

## “Accelerating Your Career in L&D” TOP TIPS

### Learning Technologies Summer Forum #LTSF

<p><b>Stay in the driver’s seat of your own career</b></p>	<ul style="list-style-type: none"> <li>● Develop yourself!</li> <li>● Develop a habit of reflection. How much did you achieve this week? Did you focus on the right tasks/projects? What relationships did you cultivate? Do you owe anyone an apology?</li> <li>● Along with mentors – you need to identify and align with a corporate sponsor</li> <li>● Apply for the job you want even if you think you are under qualified</li> <li>● Never expect anyone to do anything to advance your career for you. Take ownership for yourself and be grateful when others help you succeed.</li> <li>● Dress for success. Cliché? Yeah. Important. Yes. If you don’t look like you take your career seriously, no one else will either. Dress for the role you want, not the role you’re in.</li> <li>● Personal branding. Doesn’t have to be how you dress but ask yourself what is your brand? If you’re design led but have nothing ‘designy’ about your profile or LinkedIn page for example, what does that say? - KG</li> <li>● Be authentic – don’t try and be anyone else, it doesn’t work.</li> <li>● Have a voice and control your story. When I left a job to start a business, I didn’t want anyone else controlling that narrative so I started a blog to make sure I controlled the story. Can be any social channel these days but be proactive and don’t let people make (wrong) assumptions.</li> </ul>
<p><b>Work hard and be low maintenance</b></p>	<ul style="list-style-type: none"> <li>● Know when to ‘walk away’ or ‘act on it’; <i>both are equally as important</i></li> <li>● Keep business simple</li> <li>● Never complain. You can raise your concerns, but always in a solutions-oriented manner. Don’t ask for help with a problem, ask for advice about your proposed solution.</li> <li>● Recognize you are always on a platform (gender, diversity ...)</li> <li>● I don’t think this is about not complaining – you should always put your perspective forward where you can but it’s about solutions not problems. Put yourself in your boss’s shoes and think what questions he or she might ask you when you go to them with a problem. Then when you go to them you have considered the options and can help them to help you make quick decisions.</li> <li>● Be positive and feel the joy – this is a career to love not to endure. If you don’t enjoy it, change what you’re doing but you if you feel the joy then you never mind the hard work and won’t complain</li> <li>● Be your own judge. Not all bosses are great with praise. Working for myself I had to figure out when I’d done good work. Feedback is valuable of course but get to know that moment when you’ve produced something good and enjoy it – or fix it if it’s less than stellar.</li> </ul>
<p><b>Trust yourself</b></p>	<ul style="list-style-type: none"> <li>● Have the conversation with your leadership when you are ready for more.</li> <li>● If you feel the company isn’t valuing you for what you contribute look elsewhere.</li> <li>● You don’t owe your current company, so don’t worry about leaving or finding something better.</li> <li>● You may never feel ready... even when you are. Better to take a risk and fail, than to wait longer than you need to and lose the opportunity to advance and succeed.</li> </ul>

	<ul style="list-style-type: none"> <li>● Trust your gut, you'll know when it's time to move on.</li> <li>● BACK YOURSELF! Nobody is going to do this for you! But know your strengths, work on your weaknesses and be positive and confident that you've got this (whatever that is) and you can make a difference.</li> </ul>
<b>Take the call</b>	<ul style="list-style-type: none"> <li>● Make the connection with a recruiter on LinkedIn, or say yes when they ask to talk.</li> <li>● Building strong relationships with recruiters and hiring managers, even if it isn't the right time for you to move because it might be the right time later.</li> <li>● The single best piece of career advice I was ever given was around 14 years ago: Never waste an opportunity to make a good impression on someone. You never know where that conversation might lead or how that connection might evolve over time. I always take the opportunity to meet and connect with people as a result AND put my best foot forward during those initial interactions.</li> </ul>
<b>State Your Intent</b>	<ul style="list-style-type: none"> <li>● Let your leader know what your goals are: Where do you want to be in 12 months and 24-36 months.</li> <li>● If your leader and your goals aren't aligned, it may be time to look for another leader.</li> <li>● Find mentors who can help you reach your near and long term goals. Make your mentors' lives easy. Learn how to be a good mentee and lead your mentoring sessions. Good mentors tend to be short on time.</li> <li>● It's important to note here that it's OK not to know what your intent is yet. But to express ambition and commitment, even if you are not sure of the exact path, is good.</li> </ul>
<b>Be a "Risk Taker"</b> <b>"GET INVOLVED"</b>	<ul style="list-style-type: none"> <li>● Look for opportunities to get involved in a board or non-profits. Raising your hand and "leaning in" for yourself</li> <li>● Be a volunteer both professionally and personally – this will build your leadership skills.</li> <li>● Fail fast. Experiment with new approaches to design and delivery with a focus on business performance.</li> <li>● Accept responsibility for failure. Leaders can handle failure; they can't handle excuses, because excuses add no value. Own your decisions and come with ideas for improvement.</li> <li>● If you're feeling a sense of imposter syndrome, it's probably because you are outside your comfort zone and that's where you grow</li> </ul>
<b>Build Relationships</b>	<ul style="list-style-type: none"> <li>● Relationships and reputation are crucial to any career. L&amp;D professionals will fall behind if they don't develop relationships with operations leaders and front-line employees. Likeability is a powerful tool.</li> <li>● Ask questions, be curious. Most people don't have that much interest in other people's jobs! So if you show someone genuine interest in understanding what they do and how you can help that will probably be a novelty that is well received!</li> <li>● Do not limit yourself to the company or vertical market you work in. L&amp;D is an industry in and of itself – be sure to network across it. But do not fall prey to the bubble either. Keep searching for fresh sources of ideas and inspiration beyond L&amp;D so you can bring these influences into what you do and keep innovating.</li> </ul>

# ”Accerate your Career in L&D”

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