

## Navigating Your Career to Success

Presented by:  
Mary Clare Garber  
Principal  
Princeton Legal Search Group, LLC



---

---

---

---

---

---

---

---

## TODAY'S GOAL

Introduce the tenants for a  
career management plan



---

---

---

---

---

---

---

---

## Three P's

- **PERSON**
  - Skills and competencies & a positioning statement
- **PERSPECTIVE**
  - Reputation management
- **POSSIBILITIES**
  - The changing world of work and how do I navigate my career



---

---

---

---

---

---

---

---

## PERSON

1. SKILLS
2. COMPETENCIES
3. TRAITS



---

---

---

---

---

---

---

---

## PERSON

### 1. SKILLS

- A task you learn how to do and can be perfected over time, generally a verb.
- Examples: writing, reading, interpreting, listening

### 2. COMPETENCIES

- A grouping of skills that build on a larger or broader area of expertise. It may be a practice area but not necessarily.
- Example: Negotiating Contracts
- Skills supporting the competency: analyzing data, fact finding & verification, research skills, listening and communication skills, and writing skills



---

---

---

---

---

---

---

---

## PERSON (continued)

### 3. TRAITS

- Describe HOW you perform the skills or competencies, generally adjectives.



---

---

---

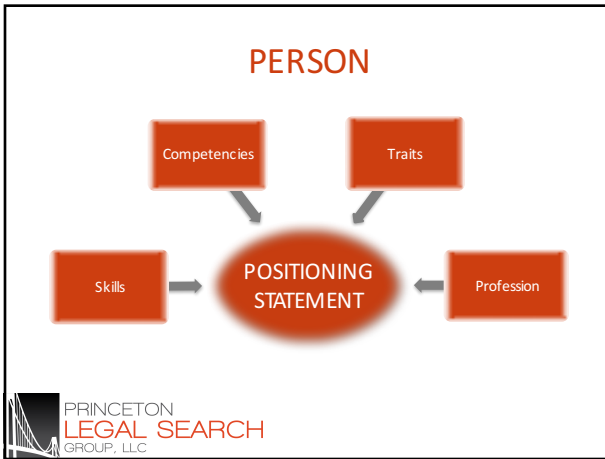
---

---

---

---

---




---

---

---

---

---

---

---

---

**NEW**

Sample Positioning Statement Outline:

A **motivated** **accounting** professional with **10 years** of progressively responsible experience working with mid-size to large non-profits. Strengths in (a.) **presenting financial statements to Boards of Directors** and (b.) **completing audits within deadlines**.

Works well **independently** and as a **team member**.

PRINCETON  
LEGAL SEARCH  
GROUP, LLC

---

---

---

---

---

---

---

---

**PERSPECTIVE:  
REPUTATION MANAGEMENT**

- What are others' perspectives of you in the work environment?
- What is your reputation and does it impact your career progression?
- Who are the people who can influence your reputation internally or externally?
- Does social media impact your reputation? Google yourself or "Know Before You Go".

PRINCETON  
LEGAL SEARCH  
GROUP, LLC

---

---

---

---

---

---

---

---

## PERSPECTIVE: REPUTATION MANAGEMENT

### REPUTATION DEFINITION:

- a:** overall quality or character as seen or judged by people in general  
**b:** recognition by other people of some characteristic or ability <has the *reputation* of being clever>
- 2 :** a place in public esteem or regard : good name <trying to protect his *reputation*>



---

---

---

---

---

---

---

---

## PERSPECTIVE: REPUTATION MANAGEMENT

**WHO:** Who would I like the feedback from? Do I value this person's opinion? If I don't value their opinion is there still value in soliciting the feedback (influencer or might they have valuable data/insight?)

**WHAT:** What would I like the feedback on; a skill, a project, a presentation, trait or style, ability to adapt to different teams, business units or groups?

**WHERE:** Where would I like to receive the feedback? A quiet place, whose office? Is the feedback more important than the location?

**WHEN:** What is the timing on feedback? Consider immediacy vs. quality of content. Is it more important to catch the person live here and now vs. waiting for a more structured time and place?

**HOW:** How will I begin the conversation? Are you clear about what you are asking for?



---

---

---

---

---

---

---

---

## POSSIBILITIES

Professions service one of the 12 Basic Needs of society and are enduring through time



---

---

---

---

---

---

---

---

## POSSIBILITIES

- **PROFESSION:** “a type of job that requires special education, training or skill” (Merriam Webster).
  - Enduring and meets one of the 12 basic needs
  - Requires education and or training, licensing
  - May be regulated and might require continuing education
- **INDUSTRY:** “a group of businesses that provide a particular product or service.” (Merriam Webster)
  - A subset or grouping within an economy and is enduring and will meet one or more of the 12 basic needs
  - May be regulated



---

---

---

---

---

---

---

---

---

---

## Navigating In the Changing World of Work

Checklist of Questions to ask Yourself

1. Is your profession primary or secondary to the core business? If you are a service organization is your professional service/s primary or secondary to the core business?
2. Is your profession portable? Where else might you apply your profession? Are there other organizations that could employ your profession?
3. What are the trends impacting your profession? Is your profession expanding or shrinking where are you in your profession (entry level, experienced, expert?)
4. Is your industry expanding or shrinking? Is your profession portable to other industries?
5. Where could you find out about trends impacting your profession?
6. Are there professional associations supporting your profession?
7. What step or steps could you take today to make you more marketable tomorrow? (skills development, a project, a board oppty., education etc.)



---

---

---

---

---

---

---

---

---

---

## POSSIBILITIES

Chart your possibilities . . .



---

---

---

---

---

---

---

---

---

---