Lessons Learned: If I Only Knew Then ...

Janet Ward
Associate Vice President

Tuesday, November 8, 2011
8:30 – 9:30 AM
The Journey ...

- The early years ... learning the ropes
- Moving on up ... embracing change
- Becoming the sage ... influencing the future
The early years ... learning the ropes
Lesson #1

Transition from college to professional position ...

Build your brand
Lesson #2:
Building your career tool kit

“The Business”

People skills

Management

Networking

Leadership

Become a lifelong learner
Lesson #3

Learn to manage conflict

Seek “win-win” solutions

Be courageous & act
Lesson #4

Time management is crucial for success

Spend time in “important” areas

Stephen R. Covey

The Seven Habits of Highly Effective People
Lesson #5
Your aptitude opens the door ... your attitude let's you soar

You are in control of your actions
Moving on up ...

embracing change
Lesson #6

Transitions – listening & learning

Enjoy the honeymoon period
Lesson #7
Change is an inevitable companion

Become skilled at adapting

Help other embrace change
Lesson #8
Organizational politics ... you need to understand

The art of getting things done
Lesson #9

View problems as challenges

Teachable moments
Lesson #10
Build & rebuilding the team

- The Detailer
- The Expert
- Facilitator
- The Visionary
- The Sensor

Seek complimentary abilities
Staff feel valued
Becoming the sage ...

influencing the future
Lesson #11
Define your meaning of the word “success”

Begin with the end in mind
Lesson #12
Decisions are principle-based

1. Prevent harm
2. Do good
3. Respect personal dignity
4. Be fair -- treat everyone with equal concern & respect
5. Promote the common good
6. Encourage virtue
Lesson #13
Enjoy life’s journey...

Maintain a sense of discovery & balance
Lesson #14

Character matters

Word & actions tell the same story
Lesson #15
Guiding the next generation of leaders

Transition planning
Lessons Learned: If I only knew then ...

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