

Talking Points

Stats

- In 2007, more than 1.5 million Americans were laid off.
- In February, 2008 more jobs were lost than in any other month in the last 5 years.

Questions:

Do you possess the skills and competencies that would make you marketable for the types of positions you would be wanting if you were seeking employment?

Do you know what skills and competencies employers are seeking or would value for the types of opportunities that you would have an interest in if you would find yourself in the job market?

Do you have 100% job security?

Do you have a career development plan?

Reasons why many people tend to neglect their own professional development:

1. Lack of time – too busy keeping up with the demands of their current job to commit time and energy to their own professional development needs.
 - As Stephen Covey states, your personal and professional development should be a “Big Rock” in you life and should not shoved aside at the expense of other’s needs/demands.
2. My employer provides for my professional development
 - Your employer does not exist to provide you with a job, a paycheck, or to provide for your professional development.

3. I feel as though I'm being disloyal to my employer if I plan/prepare for future opportunities.
 - As Baber and Waymon state in "Futurize Your Career Toolkit," an employee should be eager to stay and prepared to leave.
 - Don't live a life of paranoia – live a life of preparedness!
4. I'm very happy with my current job and don't plan on leaving.
 - In a recent survey of 200 individuals who had been "laid off," 80% of them said they were surprised when they were given notice.

Creating a Marketable "You"

1. Conduct a "professional audit" of your education, skills and experience.
 - List your education, certifications, etc.
 - List your skills/capabilities (professional, technical, leadership/management, etc.)
 - List your experience (formal work, consulting, projects, etc.)
 - In other words, prepare and maintain a thorough, comprehensive, and up-to-date resume.
2. Identify the skills and competencies required for your future "dream job."
 - Review the job descriptions/requirements of your "dream job."
 - Research/become aware of trends, new technologies, economic/societal/business needs and issues, etc.
 - Ask professionals working in the field to describe their "ideal job applicant" in terms of knowledge, skills, and competencies.
3. Balance (or try to align) your future professional development needs with the immediate needs and demands of your employer or target employer.
 - In other words, manage and take responsibility for your career development.
 - Your employer does not exist to provide you with a job. Everyone is expendable!

- You may know everything you need to know for your current job; however, there is only one job exactly like the one you're working in.
 - Identify growth and development opportunities outside of your functional role/responsibilities.
4. Establish a personal/career/relationship development plan.
- Manage your career from your home, not from your employer's premises.
 - MIND/SKILLS - Identify at least one career development opportunity (training, class, skill, etc.) each year that would have the greatest impact on your professional growth or future marketability. **WRITE IT DOWN!**
 - RELATIONSHIPS - Create a list of individuals (professionals in the field, business people, community members, etc.) who you would like to get to know on a personal or professional level. Create a plan for developing a relationship with these individuals.
 - SOCIAL/BODY – Identify physical/social activities that you would like to engage/participate in.

Roles And Definitions Of HRD Professionals

<i>Roles</i>	<i>Descriptions</i>
Researcher	The role of identifying, developing, or testing new information (theory, research, concepts, technology, models, hardware, and so on) and translating the information into implications for improved individual or organizational performance.
Marketer	The role of marketing and contracting for HRD viewpoints, programs, and services.
Organizational Change Agent	The role of influencing and supporting changes in organizational behavior.
Needs Analyst	The role of identifying ideal and actual performance and performance conditions and determining causes of discrepancies.
Program Designer	The role of preparing objectives, defining content, and selecting and sequencing activities for a specific intervention.
HRD Materials Developer	The role of producing written or electronically mediated instructional materials.
Instructor/Facilitator	The role of presenting information, directing structured learning experiences, and managing group discussions and group process.
Individual Career Developer	The role of helping individuals to assess advisor personal competencies, values, and goals and to identify, plan, and implement development and career actions.
Administrator	The role of providing coordination and support services for the delivery of HRD programs and services
Evaluator	The role of identifying the impact of an intervention on individual or organizational effectiveness.
HRD Manager	The role of supporting and leading a group's work, and linking that work with the total organization.

Roles And Competencies of “MY DREAM JOB”

Through formal education/training, self-directed learning, and work experience (formal job responsibilities, consulting, volunteer opportunities, projects, etc.), individuals who work in the field of HRD should develop/acquire a base of relevant knowledge and skills that are in high demand.

Trainers/HRD professionals can typically hold many jobs such as instructional designer, training administrator, classroom facilitator, needs analyst, etc. The primary roles/responsibilities of the trainer/HRD professional will determine the special knowledge, skills, or behaviors – also called competencies – that are needed for one to be marketable for future opportunities.

This exercise will enable you to analyze your "dream job" in terms of the roles and competencies that are identified for those positions that you may wish to pursue in the future.

1. Review a job description of your “dream job” and using the “Roles And Competencies of MY DREAM JOB” handout, place a check (✓) beside those roles that are part of the overall job responsibilities/requirements.
2. Identify the specific competencies that relate to each role that you checked (✓).
3. Compare the competencies required for your dream job with the knowledge, skills, and experiences that you currently possess in order to identify an action plan for further professional development.

Roles And Competencies of “MY DREAM JOB”

<i>Please check (√) if (stated/inferred) in the job description</i>	<i>Roles</i> <i>(of the position)</i>	<i>Competencies</i> <i>(required/preferred for the position)</i>
	Researcher	
	Marketer	
	Organizational Change Agent	
	Needs Analyst	
	Program Designer	
	HRD Materials Developer	
	Instructor/Facilitator	
	Individual Career Developer	
	Administrator	
	Evaluator	
	HRD Manager	