

Building a **Professional** Development Plan



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Agenda



Welcome & House
Rules



Building a Professional
Development
Roadmap



Managing Up &
Across



Best Practice Sharing

Are You Creating a Career You Love

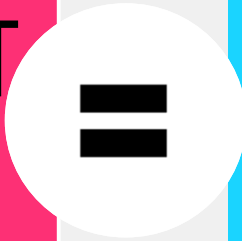
WHAT DO
YOU LOVE



WHAT DO
YOU AVOID

Join the Revolution

DEVELOPMENT
PLAN



DREAM
CAREER

Requires a Mindset Change
Purposeful Technology Adoption
Focused Attention On You

Discussion: Professional Development Plan



What do you think of the phrase “Admin Work”?
What does that mean to you?



What do you really do?
What would you like to do? How do you get there?



What is important to you?
What kind of role do you enjoy? What are your non-negotiable asks.



What is the difference between goals and PDP?

Career Performance Goals vs. Professional Development Plan

Your performance goals in your current role have metrics that your manager will determine if you were successful in reaching the goal to reach company objectives.

Your PDP is a career focused roadmap that helps you create a career that you love by identifying career gaps and increasing skill sets that will enhance your career wherever you go.

When Do You Disengage

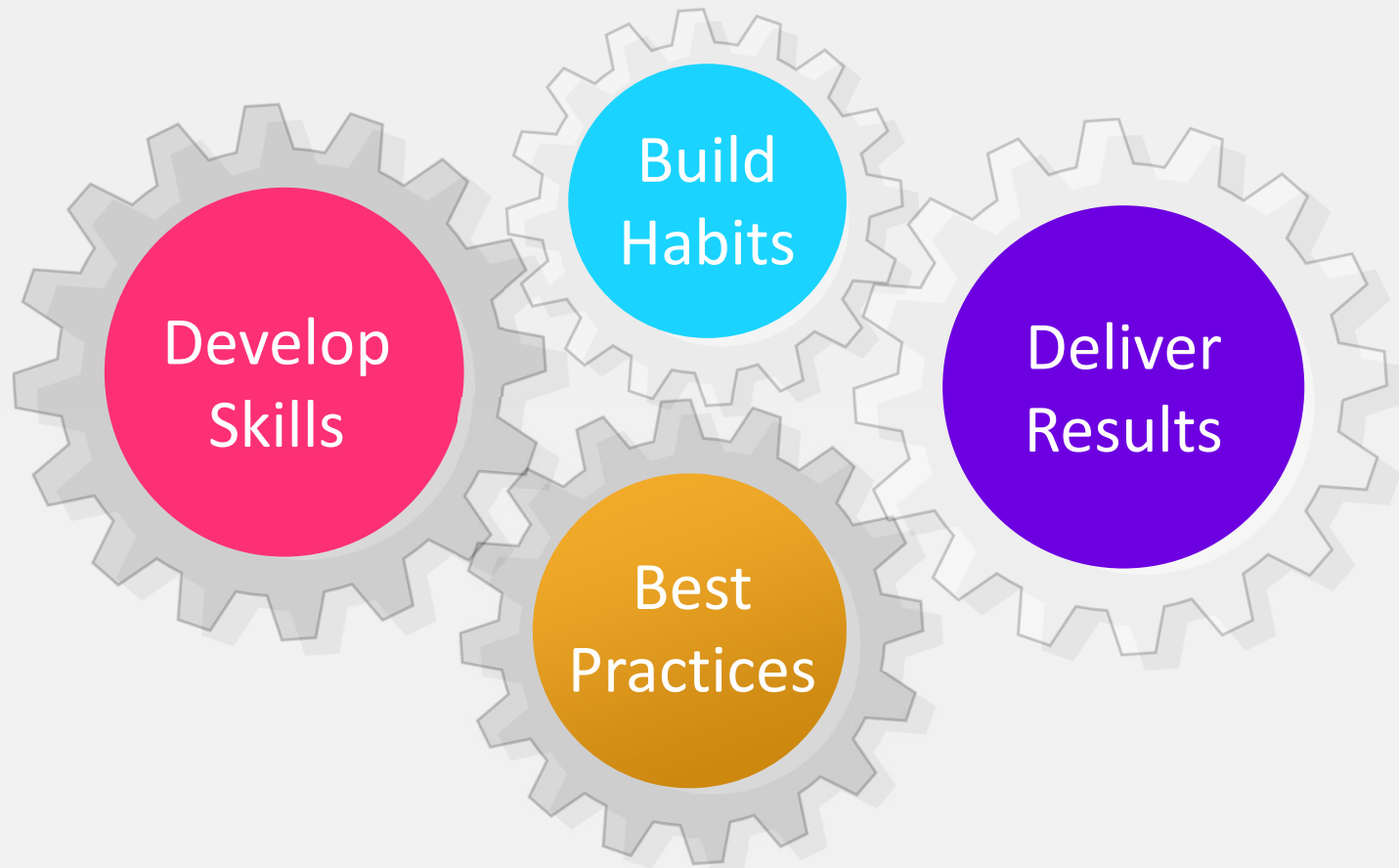
How Are You Motivated

Keep It Visible

Make Yourself Accountable

Don't limit yourself because someone else doesn't understand your value

Align to Your Professional Development Goals



It Doesn't Matter Where You Start. Just Start!

Analyze Your Habits

- Find out where you are wasting time
- Where can you improve
- What do you want to do more of
- What do you want to do less of

Build a Productivity Roadmap

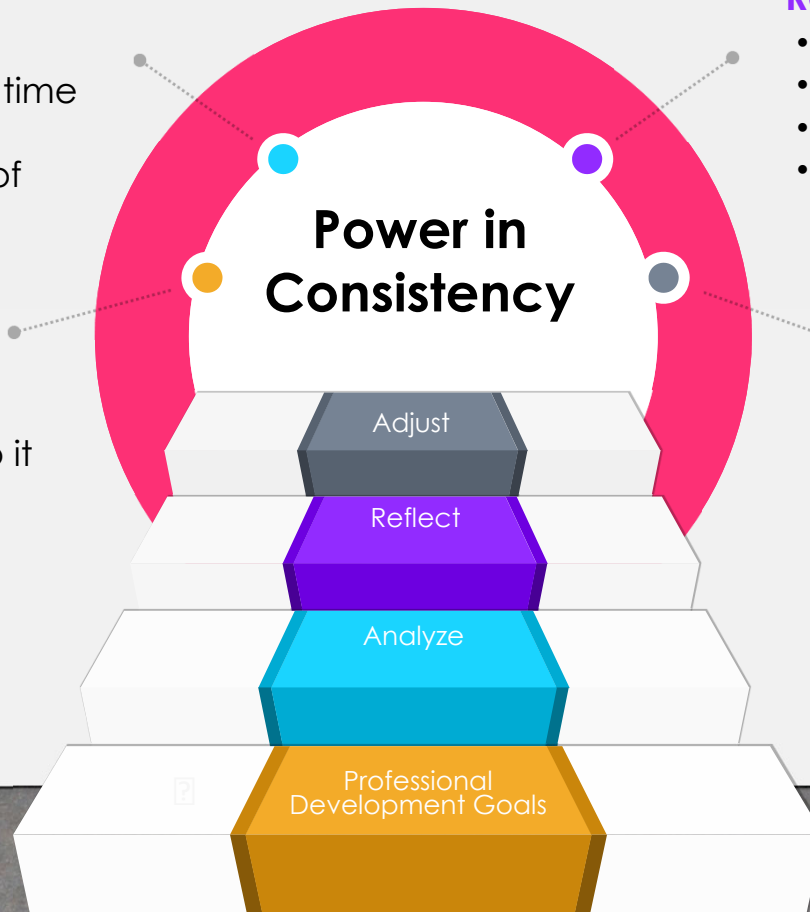
- Take small steps
- Make a plan and stick to it
- Celebrate the wins

Reflect on Areas of Development

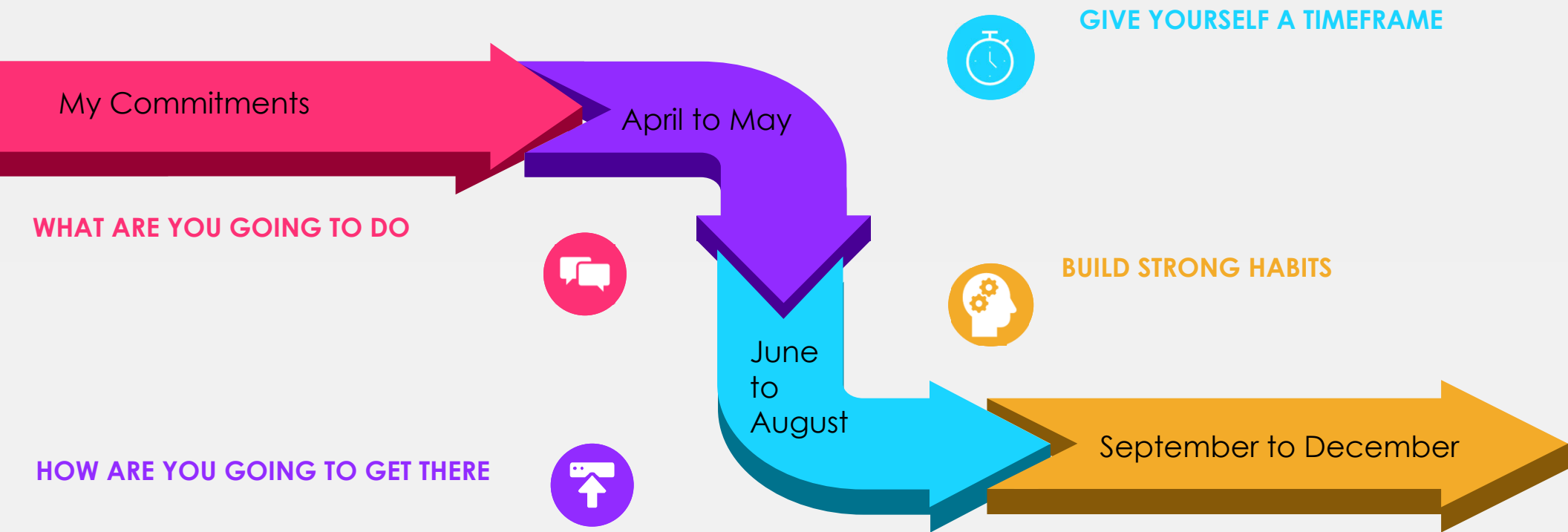
- Talk about it – ask for feedback
- Build an intentional process
- Communicate the process
- Don't be part of the problem

Be Accountable

- Check-In Often
- Make Adjustments
- Master It & Move On



2019 Professional Development Roadmap



My Productivity Roadmap

January - March

DO THE HARD THINGS FIRST

- PRIORITIZE THE HARD THINGS FIRST
- DO NOT ACCEPT PROCRASTINATION FROM MYSELF
- ORGANIZE MY DAILY WORKFLOW TO HIGHLIGHT THESE TASKS

MAXIMIZE MEETING CULTURE

- CONTINUE TO BUILD ON MEETING MANAGEMENT BEST PRACTICES
- FOCUS ON SHORTER MEETINGS
- IMPLEMENT BATCHING DAYS ACROSS ORG



April to May



USE MY PRIME TIME

- EXPLOIT MY PRIME TIME
- 6:30 AM – 11:00 AM
- MAXIMIZE MY MENTAL CAPACITY DURING THIS TIME
- SCHEDULE MY MOST IMPORTANT WORK DURING THIS TIME



AVOID VISUAL DISTRACTIONS

- ENGAGE IN DEEP WORK
- STOP ALL VISUAL DISTRACTIONS
- REPOSITION MYSELF AS NEEDED

June to August

September to December

Managing Up & Across

Your value is not in how busy you are, but how you drive business impact.

Keys to Managing Up

- Anticipate Needs
- Understand What Their 1 Thing Is
- Know Their Communication Style
- Be a Source of Help
- Learn to Give and Receive Feedback
- Find Your Voice
- Don't Be Afraid to Partner

Keys to Managing Across

- Build Influence and Trust
- Educate and Enlighten
- Create a Safe Space for Feedback
- Be a Peer NOT a Subordinate
- Foster Your Own Culture
- EA Community is Your Lifeline – NOT your “A-Team”

Thank You!

MELISSA PEOPLES

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