

HOW TO GET AHEAD IN PROFESSIONAL ORGANIZATIONAL ENVIRONMENTS

A BRIEFING TO THE CORE PUBLIC MANAGEMENT SEMINAR

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TODAY'S BRIEFING WILL DISCUSS THE FOLLOWING ISSUES:

- 1. DEVELOPING AND MAINTAINING A PROFESSIONAL NETWORK.**
 - 2. PLANNING YOUR FIRST POST-MPA PROFESSIONAL MOVE.**
 - 3. SUCCEEDING ON THE JOB.**
 - 4. BUILDING SKILLS AND COMPETENCIES.**
 - 5. DEVELOPING A PROFESSIONAL REPUTATION.**
 - 6. OVERCOMING PROFESSIONAL ADVERSITY.**
 - 7. MOVING UP, OVER AND AROUND.**
 - 8. KEEPING YOUR CAREER IN PERSPECTIVE.**
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- 1. DEVELOPING AND MAINTAINING A PROFESSIONAL NETWORK.**
 - Ø BUILDING AND USING YOUR ROLEDEX.**
 - Ø STAYING IN TOUCH.**
 - Ø NURTURING AN INFORMAL NETWORK.**
 - Ø PROFESSIONAL SOCIALIZING AND PROFESSIONAL CIVILITY.**
 - Ø USING PROFESSIONAL ASSOCIATIONS.**

Ø USING SCHOOL AND ALUMNI CONNECTIONS.

Ø ASKING FOR HELP FROM FAMILIES, FRIENDS AND FRIENDS OF FRIENDS.

2. PLANNING YOUR FIRST POST-MPA PROFESSIONAL MOVE.

Ø NETWORKING FROM COLUMBIA.

Ø USE OF ADJUNCTS, FACULTY, AND ALUMS.

Ø USE OF WORKSHOPS, PRACTICUM, STUDENT ORGANIZATIONS, INTERNSHIPS, WORKSHOP, FELLOW STUDENTS AND VOLUNTEER WORK.

Ø USING THE OFFICE OF CAREER SERVICES.

Ø TAKING ADVANTAGE OF YOUR STUDENT STATUS.

Ø CASTING A WIDE NET TO DEVELOP JOB OPTIONS.

Ø COLUMBIA AND THE MPA AS A SELLING POINT.

Ø OPPORTUNITIES FOR PROFESSIONAL ADVANCEMENT.

--MENTORS, SKILL BUILDING, INTEREST/VALUES/IDEALS.

3. SUCCEEDING ON THE JOB.

Ø THE IMPORTANCE OF LISTENING.

Ø THE IMPORTANCE OF INFORMAL RELATIONS.

Ø LEARNING TO READ YOUR BOSS.

Ø PRESERVING YOUR BOSS' TIME.

Ø PROFESSIONALISM. --HONESTY, ETHICS, COMMUNICATION SKILLS, RELIABILITY, PUNCTUALITY, DRESS, RESPECT FOR OTHERS .

Ø KNOWING WHAT YOU DON'T KNOW.

Ø LEARNING HOW TO ASK FOR HELP.

Ø GETTING ALONG WITH PEOPLE.

Ø DEALING WITH BAD ASSIGNMENTS AND GETTING GOOD ONES.

4. BUILDING SKILLS AND COMPETENCIES.

Ø FINDING JOBS THAT DEVELOP NEW SKILLS.

Ø FINANCE AND ACCOUNTING

Ø COMPUTERS, DATA ANALYSIS, MANAGEMENT INFORMATION SYSTEMS (MIS).

Ø MANAGEMENT, TEAM BUILDING, STRATEGY FORMULATION.

Ø PUBLIC RELATIONS, MEDIA RELATIONS, COMMUNICATION SKILLS.

Ø LOBBYING AND LEGISLATIVE RELATIONS.

Ø POLICY ANALYSIS.

Ø DEVELOPMENT.

5. DEVELOPING A PROFESSIONAL REPUTATION.

Ø GETTING KNOWN FOR YOUR COMPETENCE.

Ø GETTING AND SHARING AUTHORSHIP AND CREDIT.

Ø PROTECTING YOUR GOOD NAME.

Ø KNOWING WHEN TO QUIT.

Ø THE OPPORTUNITIES AND DANGERS OF POLITICS AND ADVOCACY.

6. OVERCOMING PROFESSIONAL ADVERSITY.

Ø UNDERSTANDING HOW YOU ARE PERCEIVED WITHIN YOUR ORGANIZATION.

Ø UNDERSTANDING YOUR ORGANIZATION'S ENVIRONMENT AND THE TRENDS THAT EFFECT IT.

Ø MAINTAINING A PROFESSIONAL DEMEANOR AND KEEPING IN MIND YOUR LONG-TERM PROFESSIONAL INTERESTS

Ø REVIEW POINTS 1-5 OF THIS BRIEFING.

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7. MOVING UP, OVER AND AROUND.

Ø DETERMINING WHEN ITS TIME TO MOVE . --YOU'VE STOPPED LEARNING.

--YOUR PERFORMANCE IS DECLINING.

--YOUR REPUTATION IS NO LONGER GROWING.

--YOU'VE HIT A PROFESSIONAL CEILING OR YOU'VE BEEN PASSED OVER FOR A KEY PROMOTION.

--OTHER OPTIONS LOOK BETTER.

--YOU NO LONGER LOOK FORWARD TO WORK.

Ø WHEN TO LOOK FOR A NEW JOB: (ANSWER--ALWAYS)

Ø WHERE AND HOW TO LOOK FOR A JOB FROM A JOB.

Ø MOVING DOWN TO MOVE UP

8. KEEPING YOUR CAREER IN PERSPECTIVE.

Ø BALANCING WORK AND HOME.

--MAINTAINING A PERSONAL LIFE WHILE BUILDING A CAREER.

Ø PREVENTING BURN-OUT.

Ø REMEMBERING WHAT YOU ARE ABOUT AND WHO YOU ARE.

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