like work." —*Thomas A Edison*

"A gap in skills and abilities reveal a golden opportunity!" — *Abhishek Ratna*

Table of Contents

1 - Starting Line	1
2 - Take Your Pulse	7
3 - Dreams	10
4 - Framework	13
5 - Skills Development	16

1

Starting Line

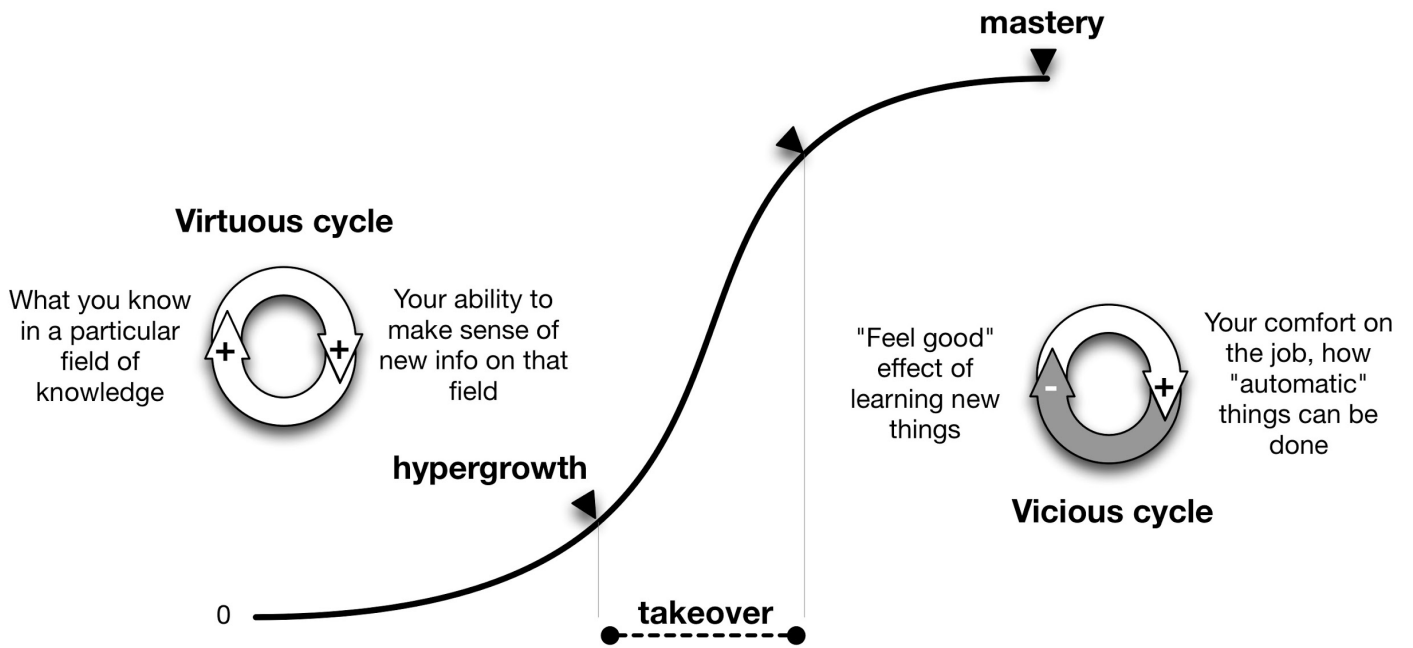
“The way to get started is to quit talking and begin doing.”

- Walt Disney

Understanding S-Curves and developing and mapping your own is an important part of the **skills** discovery process. You need to understand where you are now in order to start moving forward. An S-Curve is a visual representation of your work life in a certain role or job. The lower end of the S-Curve has a gradual incline that represents someone who is just starting out and has a lot to learn. The first months of this time will be spent learning and getting up to speed on the responsibilities, tasks, and **skills** they need to know to be successful at their job.

The middle part of an S-Curve represent rapid growth. This part of the S-Curve is also known as the “Sweet Spot”. An employee in the sweet spot is efficient, engaged, and produces results. They also understand and can articulate the **skills** they possess.

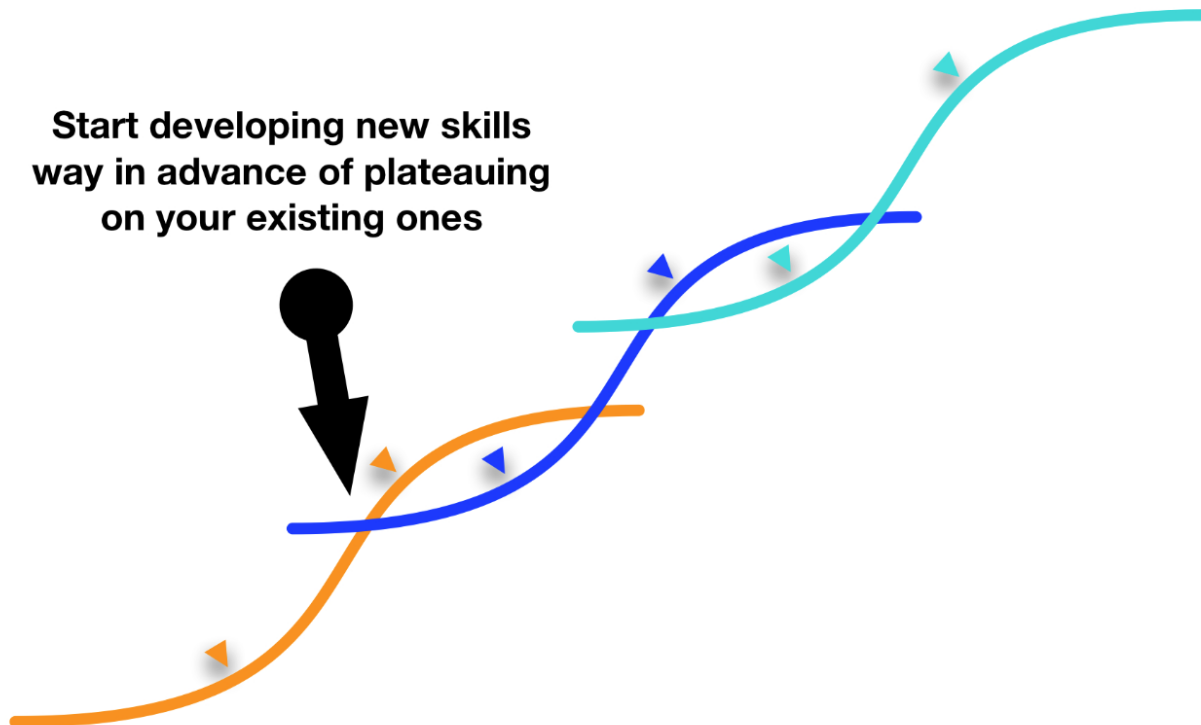
The high end of the S-Curve is known as “Mastery,” employees who are masters at the **skills**, tasks, and responsibilities of their job or role. The danger of this part of the S-Curve is that if an employee stays in the mastery portion of the S-Curve for too long, their performance and engagement will plateau and could even begin to slope down again.



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This is where **skill** development really comes into play. By choosing a new **skill** to develop you can JUMP from one S-Curve to the next (See following chart). This will help you stay engaged, grow, and prepare for opportunities that arise.

<https://whitneyjohnson.com/hbr-throw-your-life-an-s-curve/>



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The rest of this section will walk you through the process of mapping out your S-Curves of previous jobs, the **skills** you developed while in those positions, and where you are now. This will help you to see a clear picture of the **skills** you have developed throughout your career and what your strengths and weaknesses might be.

Please engage in the process by answering each question thoughtfully and completely. Your answers will be additive and begin to form your thought processes for each new step along your journey.

Questions:

What was your first “real” career-centered job?

What specific skills did you develop while there? (if you have trouble thinking of skills, think back to the tasks you performed there and *then* the skills you developed as a result)

Repeat this process for each career-contributing job you have had since that time.

Job:

Skills:

Job:

Skills:

Job:

Skills:

Job:

Skills:

Job:

Skills:

Job:

Skills:

Job:

Skills:

How have you used any of these **skills** in your present work assignments?

NOTES/INSIGHTS:

Steps to take:

Make a comprehensive list of all the key **skills** you have developed. Rank them from most developed to least developed.

Enlist the counsel of your supervisor and complete an S-Curve exercise using the **skills** information gleaned from questions 1-5.

Schedule an appointment with your CDC to review your completed S-Curve exercise

Date:

Time:

Skills/Rank:

2

Take Your Pulse (Discovery)

"Knowing yourself is the beginning of all wisdom."

- Aristotle

Questions:

What do you like best/least about your current job/position?

Which of your work responsibilities make you lose track of time?

If you had the opportunity to teach/train on something that you enjoy at work, what would it be?

What are you naturally good at?

What do you consider to be your top 5 strengths?

When do you feel the most successful at work?

What activities light you up, energize you, or make you feel stronger, better, or more inspired?

What's the best job you've ever had? What made it so great?

What do you consider to be some of your biggest achievements & defining moments up to this point in your career?

With your skills package in mind, what percentage of the time in your current job do you get to do what you do best?

What would your job look like to you if you got to do what you do best a higher percentage of the time?

3

Dreams

“Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world.”
— Harriet Tubman

Now that we've taken your pulse and have discovered where you are at now, let's dive into the future and learn about your dreams and goals...

Questions:

What is your dream job?

What new **skills** would you need to achieve your dream job?

How could you incorporate elements of your dream job into your current/future job?

Who are the 3 - 5 people you admire most? What attributes do they possess that you would like to develop?

Who is the best leader(s) you've ever had? What qualities made them so amazing?

What words do you want to come to mind when others think about you?

Steps to take:

Consider a potential "Journey" you could weave your dreams into a future career plan.

Schedule a meeting with your Supervisor to share your aspirations.

Date:

Time:

Schedule an appointment with your CDC to develop a purpose statement and talk about the next steps of your "Journey."

Date:

Time:

4

Framework

“Great people become great due to the framework, routines and habits they have set for themselves”

— Sunday Adelaja

On the Professional Communities Website, study each competency and review the definition of each level. For each competency, circle the level that best describes you. Link: <https://professionalcommunities.byu.edu/>

Emotional Intelligence: Assistant -Associate -Sr. Associate -Professional -Sr. Prof–Principal

Communication: Assistant -Associate -Sr. Associate -Professional -Sr. Prof –Principal

Leadership: Assistant -Associate -Sr. Associate -Professional -Sr. Prof –Principal

Innovation and Creativity: Assistant -Associate -Sr. Associate -Professional -Sr. Prof –Principal

Business Acumen: Assistant -Associate -Sr. Associate -Professional -Sr. Prof -Principal

Customer Orientation: Assistant -Associate -Sr. Associate -Professional -Sr. Prof -Principal

Problem Solving and Troubleshooting: Assistant -Associate -Sr. Associate -Professional -Sr. Prof -Principal

End User Technology: Assistant -Associate -Sr. Associate -Professional -Sr. Prof -Principal

Systems Management: Assistant -Associate -Sr. Associate -Professional -Sr. Professional -Principal

Emerging Technologies: Assistant -Associate -Sr. Associate -Professional -Sr. Professional -Principal

Process Management: Assistant -Associate -Sr. Associate -Professional -Sr. Professional -Principal

Review these skills ratings with your Supervisor. Does he/she agree with your assessments?

If there is a gap between your assessment and your supervisors, what should be done?

Questions:

Do you enjoy managerial and people relationship building?

Do you prefer deep dive knowledge and specializing in a particular expertise?

5

Skill Development

*“Knowing yourself is the beginning of all wisdom.”
- Aristotle*

Steps to take:

1. Having chosen your career path, choose your first skill to develop that will help you achieve your goals.
2. Use the following pages to record your goals, progress, and skill development outcomes.
3. Record how your experiences have influenced your current goals.
4. Repeat the process with the skill you choose next.
5. Make a plan to market your skill development to your supervisor

Points to Consider Along Your Journey:

Council with your supervisor and CDC on a specific outline and approach as you start on your new career development journey.

Schedule regular meetings with your supervisor and your CDC to update progress and receive support and guidance for each new skill/competency. Record the outcomes of those discussions.

As each new skill becomes fully developed, continue to choose additional skills to work on and keep your development pipeline full.

Make professional development a regular part of one-on-one's with your supervisor. Record the outcomes of those discussions.



If needed, work with your supervisor to identify a mentor/sponsor to assist in your progress.

Skill Development Plan

Fill out this planning sheet for each skill goal you choose. It can help you with direction and progress definition. Complete steps 1 - 5 and have a meaningful discussion with your supervisor and CDC. Use the information from this form to guide you on your journey. Complete step 5 including notes and use to record your progress and report your successes to your supervisor and CDC.

Name: _____

Date: _____

1. Chosen Skill To Develop 	
2. Development Plan (How I plan to approach my chosen skill) 	
3. Specific Steps I Plan to Take: <ul style="list-style-type: none"> • • • 	4. At completion, what will it look like: <ul style="list-style-type: none"> • • •
5. Return and Report	
<u>Do</u> What I did to accomplish my goal.	
<u>Assess</u> How would you assess your progress	
<u>Learn</u> What did you learn while working on this goal?	
<u>Apply</u> How has this impacted your work?	
<u>Reflect</u> How was this work transformational?	
<u>Supervisor/Mentor Meetings</u> How were these meeting helpful?	
<u>CDC Meetings</u> How were these meetings helpful?	
Notes	

Notes

Learning, Application, etc.

Questions:

What did you learn from your efforts?

How will it improve your capabilities as an employee?

How can your employer benefit from your new or improved skills?

What insights (aha! moments) did you have during your learning process?

Which tools has Management provided to accomplish your plan of action?

Who was your mentor/sponsor during your plan of action?

What are you now doing that you didn't do before based on this plan of action?

How did this plan of action improve your relationship with your supervisor?
