



# Preparing to Succeed - Charting Your Own Self-Development

An Online Continuing Education Course for Engineers

**Course Number: PD-4006**

**Credit: 4 Hours / 4 PDH / 4 CPD**

# Preparing to Succeed - Charting Your Own Self-Development

Richard Grimes

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## LEARNING OUTCOMES

Students taking this course will learn to:

1. List three essential elements of self-development
2. Identify their unique work-related competencies
3. Develop a plan for building alliances with others
4. Explain why traditional networking is not as effective in career development as is building alliances
5. Examine their behavior to determine if there are “qualifiers” associated with them that may restrict career development.
6. View their performance through the eyes of their supervisor looking for improvement opportunities.
7. List all of the written expectations of their job in terms of quality, quantity, and time
8. Analyze their daily performance to determine if they are actually productive or just “busy”
9. Identify some clues that they may not be performing as well in reality as they assumed
10. List some unwritten job expectations their supervisor may have of them
11. List some unwritten expectations their coworkers may have of them
12. Explain if they connect authentically with others
13. Analyze themselves to determine the extent of their orientation toward reality
14. Analyze their daily behavior to discover their potential for self-inflicting wounds
15. Analyze their internal dialogues to determine if they have self-imposed any limitations on their development
16. Analyze their behaviors to determine how effectively they deal with negative or undesirable events
17. Rethink their logical arguments when they encounter faulty conclusions
18. Gauge the impact of their behavior on others
19. View their work performance from the perspective of a customer service position
20. Identify and evaluate ‘moments of truth’ in their daily encounters with others
21. Identify aspects of their behavior that are critical to effective interaction with others
22. Prioritize those elements of their behavior to ensure the most successful interaction
23. Identify their personal working style to maximize their effectiveness in the workplace
24. Identify clues to other working styles so they can act flexibly for an effective interaction

25. Analyze and modify as necessary their typical emotional reaction to unsettling events
26. Explain the value of managing their reaction to an event when they cannot control the event itself
27. Explain the value in maintaining a sense of proportion when encountering disappointment so as not to harm their career plans
28. Lose gracefully and smartly
29. List the key elements necessary for their personal development plan
30. Break out of behavioral patterns that may be limiting their potential for career growth
31. Identify and obtain a mentor if their employer does not have a formal mentoring program

## OVERVIEW

The US Army used to have this slogan: “Be All You Can Be” as a recruiting enticement because it knew many young people really did not have an idea of what their future held - or what they wanted it to hold for them. Now that the Army no longer uses it, we will borrow it as the foundation for this course.

Many people feel it is the obligation of their employer to help them develop their career. Human Resource professionals know that employers with strong employee development programs have a distinct advantage in recruiting and retaining talent.

However, employers like that are scarce. Employees with drive and self-motivation will not have to wait for their employer to act but can use this course to chart their own self-development.

The concepts presented here will get the learner off to a safe start in developing their career while gaining experience regardless if the organization is public, private, or volunteer. We say “safe” as in avoiding errors that can create problems now or in the future. The model for this course is the typical high school drivers’ education program where (in theory) you learn just enough to start driving safely with minimal risk to yourself and others while you gain knowledge and experience.

Think of this course as an experienced mentor to help them understand the workplace from a position of “been there, done that” to guide their development in a logical sequence of looking *inward* at themselves before looking outward at the world around them.

While we do not pretend it will guarantee career success, we will promise that the learner will address many of key issues that business authors and thinkers have identified as critical for professional growth. There is a suggested reading list at the end of the course for those who want to get more deeply into the topics presented here.

## TOPIC SEQUENCE

We designed this course from the inside out meaning that before we start dealing with issues external to you, we must help you develop the “best you” possible. Your greatest asset (or liability) in your career is *YOU as a person, not you as your skills.*

We all may know or have read about someone who may be very skilled in work, sports, politics, or the arts but has serious character flaws outside of that skill. The company’s top salesperson who is responsible for more revenue than anyone else may not be such an asset to the company if his behavior toward female coworkers causes the spending of much company time and money investigating harassment charges from coworkers or defending him in legal actions.



Therefore, we will begin by leading you into a self-analysis and asking you to consider many facets of your character that will become more critical as time goes on. If you can work to strengthen these, you will be increasing your value to your employer. Moreover, the more valuable you are to your employer, the greater your chance for a bright career

After we help you become more aware of the world within, we focus on the world outside and help you deal with your coworkers. The more you can understand the reasons for conflict (and their warning signs), the greater the chance you can defuse it or avoid it altogether. As you become more skillful in simple negotiations, you will begin getting more of what you want in situations while building a strong network of supporters that you will need later in your career.

If you can understand and apply the elements of motivation, you will be able to get more cooperation from others. If you are able to understand and apply all of the concepts presented in these two critical areas of work – understanding yourself and understanding others – you will be an example of the wise man’s description of good luck: **“Good luck is what happens when preparation meets opportunity.”**

## LOOKING AT YOU

If you do not possess self-awareness, you risk creating career-damaging traps for yourself that will *always* come back to haunt you at the worst possible times. If you spend a little time doing some introspection and changing now, you can keep yourself from stepping into many self-created problems later. You can be assured that life, family, friends, and work will also throw plenty of problems at you that you never expected – so why add any more to the pile than necessary?

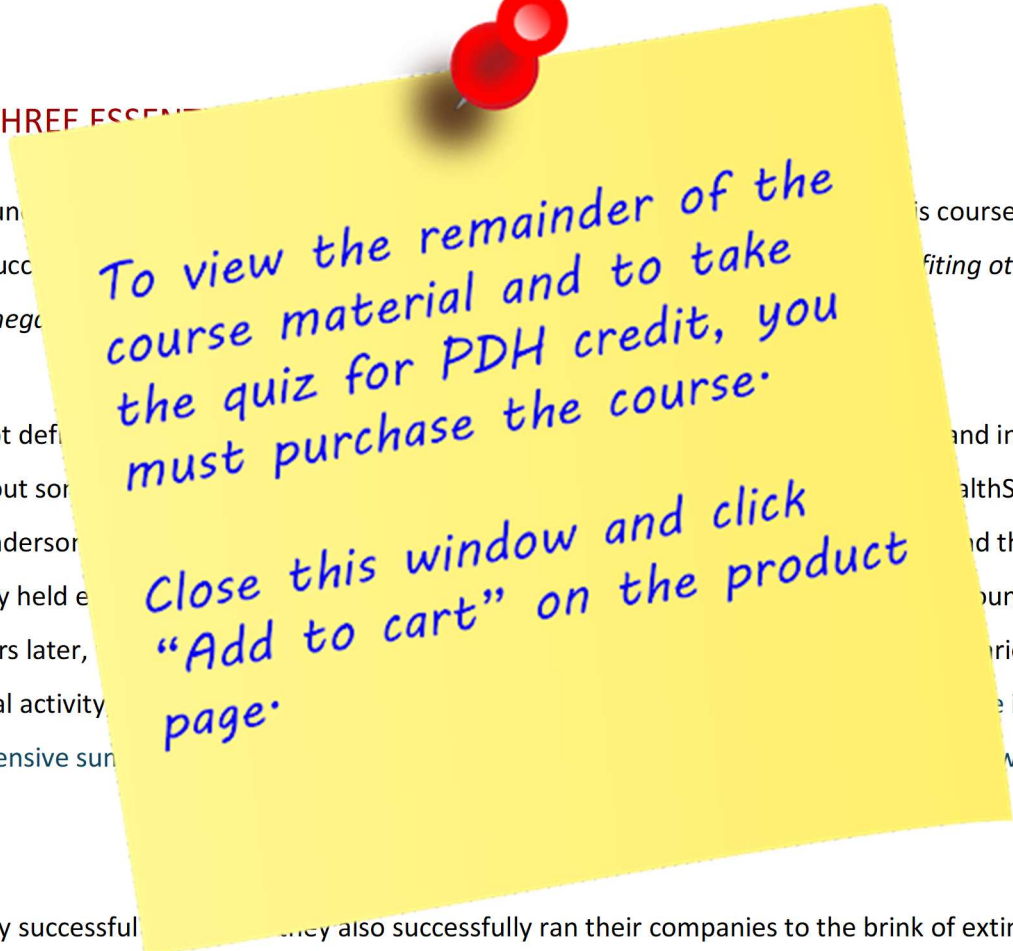
## YOUR THREE ESSENTIALS

Look around  
define “succ  
minimal nega

We do not def  
Think about sor  
Arthur Anderso  
personally held e  
Now, years later,  
of criminal activity  
comprehensive sur  
events)

Were they successful? They also successfully ran their companies to the brink of extinction, destroyed the retirement hopes for thousands of employees, wiped out billions of dollars of investments for stockholders, and ruined the lives of many innocent people associated with them or their companies. In all cases, these people of extraordinary talents also possessed fatal flaws that brought them down.

If we can help you identify three essential elements of success, *and you act on them*, there is a strong likelihood you can enjoy true success without the self-destructive traits they had.



To view the remainder of the course material and to take the quiz for PDH credit, you must purchase the course.

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