# ACC Module #3: PRODUCTIVITY | Career and Professional Skills Development

A Systematic Process for Achieving Personal Growth and Career Advancement



# 1-ACQUIRE

# 2-LEVERAGE

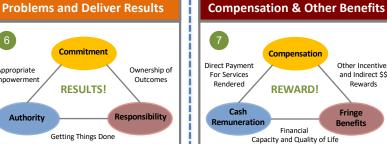
# 3-DEVELOP

# 4-PRODUCE

# 5-LEAD

# 6-DELIVER

#### **Fulfill Your Purpose to Solve Receive Direct Financial**



**EMPLOYMENT** 

PRACTITIONER

Non-Exempt (Hourly Wages)

1. Employment Classification

Exempt (Annual Salary)

Bonuses & Commissions

Medical & Life Insurance

Paid Holidays & Vacation

Relocation Assistance

5. Other Fringe Benefits

Tuition Reimbursement

Perks (Discounts, etc.)

4. Supplemental Fringe Benefits

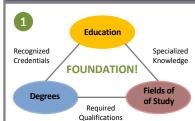
Allowances (Tuition, Car, etc.)

2. Cash Compensation

Salary & Wages

3. Key Fringe Benefits





# **Recall and Apply Lessons-Learned from Past Experiences**



**Improve Performance & Abilities** with New and Improved Skills



BODY

# Know What You're Good at and do it with Conviction & Passion



SOUL

# **Inspire and Motivate Others** to Follow Your Lead





BODY

# **@**

1. Academic Success Orientation Specific Skills and Abilities

MIND

- Passions and Interests
- 2. Academic Success Foundation
- Capacity to learn
- Desire to Learn

#### 3. Academic Success Strategies

- Positive Study & Time Habits
- Desire to Excel in Coursework
- 4. Academic Success Assurance
- Study Course Materials
- Challenge Learning & Retention
- 5. Balanced Academic Experience Co-curricular Activities
- Extra-curricular Activities
- 6. Coursework Management
- Grade Performance
- Cognitive Integration
- 7. Personal & Prof. Leadership
- Set and Achieve Goals
- Enjoy/Share the fruits of success

## 1. Internships

Single Term, Paid & Unpaid

SOUL

Eligibility Criteria

## 2. Cooperative Education

- Multi-term, Full-time, Paid
- Eligibility Criteria

#### 3. Externships/Shadowing

- · Long or Short Term
- · Unpaid-Experience Only

### 4. Part-time Jobs

- Flexible Hours
- Seasonal Opportunities

#### 5. Full-Time Jobs Career Aligned

- Non-Career Aligned
- 6. Entrepreneurship
- Employee/Consultant
- Owner

#### 7. Volunteering

 Not for Profit Organizations · Community Activities

#### 1. Communication

- Written
- Verbal/Non-verbal

#### 2. Analytical/Research

- Problem-Solving
- Reasoning & Creativity

## 3. Technical

- Specialized Job Related
- Computers & Software 4. Intellectual Agility
- Flexibility/Adaptability
- Managing Multiple Priorities

#### 5. Interpersonal

- Teamwork/Team Player
- Multicultural Sensitivity

# 6. Leadership

- Strategy & Planning Organizing & Directing
- 7. Management

 Time & Money Projects & Tasks

#### Education

- · Diplomas/Degrees
- Fields of Study

#### 2. Skills

- Task Related
- People Related

#### 3. Experience

- Past Jobs/Businesses
- Personal Life

#### 4. Unconscious Incompetence

- Poor Analytical Ability
- Unaware of Incompetence
- 5. Conscious Incompetence

#### Poor Analytical Ability

Recognized Need for Training

#### 6. Conscious Competence

Good Analytical Ability

# Conscious Analysis Required

- 7. Unconscious Competence Excellent Analytical Ability
- Analysis is "Second Nature"

#### 1. Self-Image

· Titular/Actual Authority

**BODY** 

Scope of Responsibilities

### 2. Self-Knowledge

- · Relevant Strengths
- Relevant Weaknesses

#### 3. Preparedness Informational

- Contextual
- 4. Mental Disposition
- Positive Attitude
- Assertive but not Aggressive

#### 5. Public Image

- Appearance and Demeanor
- Speech and Mannerisms

# Situational Awareness

- Environment Where are You?
- People Who else is there?

### 7. Expectation of Outcomes

 Influence Action

# 1. Know Your Mission

- A Specific Purpose
- Proper Preparation
- 2. Have a Vision Expected Results
- Timing of Key Milestones

#### 3. Make Goals

- Key Objectives
- Criteria & Timing for Success 4. Develop a Plan of Action
- Necessary Steps & Dependencies Cost/Schedule/Performance

Follow-up to Assure Outcomes

#### 5. Manage Execution

- People & Resources Process & Expectations
- 6. Follow-Through

### Manage Quality of Results

- 7. Assess Performance
- Define Metrics

Track Specific Outcomes

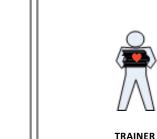
#### 6. Retirement Plans

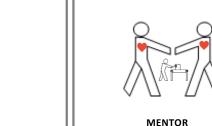
- Defined Benefit Defined Contribution
- 7. Business Participation
- · Stock/Stock Options
- Vesting Period





**CAREER COUNSELOR** CAREER COACH















ntry into Desired Career Area

ROAD-BLOCK!













