

Manage Your Career Like a Project



Connecting the Dots Conference 2024



ORGANIZATIONAL
LEARNING
UNIVERSITY OF MICHIGAN



What would you do with your time?

bartend
b&bwork
garden





Amy Fredell, MA, PMP

- M.A. in career development
- B.A. in communication, minor in psychology
- Project Management Professional (PMP)
- Pending: Certified Talent Development Professional (CTDP)
- Myers Briggs Type Indicator (MBTI) Certified Practitioner
- CliftonStrengths Coach
- Established the U-M Kinesiology Career Development Center
- 15+ years of experience in career development
- 5+ years of experience in project management



Supporting a Values Driven Culture

Organizational Learning programs support the Culture Journey and U-M's core values

- Integrity
- Respect
- Inclusion
- Equity
- Diversity
- Innovation

To learn more, visit culturejourney.umich.edu



Agenda

- Today's Goal
- Insights and Assumptions
- Project Management Theory
- Career Development Theory
- Activities
- U-M Career Resources

Today's Goal

Increase your career self-efficacy

- Practical tools
- Actionable steps
- University resources

Insights and Assumptions



Similarities

- Structured approaches
- Emphasis and value:
 - planning, preparation and research
 - reflection
 - individualization
- Iterative
- Robust tools

Differences

- **Project Management**
 - has clearly defined start and end points
 - is linear
- **Career Development**
 - is a lifelong process
 - is circular

Limitations

- Intensive curriculum
- Ongoing learning
- Variety of resources

Assumptions

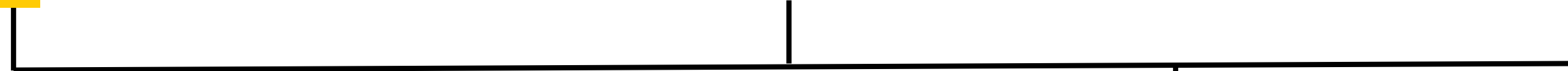
- You are here because you have an interest in developing your career
- Everyone is unique and has different goals

Project Management Theory

Initiating

Executing

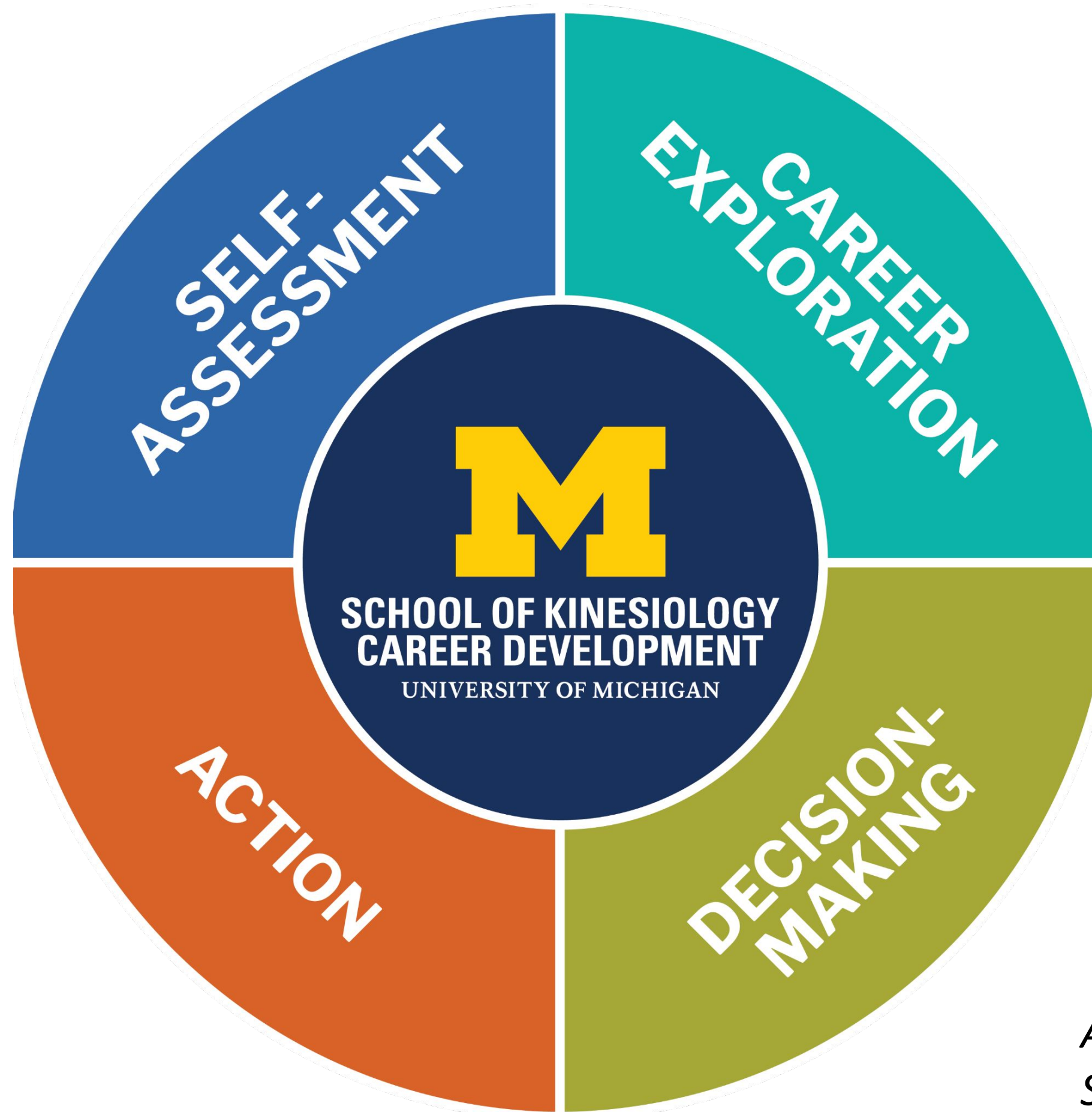
Closing



Planning

Monitoring

Career Development Theory



*Albert Bandura, Robert Lent,
Steven Brown, and Gail Hackett*

Activities

Nesting project management with
career development

Self-Assessment



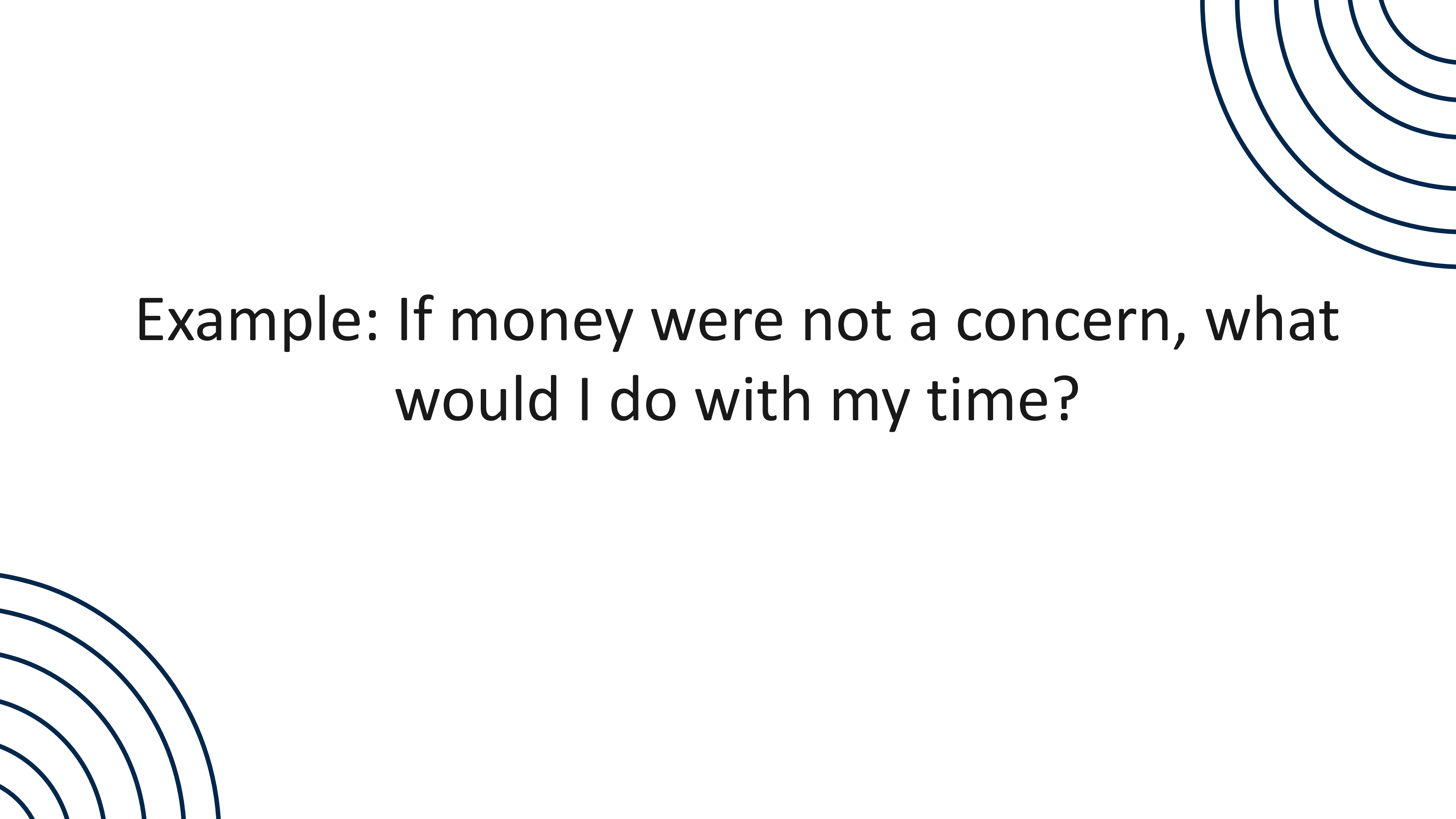
Initiating



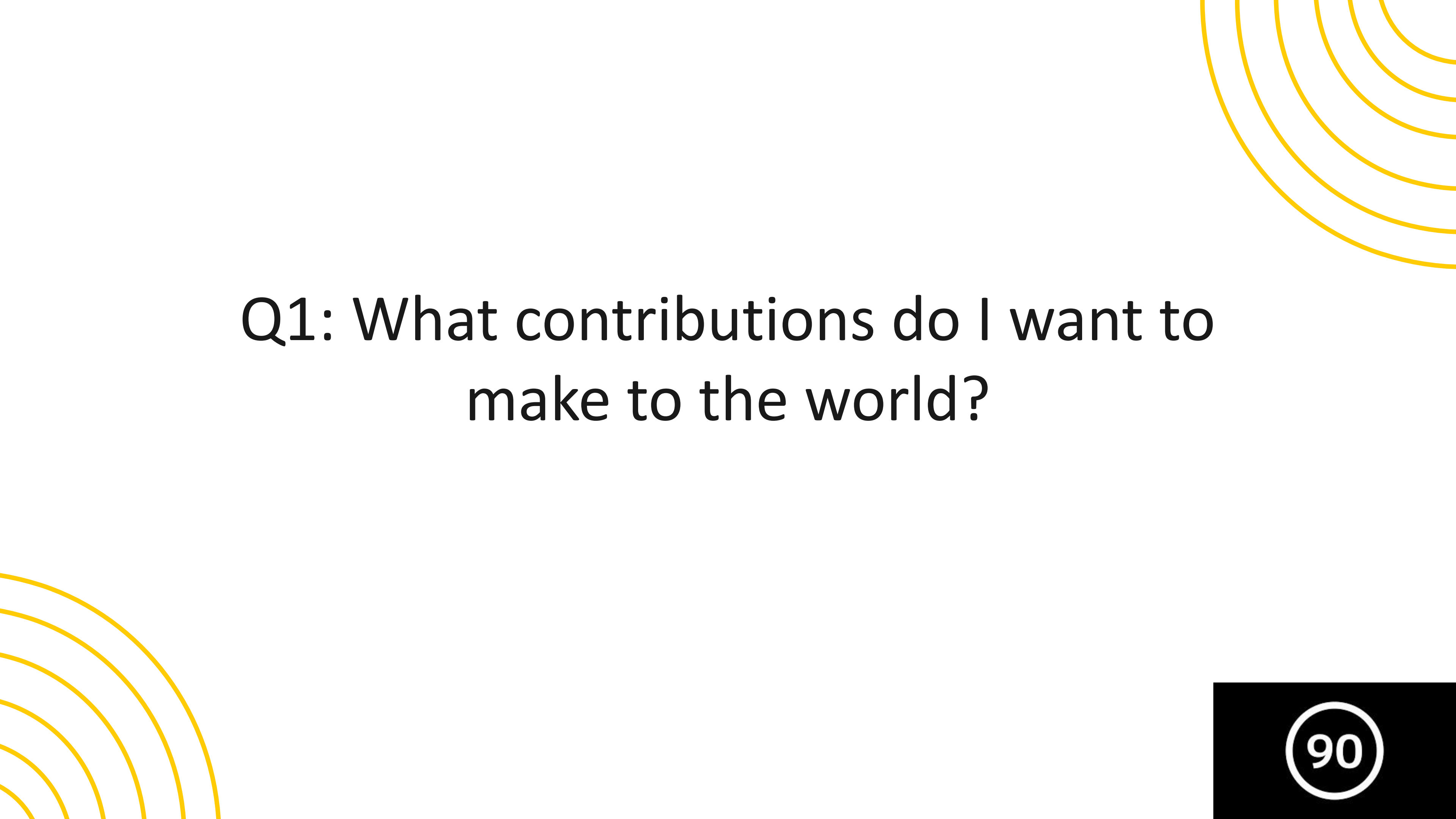
Activity #1:

**Quick Reflect
Self-Assessment**





Example: If money were not a concern, what
would I do with my time?



Q1: What contributions do I want to
make to the world?



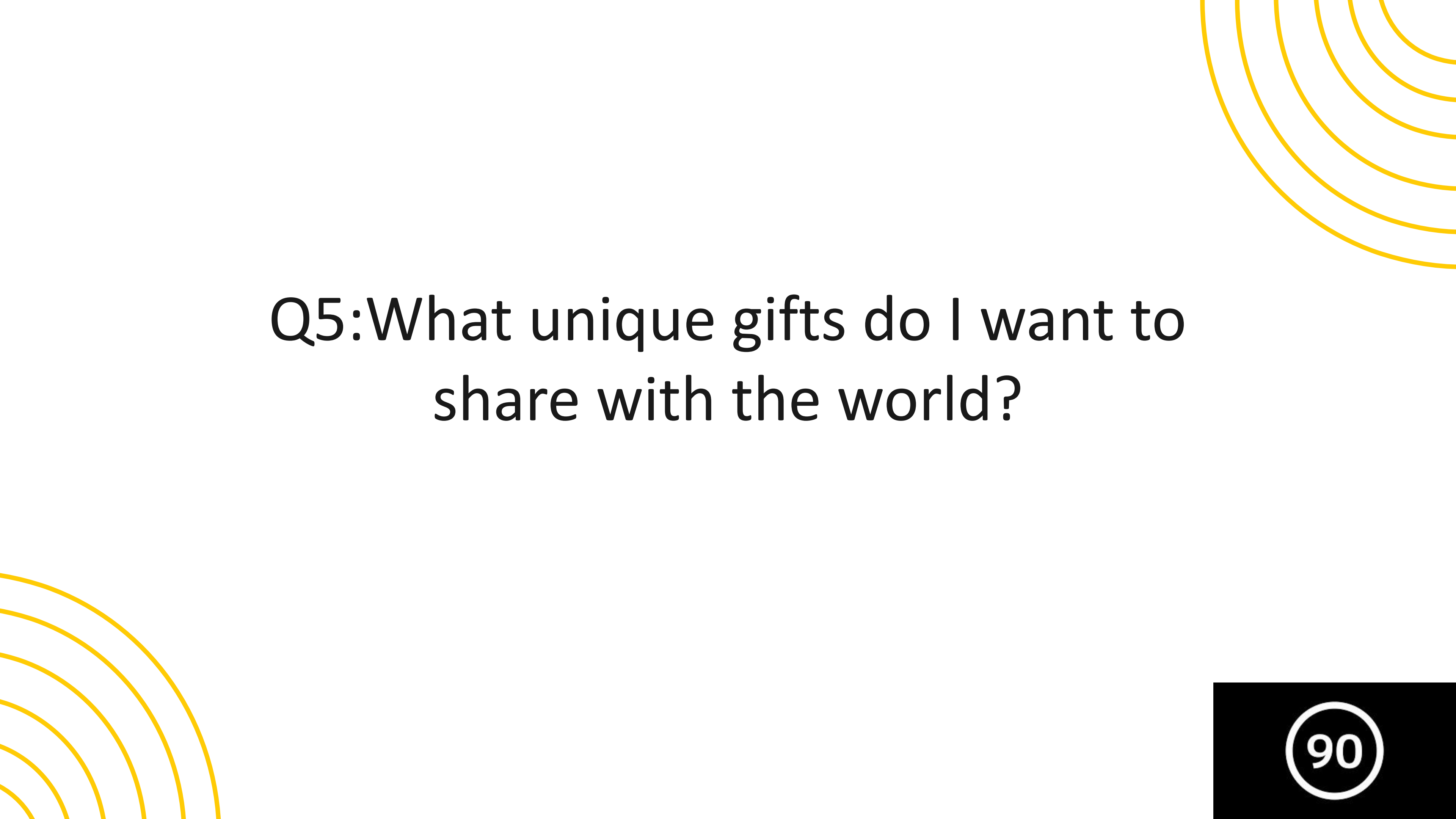
Q2: What are my top work values?



Q3: What am I most passionate about?



Q4: What qualities do others most admire in me?



Q5: What unique gifts do I want to share with the world?

#1 Future Prompts

- Review your answers and complete these prompts:
 - I would love my life to be...
 - I want to contribute to the world by...
- Write a 2-3 sentence career guiding statement

Career Exploration



Initiating





Activity #2:

**Mind Sweep
Career Exploration**






What job titles interest me the most?

or

What U-M schools, colleges, or units
interest me the most?





#2 Future Prompts

Reflect on these prompts to determine what additional career exploration is needed:

- What additional information do I need to make an informed career decision?
- How can I learn more about about [job title/unit/work environment]?
- What information can be researched online and what information can only be found only by talking to people about their experiences?

Decision-Making



Activity #3:

Action Planning



Sample Action Plan

Goal	Tasks	Time to Complete	Due Date
Goal #1: Hold 3-4 informational interviews with project managers to learn about their career paths, day-to-day, skills, enjoyment, trends and advice.	Develop list of contacts	2 hours	January 31
	Write and send emails	1 hour	February 7
	Prepare for informational interviews	3 hours	February 28
	Conduct 3-4 (remember to thank!)	4 hours	March 28

05:00

#3 Future Prompts

- Create 1 to 2 more goals and their action plans

Action
|
■
|
Executing



#4 Future Prompts

- Implement your plans :)

Strategies

- Set AS MART clear goals
- Develop multiple strategies
- Build self-efficacy
- Maintain motivation
- Create a support system
- Take good care of yourself

Martin Seligman, Mihaly Csikszentmihalyi, and Charles Richard Snyder

Revisit Decision-Making



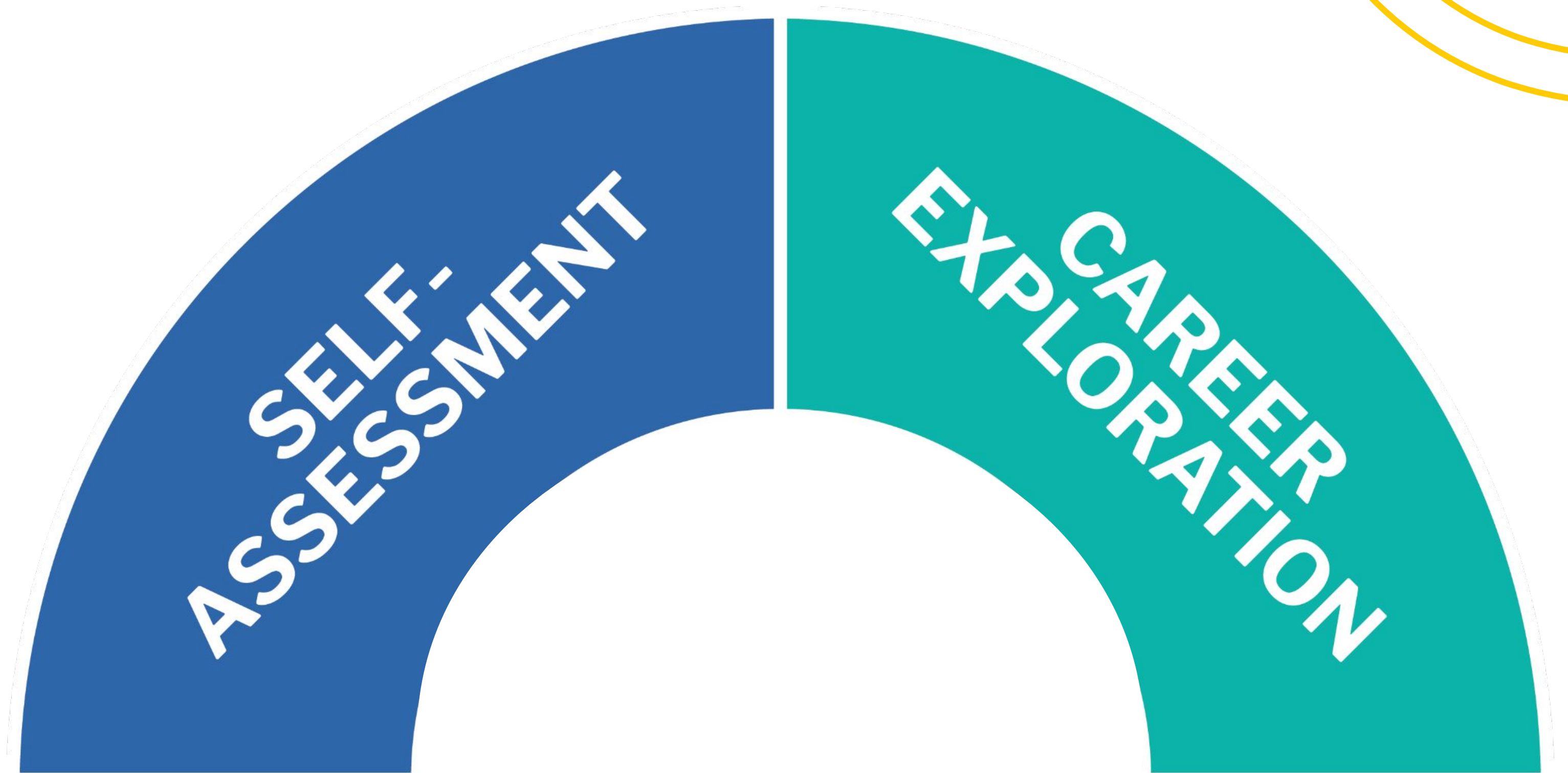
Monitoring



#5 Future Prompts

- Have you met your career goal?
- How might you adjust your goal to accomplish it?
- Do you still want this as goal?

Revisit Initiating —■— “Closing”



#6 Future Prompts

- What have you learned about yourself during this process?
- What have you learned about the [job title/unit/work environment] that is of interest to you?
- How might you revise your answers to the self-assessment and career exploration activities?

U-M Career Resources

For staff, faculty and students

U-M Career Resources: Staff

- [CEW+](#)
- [Organizational Learning](#)
- [Career Path Navigator](#)
- [Employee Resource Groups](#)
- [Library Career Guide: Careers Collection](#)
- [Michigan Online](#)
- [Tuition Support Program](#)
- [U.S. Public Service Loan Forgiveness \(PSLF\) Program](#)

U-M Career Resources: Faculty

- [CEW+](#)
- [Organizational Learning](#)
- [Career Path Navigator](#)
- [Library Career Guide: Academic Discipline Careers](#)
- [Employee Resource Groups](#)
- [Michigan Online](#)
- [Dual Career Services](#)
- [U.S. Public Service Loan Forgiveness \(PSLF\) Program](#)

U-M Career Resources: Students

- [CEW+](#)
- [Michigan Online](#)
- [Library Career Guide: Careers Collection](#)
- [University Career Center](#)
- [School-Specific Career Centers](#)
- [LinkedIn Learning](#)* offered by
Organizational Learning

Action Items Recap

- ❑ Reflect on your answers to the self-assessment activity and create your career guiding statement
- ❑ Determine what additional information you need to consider before making a career decision and research how to find that information
- ❑ Finalize your action plans
- ❑ Implement your action plans
- ❑ Reflect on your career goals and revisit the self-assessment and career exploration prompts



“Without leaps of imagination or dreaming, we lose the excitement of possibilities. Dreaming, after all, is a form of planning.” —Gloria Steinem

Thank you!



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