



Resource for Development Activity #1

STRETCH AND CHALLENGE YOU THROUGH WORK EXPERIENCES

Work Experience Inventory and Worksheet

Instructions: The worksheet below provides a solid foundation for proactively identifying the work experiences you need exposure to in order to progress in your career. Some of these experiences may be difficult to access and you need to prioritize which align best with your career aspirations. Use your responses as the basis of your conversation with your direct manager to help him or her understand which work experiences to broker on your behalf.

Work Experience Inventory		Have You Been Exposed to This Work Experience?	Follow-Up with Direct Manager?
Managing People <ul style="list-style-type: none"> Managing and developing employees Assessing employee performance Evaluating employee potential Leading teams 			
Managing the Business <ul style="list-style-type: none"> Adapting strategy to meet changing priorities Having profit/loss responsibility Setting business strategy Leading a business unit Managing multiple functions Managing a significant budget 	<ul style="list-style-type: none"> Starting a new business Turning around a struggling business Having global responsibility Managing rapid growth Managing a merger or acquisition 		
Managing Projects <ul style="list-style-type: none"> Managing, assessing, and allocating resources for cross-unit projects Developing new processes 			
Managing Customers <ul style="list-style-type: none"> Managing projects with new customers Building solid relationships with external customers 			
Managing Ambiguity and New Environments <ul style="list-style-type: none"> Overcoming organizational conflict/harmony Working and living outside your home country Achieving a business objective without formal authority 			

Source: Corporate Leadership Council 2005 High-Potential Management Survey; Sun Microsystems; The Boeing Company; Learning and Development Roundtable.