



# Career Development for Everyone

By

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(Below are my personal opinions)

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# Effective Communication

- Practice **elevator speeches**; **Speak English in public**
- **“Toastmaster Clubs” help** - Try one out
- How do you **shake hands**? **Build initial Trust**
- **Be honest** with yourself – **Use best your strength; working on your weakness**
- **Speak at every meeting** – **Speak with passion**
  - We might not have a 2<sup>nd</sup> chance
- Try best to know **3+ individuals** at every event
- **This is my business card; can I have one from you?**
- Do you **smile**? Call people by **first names**

# Listen to Your Instincts

- Have **more tools on your belt – Learning for life**
  - Be prepared when opportunities come
- **Take calculated risks**; you will never regret it
  - All challenges are best opportunities
- Everyone can be a **True Leader**; **lead by examples**
- Lose some battles is OK; **WIN THE WAR** is critical
- Choose **A workplace/program needs you the most**
- Continue to increase capability/capacity (**record to CV**)
- **CV** is the single document to carry with you for life

# On Our Jobs

## Know and Use well the 3 P's at work:

- **People**
- **Process**
- **Politics (how to influence)**
- Always keep an open mind; **think outside the box**

## Have 3 Mentors at all the Time (to guide/watch back)

- **Within** your organization – 1 at least
- **Outside** your organization – 1 at least
- **Knock the doors** – Introduce yourself; ask for help
- **You might be surprised for what you will get**
- **If you don't ask, you will never get it**

# Network, Network, Network

## – “Volunteering” is the key

- Start **networking NOW** – Others have already done that
- CAPA, OCA, Monte Jade, CCACC, alumni associations, FAPAC, AAGEN, special interest groups (SIG)
- **ASQ509 Biomed/Biotech SIG: Every other Thursday evening at Rockville**
- **Practice** through every elevator/event/interview
- **When you want to hire yourself, you SUCCEED**
- **Ups** and **downs** are norms in our career/life paths
- **Enjoy your colorful paths & help others**
- **People refer you to others, because they “thought” they know you**



# Be a True Leader

**Build Integrity, Trust/Verify, Empower, Delegate**  
**Explain the “Why”; Give people a “purpose”**

**3P's to Learn – People, Process, Politics**

**4C's to Excel - Character, Competence, Commitment, Communication**

**SAFV to Survive: Scalable, Affordable, Feasible, Velocity\***

**ABC for Life: Adaptive, Be Prepared, Committed\***

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