


**FOIA/PA
WORKSHOP
CAREER
MANAGEMENT**


TONI FUENTES, DIRECTOR FREEDOM OF INFORMATION
DEPARTMENT OF DEFENSE

TAMMY WRAY, VA FOIA TRAINING DIRECTOR
DEPARTMENT OF VETERANS AFFAIRS




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**CAREER
MANAGEMENT**



- Career management is the combination of structured planning and the active management choice of one's own professional career. Career Management is an umbrella term that covers Career Planning & Career Development on an individual level or at an organizational level. [Wikipedia](#)

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Set Goals

- The first step you need to take before you do anything else is to set goals. Studies show that **once you write goals down, you're 42% more likely to achieve them. Make sure to use SMART goals, which are:**
- **Specific:** What specifically do you want to achieve?
- **Measurable:** How will you know that you've achieved your goal?
- **Attainable:** Is this goal realistic?
- **Relevant:** Why does this goal matter for my career?
- **Time-bound:** Give yourself a deadline.

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What SMART goals look like in action:

- Specific:** I want to get my Project Management Professional (PMP) certification.
- Measurable:** I will achieve this by taking the PMP exam.
- Attainable:** I will take night classes three times a week to prepare for the exam.
- Relevant:** I want a high-paying job as a senior project manager, and this certification will set me apart from others.
- Time-bound:** I will complete this by the end of December.



Job Hunt, By [Caitlin Lemon](https://www.job-hunt.org/what-why-career-management/) https://www.job-hunt.org/what-why-career-management/

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Now that your goals are set, what are your next steps?

- Meet with your supervisor
- Explain your goals, how you intend to reach them, and how as a supervisor they can assist you.
- Look for opportunities to invest in yourself, what does your agency offer:
 - Certifications
 - Classes
 - Details
 - Mentorships (mentor/mentee)
 - Opportunities


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*“The difference between great people and everyone else is that great people create their lives actively, while everyone else is created by their lives, passively waiting to see where life takes them next. The difference between the two is the difference between living fully and just existing.” **Michael E. Gerber***

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Career Management

- Assessment:** Clarify and understand your interests, skills, values, and personality.
- Research:** Explore career or job opportunities that interest you.
- Make decisions and set goals:** Evaluate the pros and cons of feasible options and create goals and timelines.
- Take action:** Write or update your résumé, interview, evaluate or accept a job offer, or begin work or study toward a long-term career goal.
- Readjust or new transition:** Assess and regroup or begin anew.




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Lifelong Learner

- Technology is always advancing, willing to learn new technologies within your environment.
Smart phones
Tablets
AI
- Be willing to adapt as we evolve through technology
- Work/life balance is key as you invest in yourself whether it be time, resources, and learning.

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Training for the Lifelong Learner

- Examples could include:
 - Courses that offer certifications related to interest and work
 - Tablets
 - AI
- Working with task forces and teams for projects
- Staying current with information regarding your profession to include reading journals and articles.

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Networking

- What is networking?
 - Conferences
 - Professional development courses
 - Training courses
- These relationships can be essential assets to your job and your career.
- The impact on future career opportunities.

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No one will take care of your career better than you!

Questions????

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