

Administrative Associates Conference
Stanford's Career Lattice, Breakout Session, June 17, 2009

- ✓ **You are the Driver of Your Career**
- ✓ **Owning Your Career @ Stanford**
 - Steps to plan it, build it and strengthen it
 - Understanding You
 - Growing You
 - Branding You
- ✓ **Ladder vs. Lattice**
- ✓ **Career Lattice**
 - What has been the direction of your Career Path at Stanford?
 - What direction do you want to go?
 - Vertical Movement
 - Lateral Movement
 - Job Enrichment
 - Downward Move
 - Unsure
- ✓ **Navigating @ Stanford**
 - On the Road @ Stanford
 - Developing Your Roadmap
 - Set Goals
 - Review Competencies & Skills
 - Determine Resources
 - Action Items/Timeline
 - Look for Signs & Road Marks
 - Gathering information
 - Stanford Website
 - Review Departments of Interest
 - Organization Charts/Leaders
 - Campus Activities
 - Volunteer Opportunities (Event Listings)
 - Jobs Website
 - Employee Login
 - Compensation Website
 - Cross Family Matrix
 - Position Summary
 - Job Family/Job Sub-Family
 - Ask People Along the Way
 - Networking
 - Talk with supervisor
 - Informational Interviews
 - University Staff Groups
 - Professional Organizations
 - Mentor
 - Human Resource Managers
 - TIPS Meetings
 - LinkedIn
 - Twitter
 - Tune-Ups
 - Skill Development
 - Learning & Development Offerings
 - Continuing Studies Courses
 - Classes outside of Stanford
 - Other Professional Development
 - Volunteer for Projects/Committees
 - Use Alternate Routes
 - Don't be afraid to change course
 - Talk to a Career Counselor (CCN)
 - Rest Stops
 - WorkLife Office
 - Help Center
 - Stay Positive
 - Esteem Building Exercise
 - Be Patient



My Career Roadmap

You are the driver of your career. Outlining your professional and career development goals can result in increased effectiveness, productivity and career growth. Committing your developmental goals to paper will result in a clear action plan. Your plan can help you identify your core competencies, determine necessary resources, note action steps and measure achievements. This form is a tool to help you create a prioritized set of steps to achieve your goals.

SMART Goals	Skills/Competencies to be developed	Resources needed to accomplish goal	Action Steps to accomplish goal	Timeline (start & completion dates)
Short Term (1 yr): 1.				
Mid Term (2 yrs): 1.				
Long Term (3-5 yrs): 1.				



Owning Your Career @ Stanford: A Roadmap to Your Success!

- ✓ A Comprehensive Career Management Program offered by the Office of Staff Employment (STAP fund eligible)
- ✓ Begin with an invigorating **3 1/2 Hour Seminar**
- ✓ Then, schedule two comprehensive **One-on-One Sessions** with an OSE Staffing Consultant to discuss career topics of your choice
- ✓ Attend **Semi-Monthly Brown Bag** Lunch Sessions with compelling career topics and collegial support

Enroll in STARS using course number, OSE-1140

For more information, contact: Jeanette Lindsay, 723-4075, lindsay2@stanford.edu or Nancy Duncan, 721-2289, nduncan@stanford.edu