Listen. Think. Forecast: Designing Your Career Adventure

ACHE 2015

Tuesday, Nov 10 2015
10:45am–12:15pm,
Breakout 4 - Workshop
Presenters

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Overview

- Why we are here
- Personal Experiences
- Listen
- Think
- Forecast
- Lessons Learned
Why are you here?

- Why are you here?
  - Talk to your neighbor
- Trends
  - More career changes than in the past
  - Are you prepared?
  - Have you planned your career or did it just happen?
  - How do you cope if you are derailed?
Personal Experiences

- Survey of 20 ACHE members
- 15 replies
- Years in field:
  - 6 – 15 26.67% (4)
  - 16 – 7 73.33% (11)
- Focus of work
  - Credit 93.33%
  - Non-credit 33.33
  - Outreach 20%
  - Other 13.33% Marketing/OLLI
Personal Experiences

- Did you plan for a career in CE?
  - Yes 20% (3)
  - No 80% (12)

- Happy
  - Yes 93.33% (14)
  - No 6.67% (1)

- Title
  - Dean 33.33% (5)
  - Director 26.67% (4)
  - Coordinator 6.67% (1)
  - Volunteer coordinator, online instructor, VP/Associate VP, CEO
Listen: From the Field

How did you get into CE?
- Recruited
- Teaching part time and was asked to join team
- Good at external funding landed in CE
- Student advisor and moved to CE from there
- Worked with traditional students and when an opening came open in CE took it as was advancement
- Needed to use my master’s in Adult Education
- Early research in online learning led to my current work
- Went through accelerated and when laid off in corporate world went back to alma mater; found a home
Listen: From the Field

How did you get into CE?
- Went from faculty to administration which happened to be multi-campus operation
- Went from hotel industry training into CE
- Partnered with CE as a dean and ended up there
- Worked with transfer students adults became my focus
- Went from a grant funded position into CE via a colleague
- My corporate work was similar to CE so easy transition
- Conscious career change
- Worked with colleague to build stackable credentials and stayed with CE
Think: Career Planning

- **Short-term**
  - Current to next five years
  - Realistic goals
  - Assess barriers

- **Long-term**
  - Five – ten years out
  - Developing core skills
  - Identify your core skill sets
  - Identify employment trends
  - Identify gaps in skills
Listen: Exercise

- Jot down your career history
- Jot down your short term career goals
- Jot down your long term career goals
- What roadblocks do you see in your goals?
- Talk to your neighbor about your goals and roadblocks
Define your career ladder
Gather information on the positions that are included in your ladder
Identify the qualifications: job postings are a good resource, colleagues
Identify gaps in current skills and those required
Develop a plan
Develop a back-up plan
Listen: Exercise

- How much do you know about the career field and where you’d like advance?
- Talk to your neighbor
Listen: From the Field Derailment

- New president, my position was redefined, six of five leadership positions were eliminated
- College was eliminated
- Reorganization: continuing higher education no longer priority
- Dramatic changes by new president chose to leave unhealthy environment
- Declining enrollments led to downsizing
- Downsizing due to budget cuts
Listen: From the Field Derailment

- Large RIF resulting in centralization of functions
- Laid off to bring in person with for-profit background in an effort to increase enrollments (didn’t happen)
- Had title in leadership in CE but no authority: left
- Left higher education for K-12 on own
- New leadership restructured CE and eliminated dean
- Budget has limited my ability to respond to markets; need to rethink job
- New leadership and budget issues led to less focus on CE
Forecast: Planning Steps

- Analyze
  - Lifestyle
  - Likes/dislikes
  - Passion
  - Strengths
  - Weakness
  - Success
  - Dream job
  - Current situation
Forecast: Exercise

- Reflect on the following:
  - Lifestyle
  - Likes/dislikes
  - Passion
  - Strengths
  - Weakness
  - Success
  - Dream job
  - Current situation

- Talk to your neighbor
Listen: From the Field Regrouping

- Re-channeling energy and skills
- Accepting this was not a failed time
- Takes time – still regrouping – have new job/institution – lack of trust
- Retired and now have fuller life
- Have gained new experiences which has rounded out my resume
- Have not regrouped
- After six months took job for income – left for job within field out of state and now very pleased
Listen: From the Field Regrouping

- Never dreamed I’d face something like this – window of introspection and found ideal position – had to shift gears
- New position with institution that needed my skill sets
- Still regrouping - temporary position
- Working on post-doc masters – network helped me regroup
- Looking at alternative employment situations
- Retired
- Have new job and am hopeful
Forecast: Exercise

- What themes do you see in colleagues' ability to regroup?
  - Group
Listen: Lessons Learned

- Envision how the skills and knowledge can work in new ways
- Use your network
- Don’t burn bridges
- Always have in mind your next job
- Be aware of your reputation
- Know who you can trust
- Strive to add value to the organization all the time
- Carry no grudge – life is too short
- There are just some times when we cannot change or influence
- Surviving change can make you stronger if you are flexible
Listen: Lessons Learned

- Stay connected to colleagues
- Remain in professional development activities
- Leaving an organization is just as important as joining one
- Never stop scanning job boards
- Assess your skills and experiences to ensure you are marketable
- Keep CV updated
- Grow your network find a position that allows you to use your strengths
Listen: Lessons Learned

- Not every provost/senior administrator gets CE; make sure you know their definition before you say yes
- Don’t get too comfortable – stay current- be ready to re-enter the job market
- Hone your craft
- Think strategically
- If you think you have enemies, you’re right - if you come a fork in the road – take it
- Practice authentic leadership
- Be adaptable and embrace change
- Network, network, network
What do you take away from this session?
Resources

- [http://www.leadershipchallenge.com/Leaders-Section-Assessments.aspx](http://www.leadershipchallenge.com/Leaders-Section-Assessments.aspx)
I ask myself, what is it that I fall in love with every day? I then reflect on how this can be found or if it exists in my job. If yes, then a good fit. If not, then either look to make it happen at the present institution or look elsewhere.