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Presented by OPM in honor of your dedication to your country

Taking Ownership of Your Professional Future!

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Single Agency Leadership Development Solutions
Let’s Explore

- Following your Values and Strengths

- Growing Fundamental “Human” Competencies

- Political Savvy = Being Smart!

- How to Make your Net—*WORK*

- Being a Resilient Professional
Make Your Own Handout

On a sheet of paper, index card, the back of your hand...

Write the following topics with space between each for Personal notes and things you want to remember or do.

- Following your Values and Strengths
- Growing Fundamental “Human” Competencies
- Political Savvy = Being Smart!
- How to Make your Net—WORK
- Being a Resilient Professional
Values and Strengths

“And if you don’t know where you’re going, Any road will take you there.”
From the song, ”Any Road” by George Harrison (Beatle)

KEYS:
✓ Self-Awareness ALWAYS precedes effective self-management!
✓ Values and strengths serve as your compass

TO DO:
☐ What are your non-negotiable, 3 values? List them now.
☐ In the chat area, please declare a real strength you bring to the job. Example, “I build coalitions” or “I’m a great project manager”
Fundamental “Human” Competencies

KEYS:
✓ OPM says they are:
   ❖ Interpersonal Skills
   ❖ Oral Communication
   ❖ Integrity/Honesty
   ❖ Written Communication
   ❖ Continual Learning
   ❖ Public Service Motivation
✓ Hiring managers want to see you proficient in these areas NOW!

TO DO:
❖ Set a goal to check out OPM’s Leadership Assessments at:
  www.opm.gov/services-for-agencies/assessment-evaluation/leadership-assessments/
❖ Check out “Strengths Finder 2.0” self-assessment and book
Fundamental “Human” Competencies

TO DO, Continued:

- Create your own development plan!
  - ***Pursue what scares you***
  - Shadow colleagues
  - Design a detail assignment
  - Volunteer for undesirable projects
  - Find and use a coach
  - Find and use a mentor (or two)
  - Interview peers and supervisors to uncover true perceptions of your work...your competencies and deficiencies

**********WARNING**********
Be Politically Smart

KEYS:
✓ Be a great relationship builder right now, not when you need them
✓ Make your boss and your next level manager successful
✓ Gain a positive reputation for something specific in your organization

TO DO:
- What’s an energizing perspective you can take around this topic?
- Jot down what your management knows or believes about you
- What else would you want them to think when they think of you?
KEYS:
- Broaden your base of fans and colleagues, GET INVOLVED!
- Keep your focus on helping others get what they need
  - Become a mentor
- Make connections for people with no apparent benefit to yourself

TO DO:
- List three people you will get to know better in your organization
- Identify a person you will offer to help this week (pop it into the chat box)
- By June 1st, find a volunteer opportunity outside work
Be a Resilient Professional

Pay Attention to The Support!

- PHYSICAL
- SENSE OF PURPOSE
- RELATIONAL
- INTELLECTUAL
Additional Resources

Resume Help
https://resumegenius.com/how-to-write-a-resume/resume-tips

https://www.youtube.com/watch?v=1_UyAODxbkA&list=PLLazj04pQWWr82JhqhMDRzPrZaUfpk-T

Federal Coach Network
https://community.max.gov/x/Y44UKg

OPM’s Center for Leadership Development
https://leadership.opm.gov/

OPM’s Workforce Reshaping Resource Page

Your Agency’s Chief Learning Officer, Training Officer, HR Specialist
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