

Phase AI

Help Your Manager Help You Build the Career You Want

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Agenda

Intros

Presentation

Q&A

Roles and Responsibilities

You

Define the path you want

Take action to drive your growth

Understand expectations of your job

Give and receive feedback

Let others know what help you need

Your manager

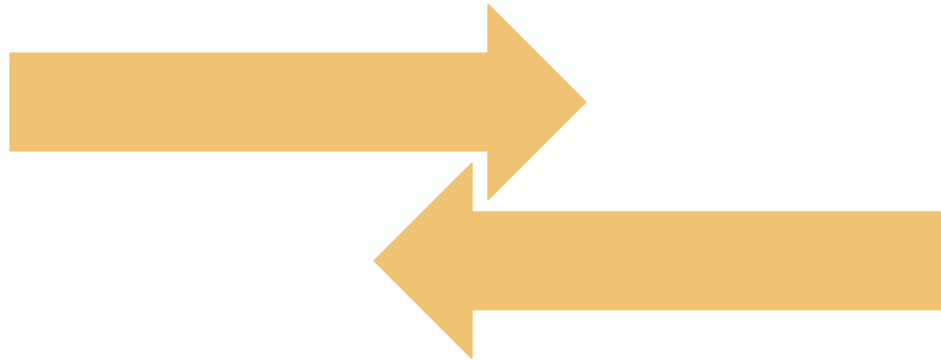
Set clear expectations for your job

Give and receive feedback

Maximize your impact to the business

Recognize and reward success

Support your growth*



Get clear about

What you want

What you will do

**What you are asking
your manager to do**

**How you want to
communicate and
measure progress**



**So tell me what
you want, what
you really, really
want**

Getting clear about what you want

Questions to Ask Yourself

- Where do you see yourself in 1, 2, 5 and 10 years?
- In what ways do you see yourself making progress towards that vision? Where do you feel off track?
- What are your core values and strengths?
- How have you already grown? What additional skills and experience will you need to gain?
- What are the expectations of your role? How do those map to your desired growth path? What do you find energizing (or not) among the tasks required of you?
- How do you think about promotions and compensation? How may this be similar to or different from how your employer or manager thinks about them?
- What other forms of recognition are meaningful to you?

Potential Resources

- Books, articles, etc.
- Seminars/conferences
- Networking, including finding mentors
- Peers in your organization
- Career/life coaches
- Education
- Side projects (e.g. Kaggle)
- Trial and error + reflection
- Your manager
- Your HR Business Partner

**What are you
going to do?**



Make a plan

Outline a short list (<5 is typically most attainable) key development objectives you wish to achieve this year

Build a roadmap for achieving your goals, including the on-the-job experiences, assignments, mentoring or training that you want to pursue

Use SMART goals or similar framing to ensure that your milestones are:

- Specific
- Measurable
- Attainable
- Relevant
- Time-bound



**What can your
manager do for
you?**

What can your manager do for you?

- Build trust with you
- Foster an inclusive, accepting team culture and “manage up” to set expectations and create a safe space for you and your peers to grow
- Set clear expectations for your current role
 - What does it take to meet expectations at your level?
 - What is non-negotiable and where is there more flexibility?
- Provide feedback based on their own observations
- Gather and synthesize feedback from your peers and stakeholders, and help you refine your ability to gather feedback yourself
- Identify and enable mentors, coaches and teachers
- Sponsor opportunities for you to take on projects that both impact the business and align with your growth goals
- Support you in maximizing learning and development resources and opportunities available through your employer
- Celebrate and recognize success
- *And more!*

**Communicate
and measure
progress**



Communicating with your manager

Own a dedicated “career conversation” with your manager every month or quarter

- Share what you’d like to get from the conversation and ask your manager about their expectations
- This is a great opportunity to share your development plan, make requests of your manager and check in on progress to-date for plans already discussed
- Avoid surprises: mutually share questions and documents ahead of time
- Use the last 5-10 minutes to align on next steps and action items
- Give and receive feedback about how you both approached the discussion

Use this framework in ongoing conversations too!

- Point out for your manager when you have done what you said you would do
- Thank your manager when they do what you asked them to do
- Give your manager feedback to help them improve, especially if they fail to meet agreed-upon expectations
- Be clear about when you are informing vs. asking for feedback, clarity or advice vs. asking for direction vs. venting vs. giving feedback
- Assume good intent, express empathy and ask questions

Q&A