



2022 LULAC Federal Training Institute (FTI) –
San Juan, Puerto Rico

“Commit to Excellence by Climbing the Ladder to Career Success!”

*Thursday, July 28, 2022
10:15AM – 11:45AM ET*



Presented by Cynthia D. Dunn, Director
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Biographical Information

Cynthia D. Dunn, Director, Internal Revenue Service (IRS), Tax Exempt and Government Entities (TE/GE), Equity, Diversity and Inclusion (EDI)

- Longest serving EEO/EDI Director for TE/GE
- 42+ Year Federal Government Employee (USDA, DoD, Ex-Im Bank of the US)
- EEO/EDI/Diversity/Civil Rights Field since 1992
- National Life Memberships: Federally Employed Women (FEW), Blacks in Government (BIG), Society of American Indian Government Employees (SAIGE), Federal Asian Pacific American Council (FAPAC), and National Image, Inc.
- **Active Member of League of United Latin American Citizens (LULAC)**
- Proud Mother and Grandmother





Are You Committed to Excellence by “Climbing the Ladder to Career Success?”





Have You Mapped Out How You Will Climb the Ladder to Career Success?





My Federal Government Career

1980 – 1983	United States Department of Agriculture (USDA) (GS-1 to GS-3)
1984 – 1991	Department of Defense (DoD), Department of the Army (GS-3 to GS-5)
1991 – 1998	USDA (GS-5 to GS-12)
1998 – 2000	Export-Import Bank of the U.S. (GS-13)
2000 – Present	Internal Revenue Service (GS-13, GS-14, GS-15 to Senior Manager IR-01)





Why Bother with Trying to Climb the Ladder of Career Success?

When you “focus on climbing”, you will look at the big picture as simply the entirety of what you’re doing – your ultimate goal and how it relates to everything around it. Think of climbing as an aerial view of your career over a span of time. Once you “climb the ladder” you will be able to answer that age-old question: Where do you see yourself in five years? 10 years? 20 years?

This certainly doesn’t diminish the importance of the details, but in order to get an accurate picture of where you are and where you’re going, you need to step back periodically and take a high-level look.





Self Assessment: Where are you in your life and career?

Ask yourself these questions...

Are you happy with life decisions you've made? (If the answer is no, what have you done to change it?)

Are you happy with your current position?

How does your job affect your home life?

What is your ideal job? Have you taken steps towards achieving it?

Are the goals you have set for yourself realistic?

Where do you see yourself in 5-10 years?





Barriers That May Prevent You from Moving Forward in Climbing the Ladder to Career Success

- Mobility
- Lack of Training
- Afraid of Change
- Education
- Political Savvy



What are other barriers that is preventing you from reaching your ultimate career goals?





Strategies to Overcome Barriers

Mobility



Be Open Minded (Change Your Thought Process)

Lack of Training



Gain confidence

Afraid of Change



Focus on personal development

Education



Pursue higher education

Political Savvy



Preparation
Networking!

Don't Be Afraid to Seek Assistance





Why Is It So Important to Plan a Career?

People tend to lose sight of their career path as the years go by. Before you know it, you would have worked 20 years in the federal government and then you look back and say... I wish I would have developed a career plan.

It's not too late to develop your career plan to list your career aspirations.





What are Your Career Aspirations?

Ask yourself these questions...

- What is your career aspiration? Describe in detail.
- What would you like to achieve in five or ten years from now?
- What are your short- and long-term career aspirations?





Categories for Career Aspiration

Employee's career aspirations can be divided into a limited number of categories. The following are five examples of career aspirations:

- Traditional Career Success
- Security
- Expertise
- Freedom
- Balance





7 Tips for Climbing the Career Ladder Faster

1. Make a plan – and stick to it!
2. Keep networking
3. Work hard(er)
4. Dream beyond the job description
5. Become an asset to the organization
6. Think and act a level above
7. Be a team player





The 5 Essentials for Climbing the Career Ladder

1. Start with a blueprint.
2. Based on the blueprint, work hard and work smart.
3. Initiate more, don't just execute.
4. Align your efforts with your agency's goals.
5. Become an expert at something.



5 Successful Qualities for Climbing the Ladder to Career Success

1. Flexibility – Willingness to change direction
2. Honesty – Courage to look people straight in the eye and tell the truth
3. Leadership – The ability to encourage others to follow you
4. Accountability – Willingness to take responsibility, own a problem, and be held accountable
5. Intelligence – Ability to rapidly digest and analyze information



How to Work Your Way Up the Career Ladder

1. Keep Building Relationships
2. Take More On
3. Keep track of your accomplishments
4. Pursue skills and training
5. Maintain your integrity
6. APPLY!





Quote

“The difference between a job and a career is the difference between forty and sixty hours a week.”

- Robert Frost





Career Goals and Objectives

It is only when a person has a clear thought about their career goals and objectives that they get ultimate satisfaction from their job and therefore progress faster.





Reasons Why Employees May Not Have Career Goals and Objectives

- Dissatisfied with current job.
- Do not like their work schedules.
- Do not like a particular colleague in the office.
- Do not like their manager.

However, these vague reasons actually serve as a cover for the underlying reasons of all dissatisfaction with jobs – most times, the employee is unaware of or has not given thought to his or her career goals and objectives.





First Things First...

- Develop a Career Goal Statement (Short and Long term).
- Define your short-term and long-term vision of your career.
- What would you like to achieve at any given time frame?
- You should set up a time limit and check/assess your career statements as corner stones.





Questions to Ask Yourself Before Developing Your Career Statement

- Who are you and what do you want to achieve in life?
- Why are you interested in this career?
- What are your values?
- Why does this career fit you?
- What do you expect to achieve from this career in the long run?
- Describe your achievements, experience and qualifications for this career.
- What do you intend to do in the future?





Individual Career Learning Plan (ICLP)

- Summary Statement
- Education and Training
- Job Assignments
- Developmental Activities

Progress is assessed at both the mid-year and year-end performance review. At these points, the plan can be altered to reflect changes in career goals if necessary.





Career Development... Things to Consider

Market your knowledge, skills, and abilities

Find a Coach/Mentor

Sponsorship

Develop a Career Learning Plan

Seek out details and job shadowing opportunities

Join internal/external employee organizations (affinity groups)

Don't be afraid to ask...





CAMP Objectives

Month 1: Self-Assessment

Month 2: Self-Awareness

Month 3: Self-Development

Month 4: Time Management Skills

Month 5: Presentation Skills

Month 6: Shadowing Assignment

Month 7: Networking Skills

Month 8: Job Application Writing Skills

Month 9: Interviewing Skills





What Would You Want Someone to Know About Your Career Success?

Exercise

Now it is time to discuss one thing that you've done in your federal career that gives you bragging rights and you want others to know...





Quote on Career Goals

“People with clear, written goals, accomplish far more in a shorter period of time than people without them could ever imagine.”

- Brian Tracy





Job Categories

Great Workers....WORK!

Great Managers...MANAGE!

Great Leaders...LEAD!

Which category are you currently in?
I hope you all desire to be a leader!





Focus on Leadership... 10 Tips on How to Become a Good Leader

1. Keep Your Word
2. Be Fair and Respectable to All
3. Be a Good Communicator
4. Be Flexible
5. Be Organized
6. Delegate
7. Set an Example
8. Be Consistent
9. Give Praise
10. Ask for Help





How Can You Acquire Leadership Skills?

Enroll in your agency's Leadership Courses (On-line Training, Leadership courses, Leading Leaders, XR, XD)

Include Leadership Activities in your CLP (ask for developmental details, shadowing assignments, identify a Leadership course)

Learn and Lead 24x7

Seek Mentoring Programs

Tuition Assistance Programs





Famous Quote

“To be successful you have to be selfish, or else you never achieve. And once you get to your highest level, then you have to be unselfish. Stay reachable. Stay in touch. Don't isolate.”

- Michael Jordan





Change Your Career for the Better

Make your “I Want List” – What do you want to achieve (short and long term)?

Do a Reality Check – Make sure your goals are achievable

Put a Plan in Place – What actions will you take to get there?

Hold Yourself Accountable – Go after what you need to implement your goals

Reward Yourself – Celebrate your milestones, even small successes



Top 3 Lessons Learned



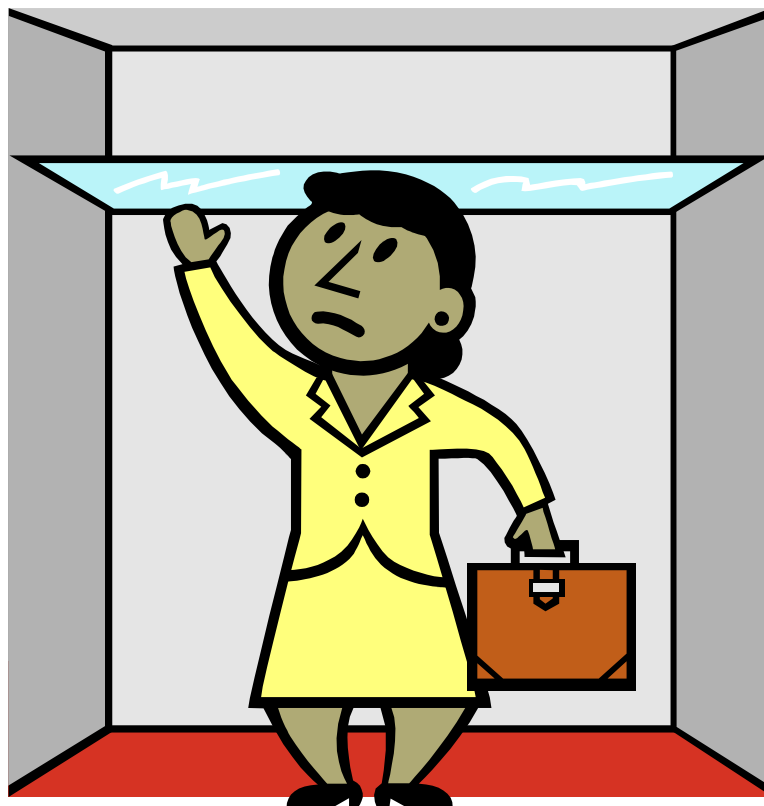


1 - Continue to Climb





2 - When You Come Across a Barrier, It is Only an Excuse!





3 - Help Others to Climb with You





REMEMBER - The Sky's the Limit!





Famous Quotes by Successful Latinos

"If the dream is there, work, save, and invest until it is your reality." --*Ana Santos Vitel*

"The single most beautiful gift you can give to others is your positive attitude." --*Jacqueline Camacho-Ruiz*

"Keep looking forward because that is where you'll find opportunity." --*Karina Garcia*

"Success is not a destination; it is a journey we must constantly pursue." --*Gabriela Reyna*

"If you believe in yourself, everyone around you will too." --*Claudia Soto Urrutia*

"Don't let fear stop you from achieving what you want." --*Elizabeth Colon*

"It's important to keep moving forward, towards our goals." --*Marie De Leanos*

"Setting stepping stones will help us to walk and work towards our personal and career goals." --*Nora Renteria*

"The best investment you can make is in yourself." --*Paulina Lopez*

"Success doesn't come without education and hard work." --*Sandy Martinez*





Questions, Comments, and/or Observations?





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