

Navigating Your Way as an Executive Professional

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Navigating your way within the profession, it's a journey!!



How do you get where you are going?

- ENGAGED
- EMBRACE CHANGE
- FEAR
- CONFIDENCE
- TAKE CHARGE ATTITUDE
- FAST ON YOUR FEET

Quick Group Exercise

I KNOCK IT OUT OF THE BALL PARK WITH (YOUR DEPARTMENT/UNIT/OFFICE)



What will help you in the journey

Professionalism:

- Knowing your job inside and out
- Learning and improving core competencies of your trade
- Taking time to do things right the first time

- Setting high standards for others to follow
- Walking the talk
- And shining and looking like a bright glowing star



Build Solid Relationships

- Build a solid relationship with your executive or manager. They will treat you as the same level they are. They will value your input and change your self-perception.
- Peer relationships - People notice when you have solid relationships with your colleagues. Builds trust and they can rely on you with solid and great information.

- Internally (purchasing, travel, accounts payable, other admins)
- Externally (vendors, frequent interactions with other execs)
- Think like an executive



Teamwork

- Welcome input from others
- Trust colleagues
- Do your part. Don't let team members down
- Identify strengths and assign tasks or responsibilities based on talents

Living the Executive Persona

Lasting Impression

- 30 Seconds to make an impression that is lasting
- Positive / upbeat
- Neatly groomed and organized
- Develop your trademark

Personal Appearance

- Create your own professional style
- Everyday without fail (attitude/dress)
- Should promote a focused, charismatic, confident individual



Stage Presence

- Body language
- Voice (in person or by phone)
- Written communication (friendly but focused)
- Meetings – Active listener and contributing to the meeting

Verbal Ability/Communications

- Stop and think about what you want to say
- Learn to communicate effectively and clearly
- Be aware of what you say and how you say it and your tone of voice – Tact



- Be a great listener
- Respond to correspondence and do it in a timely fashion
- Return phone calls



Activity

1. Challenge yourself to list 5 items you can incorporate into your professional trademark
2. Which out of the 5 are already working for you

How to Best Stand Out Within Your Department

- Develop useful tools for your department (PPT, Visio, Excel)
- Cost cutting ideas
- Ways to do new things
- Ask to take on projects; don't wait to be asked

How do you know you are top notch?

- Leaders and peers consistently seek out your advice and knowledge
- Leaders high five you on jobs that are top notch or well before they are due
- Frequent compliments from those around you and those you may interact with within OSU



**Compliment
people.**

**Magnify their
strengths,**

**not their
weaknesses.**

Must Dos!

New Exec – Meet immediately with them within the 1st week or 2nd week. Outline their expectations of you and what YOU expect of them. Preferences (calendaring/phone calls/weekly mgmt. meetings/priority items on calendar)

Current Exec – Weekly meetings if needed. Don't ask when they are available sometimes. Put yourself on their calendar.

Performance Reviews

- Engage in periodic self reviews
- Ask frequently about performance
- Know where you stand in the organization, and also is there room for movement in department
- Any room for improvement



CAREER ANALYSIS

- Where do you want to be in 1 year, 3 years, or 5 years?
- What's your career path?
 - Same
 - Seek other opportunities at OSU (Administrative or not)
 - Totally move out of profession



- Goals
- Career Plateau – Finding higher level, more complicated work will expand your skill set and earn you kudos and new opportunities
 - Learn new skills within your department
 - Speak frankly to a manager about stagnation. Some support you and help with guidance
 - Move on after all avenues are exhausted

Mistakes

What are they??

- Mistakes
- Learning lessons

Should you sweat over the small ones?

- No – Just as long as you've taken something away from it

Work Life Balance

Meaningful daily achievement and enjoyment in each of the four:

- Work, Family, Friends and Self



Takeaways

- Be a leader
- Stand out like a bright shining star
- Professional style (Brand)
- Attitude
- Network, network, network
 - President & Provost's Council on Women (PPCW)
 - Association of Staff and Faculty Women (ASFW)
 - Young Professionals Network (YPN)
 - University Staff Advisory Committee (USAC)
- Mentor (Mentor/Mentee)
- Reach for the stars!!!
- CARPE DIEM

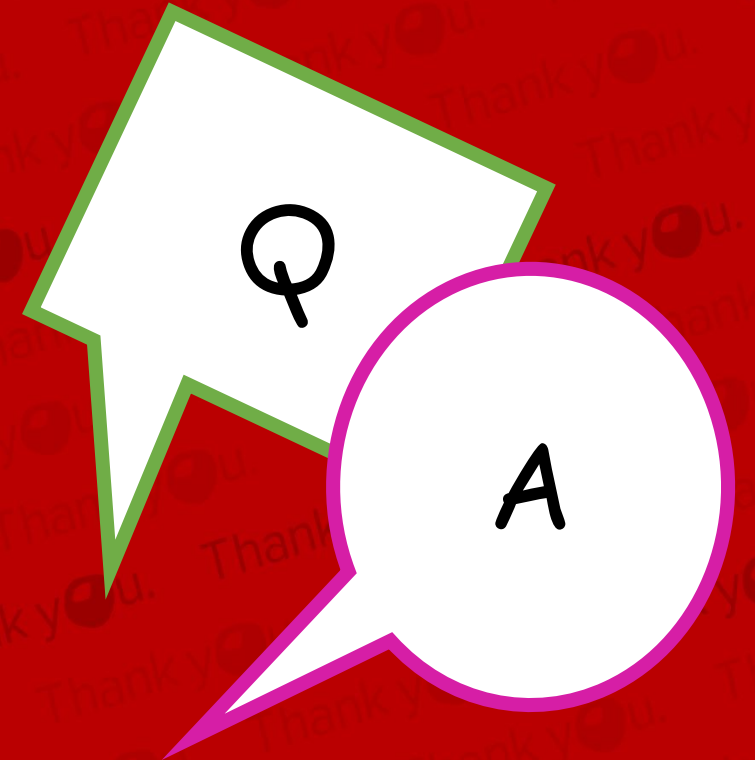
Resources

- Buckeye Learn
 - Discover your Personal Leadership Brand
 - Emotional Intelligence
- Mentoring Toolkit/Protégé Toolkit – <https://gatewaytolearning.osu.edu/professional-career-development/engage-with-mentor>
- Personal Mission Statement – Phil Anthony, Ted Talk – <https://www.philanthonym.com/>
- OSU/OSUWMC Toastmasters – <https://5819394.toastmastersclubs.org/index.cgi?%5d>

What do you have to add or ask?

“A brand for a company is like a reputation for a person.
You earn reputation by trying to doing hard things well.”

- Jeff Bezos



Thank you!