

The ABC's of Career Management

APPLES

BEES

& COBWEBS

ABC's of Career Management

Career

- A chosen pursuit; a profession or occupation.
- The general course or progression of one's working life or one's professional achievements

Management

- The act, manner, or practice of managing; handling, supervision, or control

ABC's of Career Management

Career Management Action Plan

- 1. Set short and long term career objectives**
- 2. Research career program/career field**
- 3. Identify**
 - a. Career ladders and key positions**
 - b. Required and recommended training**
 - c. Career Advisors and Program Managers**
 - d. Career Management Development Checklist**

ABC's of Career Management

Career Management Development Checklist

- **Academic credentials**
- **Broad functional and managerial experience**
- **Developmental assignments**
- **Executive core qualifications**
- **Internships**
- **Leadership competencies**
- **Leadership training and experience**
- **Mentoring**
- **Mobility**
- **Networking**
- **Organizational / Agency growth opportunities**
- **Supervisory experience**
- **Technical competence**

ABC's of Career Management

Key Truth: DLA Values are People, Service, Excellence, Innovation and Trust. The DLA Enterprise is committed to human capital programs that contribute to growth and career management.

Key Question: Am I doing my part to learn about and participate in the programs available to me?

RESOURCES and ACTION IDEAS.....

Automated Staffing Plan

Climate/Culture Survey

Electronic OPF

Entrance and Exit Survey

Executive Development Program

Enterprise Leader Development Program

Stay current - read Dimensions

Stay current - read DLA Today and Tomorrow

Contact your HR Customer Support Office

Talk with your Supervisor

Position Descriptions Quickly (PDQ)

Professional Enhancement Program (PEP)

Learning Management System

Competency Assessment and Management Tool

Achieve a Representative Workforce

Leadership Council

Tuition Assistance

Intern Program

E-Workplace

ABC's of Career Management

Am I sabotaging future career opportunities?

APPLES - Mind, body & spirit

BEES - Don't be a drone

COBWEBS - Personal growth

APPLES

MIND, BODY & SPIRIT

Key Truth: Career Management occurs across one's lifespan.

Key Question: Does my life demonstrate a commitment to a healthier mind, body and spirit?

RESOURCES and ACTION IDEAS.....

- Visit DLA Life Connections at www.worklife4you.com
- Visit OPM's website www.healthierfeds.opm.gov
- Eat an apple
- Check out the DLA Quality of Life Fitness and Wellness Programs
- Stay current with your healthcare checkups
- Log on to www.FOH4You.com Employee Assistance Program (EAP)
- Visit the DLA Chaplain website at www.dla.mil/hqchaplain
- Start each day with an Affirmation

BEES

DON'T BE A DRONE

Key Truth: My attitude, communication and approach are key to strong team environments.

Key Question: Does my behavior demonstrate the respect and support of others?

RESOURCES and ACTION IDEAS.....

- Seek first to understand, then be understood _Franklin Covey
- Become knowledgeable about the DLA Enterprise-DLA Enterprise Business Plan, Strategic Plan, Communication Plan, Climate/Culture Survey
- Support and attend DLA Equal Opportunity Special Emphasis Programs
- Identify training that focuses on these concepts-Individual Development Plan
- Be a “Go To” person
- Join a DLA Toastmasters Club

COBWEBS

PERSONAL GROWTH

Key Truth: Personal growth requires intentional effort and intentional effort requires sustained growth.

Key Question: Does my life demonstrate a sustained commitment to personal growth?

RESOURCES and ACTION IDEAS.....

- Include personal development in your Career Management Plan
- Make good use of available time
- Keep up with the cobwebs
- Have a buddy system
- Maintain balance
- Maintain your moral compass 24/7
- Participate in DLA Quality of Work Life Programs
- Visit DLA Life Connections at www.worklife4you.com

ABC'S OF CAREER MANAGEMENT

- **Career Management occurs across one's lifespan.**
- **Does my Career Management Action Plan include the concepts of Apples, Bees and Cobwebs?**
- **Am I a person who always delivers regardless of my situation or position?**

ABC's of Career Management

Quotation to Ponder

“If each of us can be helped by science to live a hundred years, what will it profit us if our hates and fears, our loneliness and remorse, will not permit us to enjoy them? What use is an extra year or two to the man who ‘kills’ what time he has?”

__David Neiswanger (1892-1963), President of The Menninger Foundation, 1941-58