

GROW YOUR CAREER

Our second Transportation Leadership Institute cohort graduated in July after completing every step of the way and building a phenomenal group. Congratulations! It was wonderful working with all of you. But who doesn't ask the big question "What's next?" after working hard to complete a program? Nothing like a new challenge to excite and motivate you out of the graduation blues! So, let's talk about it.



Where to Start

Discover your talents, abilities, and skills that allow you to be better at a job. Think of your Gallup Strengths and how and where you use them successfully! Independently from where you are in your career, be proactive and invest time to pick up complementary skills to enhance your efficiency and competitiveness. To do this, find mentors inside and outside your organization to gain insights how another company of a different size tackles certain challenges, or simply do research on new skills you can master to advance your career. [Please click here to see more information about the mentoring program, and to complete an application.](#)

So what can you do?

Invest in yourself. There are two specific areas that you should invest your time and energy in: Your portfolio – experience, achievements, skills – and your network. These two areas will compound and pay off many times over in the long run, creating valuable personal equity that is transferable across companies and probably even industries.

Identify your transferable skills. Identify and be conscious of all the skills you have accrued and demonstrated over time and how you applied them. That will help you in the future when growing into a new role.

Make sure you have a strong online presence. Nowadays, your online presence is just as important as your resume. Make sure all of your social profiles are clean, professional, and up to date.

Be your own elevator. One of the best ways to achieve career success is to keep assessing your performance. Don't wait for your annual performance

Be ready to learn. To excel in your career, you have to be willing to learn. Don't be afraid to ask questions, show that you are coachable, paying attention and always open to learn new things.

Anticipate needs. To succeed in your job, you will have to be well aware of what your manager needs. Stay a step ahead of your supervisor by asking yourself, "If I were my boss, what would I want done next?" By making sure you get things efficiently done in time, and take the initiative to do them yourself, you will be showing a positive, go-getter attitude to higher management.

Create solutions. Everyone can turn their problems into their manager's problems. Be the solution provider, not the problem creator. If you don't have the authority to give the final verdict on a problem relevant to your work or department, then make sure you offer solutions.

Gain trust. This is one of the most important tips for success. If your

evaluation – do it yourself. Identify quantifiable goals or learning opportunities and set a timeline for achieving them. This will show that you understand the importance of constant self-evaluation and improvement. [Here you will find a self-evaluation template we use at the VTTC!](#)

Quantify your achievements.

Regardless of the field(s) you work in, managers want to see quantifiable achievements to know that you can make a positive change in any situation. So, identify numbers you can use to quantify your success.

Show, don't tell. The value of action is far greater than that of mere words. Use this as a principle in your daily life.

supervisor finds you trustworthy, they'll delegate tasks to you. Make sure you meet your deadlines and keep your promises.

Be compassionate. Being a good employee requires compassion and understanding that your manager and fellow employees are doing their best.

Reach out to us. Our team is here to offer different services to you and your teams depending on where you may be in your professional growth. Here are a few one-on-one and team professional coaching services options to choose from: Individual Development Plans, work plans, Gallup Strengths, relevant training, mentoring matching, communication, supervision, interviewing, etc. Have other ideas? [Reach out](#) - we would love to work with you!

Do you remember? Last time we talked about "Information Overload."

Here are our top five take home points:

Do a Brain Dump. Get things out of your head. Create a big list of everything floating around your head. Also, immediately write down any thought that interrupts your work flow. Once on paper, prioritize the items into these buckets: Do it, delegate it, defer it, drop it.

Follow the Two-Minute Rule. If you have a lot of little tasks, designate 45-60 minutes every day to plow through any items that will take you two minutes or less, like emails, phone calls, tidying up, etc.

Delegate. Delegating tasks to the right/relevant teammate or co-worker, rather than taking it on ourselves.

Escape. Make yourself unavailable at a set time or for specific tasks every day. If you're writing a proposal for example, turn your email and phone off. This focuses your attention on the piece of information that matters most: What you're working on right now.

Prioritize. Spend only as much time on decisions, tasks and activities as they are worth. At the end of the day, it is all about relevance.



Want to learn more? Come to our training!

Organized, On Time, and Productive
September 10 | 8:30 am - 11:30 am
VTTC Room 114A



Institute Spotlights

In July, our second cohort graduated - congratulations to all of you!

From left to right: Jonathan Griffin, Lance Duquette, Chris Hunt, Phil Harrington, Amber Beaudin, Cory Burrall, Jeff Blanchard, Tanya Whitney, Seth Hisman, Zoe Neaderland, Kaitie Armstrong, Jason Brooker, Ludwig Pulaski, Robin St.John, Eric Brooks, Beth Meyer-Ehrich, Jason DeForge, Bill Farley, and Taylor Sisson



Additional Development Opportunities

AOT Lunch & Learn Series

Stay tuned for upcoming Lunch & Learns in-person and through Skype.

Yearly Evaluations

October 17 | 12:00 pm - 1:00 pm
VTTC Room 114A

[Skype Link](#)

Future Transportation Leadership Institute Lunch & Learns

October
January
March

Mentoring

Become a mentor! During your year at the Transportation Leadership Institute as an emerging leader, you learned a lot about yourself, the organization, and networks. Pay it forward and consider becoming a mentor; invest in others in our workforce! You are the perfect mentor to support others stretch and grow!



[Please click here and fill out the mentor application](#)

so we can reach out when mentees approach us.

Sources

<https://www.businessnewsdaily.com/5429-career-change-resume.html>

<https://www.topresume.com/career-advice/10-tips-to-excel-in-your-career>

<https://medium.com/swlh/how-to-build-your-career-as-a-millennial-b75dbab0a922>