

# Stewarding Your Professional Growth with Inspiration and Intentionality



# Welcome!



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Principal Gifts & Strategic Initiatives

# Our Inspiration



# Agenda

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- Objectives
- Your Action Plan
- Getting Started During Shelter in Place
- Key Takeaways
- Q&A

# Objectives

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- Empower you to start where you are.
- Provide tools to facilitate career growth in your current role - like sound bites.
- Demonstrate the advantage of leaning into your personal and professional networks.

# Your Action Plan

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1. Identify an Accountability Partner
2. Build Your Empowerment Plan
3. Practice Sound Bites
4. Grow Your Network

# Accountability Partner

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An accountability partnership is when you and a colleague mutually agree to coach each other and provide feedback on a regular basis.

# Accountability Partner Activities

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- Schedule regular check ins
- Share your empowerment plan responses
- Practice sound bites
- Share your accomplishments and aspirations in your current role
- Prep for your Achieve conversation



# Poll Question

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*Is there someone you can identify today as an accountability partner based on the general characteristics of peer, trustworthy, and similar work styles?*

# Empowerment Plan



**Empowerment:** the act or action of empowering someone or something; the state of being empowered to do something.

**Plan:** a detailed formulation of a program of action.

# Empowerment Activity



- Take about a minute to complete the first question in the “Recognize Your Knowledge” section
- Share your answers with Jennifer in chat; we’ll keep them anonymous

# Recognize Your Knowledge



List three skills that you have that could be of benefit to others. Or, think of a time when you helped someone at work with a task or project. What skills did you use?

*Share your answers with Jennifer in chat; we'll keep them anonymous*

# Sound Bites

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A brief and catchy way to  
share good news and your  
accomplishments.

# Sound Bites

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- Shape your personal brand
- Share an accomplishment or information
- **Low risk and brief**
- Can use the same one with different people!

# Why?



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- Building a culture of appreciation and positivity
  - Finding space in this giant institution to connect with others and recognize our own contributions
  - What we are doing is worthy of recognition!
  - Practice advocating for yourself regularly

# The Humble Brag

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- Draws attention to you
- Not too substantial/more superficial
- Showing off

**VS:**

- Something you are proud of
- A success you have earned
- Showcasing what you or your team produced



# Sound Bites



- ★ I completed a LinkedIn Learning training/took at UC Extension Class about ...
- ★ My team was able to pivot an in-person event to a very well attended Zoom event.
- ★ I recently helped my department complete a grant audit.
- ★ We wrapped up fiscal close successfully, and our team demonstrated a lot of resilience.

# Sound Bites



- Take about a minute minutes to come up with 1-2 sound bites on your own
- Share your sound bite with Charlotte in chat; we'll keep them anonymous
- We'll share with the group

# Growing Your Network



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## *Optional Activity*

We encourage you to reach out to someone at Berkeley and invite them for a Zoom coffee this summer.

Share your experience with Charlotte and Jennifer via email.

# Growing Your Network



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Subject: Informational coffee?

Dear Oski Bear,

I recently attended a session at the Berkeley NOW conference and the presenters challenged us to grow our networks by connecting with fellow Cal staff. I'm reaching out to see if you would be interested in a Zoom coffee. I'd love to learn about [ example ] and hear more about your time at Berkeley. May I schedule a 30-minute coffee on your bCal?

Thank you,  
[ your name ]

# What You Can Do Now



- Identify an accountability partner and make the ask
- Start your empowerment plan
- Develop your list of sound bites
- Reach out to colleagues
- Polish your LinkedIn Profile

# Explore Berkeley Resources

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- UC Extension Sponsored Tuition
- LinkedIn Learning Classes
- UC Berkeley's People and Culture Page: Grow Your Career

# Key Takeaways

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1. Be intentional yet nimble
2. Leverage your accountability partner and networks
3. Utilize Berkeley resources
4. Lean into where you are and celebrate your accomplishments

# Thank You, Colleagues!



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- **Alejandro Ceballos**
  - **Amber Fogarty**
  - **Andrea Wise**
  - **Ciana Gallardo**
  - **Drina Sarsoza**
  - **Gina Raible**
  - **Goldie Negelev**
  - **Justin Alle-Corliss**
  - **Kelly Yun**
  - **Marla Cole**



# Q&A

# Thank You!

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**We look forward to hearing from you.  
Please stay in touch!**

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