Navigating Career Change

Working with MS is Possible!

February 9, 2016

Presented by:

Biogen
usbank

EMD Serono
Teva Pharmaceuticals
THE POWER TO BE MORE THAN YOUR MS
www.mscando.org | 800-367-3101

National Multiple Sclerosis Society
How to Ask Questions During the Webinar:

• **Chat Feature** – Type in your questions using the chat box on the lower left hand side of your screen.
Today’s Presenters…

Danielle Moser
Asheville, NC

- Co-authors of FOCUS: Creating Career + Brand Clarity
- Managing partners of the boutique career management services firm, Blended Learning Team
- More than 40+ years combined experience

Debra Heindel
Fort Worth, TX
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Agenda

✓ **Assess Yourself:** Your Symptoms + Your Job + Your Skills

✓ **Explore Career Options:** Job Accommodation or Career Change?

✓ **Identify Resources:** Exercises, Templates, Web-tools

✓ **Create a Framework:** Decision-making

*Sustainable employability is largely about strategy*
✓ Assess Yourself:

*Your Symptoms + Your Job + Your Skills*

Step 1: Don’t panic!

Step 2: Partner with your physician and healthcare team

Step 3: Assess yourself

Step 4: Use the tools at your disposal
✔ Explore Career Options:
Job Accommodation or Career Change?

Questions to ask regarding Career Change

What type of MS do you have?

What are your symptoms?

Are there medications that will alleviate your symptoms?

Are there workplace accommodations that will allow you to continue in your current role?
✓ Explore Career Options: Job Accommodation or Career Change?

Questions to ask regarding Career Change

- Will you work in your current profession?
- Will you work in a different profession?
- Will you work in your current industry?
- Will you work in a different industry?
Framework for Exploring Career Options

Current Profession - Current Industry
(Accommodation)

Delivering 4-hour Stand-up Training Sessions

Delivering 90 minute webinars from home
Framework for Exploring Career Options

Current Profession – Different Industry

HR Director visiting outside plants

HR Director working from an office

[Images of HR Director in different settings]
Framework for Exploring Career Options

Different Profession – Current Industry

Interior Decorator – Color Blind

Office Manager for Engineering & Design Firm
Framework for Exploring Career Options

Different Profession – Different Industry

Sports Trainer

Office Manager for Orthopedic Surgeon
What if you decide to change your career?

*How will you decide what you will do?*

- Entrepreneur?
- Electrician?
- Help desk?
- Office Work?
- Retail?
- Human Resources?
- Sales?
- Medical Billing?
- Tech Support?
- Trainer?
- Logistics?
What if you decide to change your career?

How will you decide what you will do?

Let’s start with a story…
Where would you flourish?

“When you identify the perfect career option, it’s about finding a role and an environment in which you can be successful and "flourish" -- loving what you do, being appreciated, and ultimately being your ‘best self’ at work.”

Excerpt from “FOCUS: Creating Career & Brand Clarity”
Where would you **flourish**?
Begin by creating your *Flourish Factor Profile*

Inventory your skills, expertise and personal priorities…

<table>
<thead>
<tr>
<th>Skills Categories (Competencies)</th>
<th>Individual Skills (Transferrable)</th>
<th>Irrepressible Skills</th>
<th>Environmental Flourish Factors</th>
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FOCUS: Creating Career & Brand Clarity, 2012
Identify Resources: Exercises, Templates, Web-tools

Flourish Factor Exercises:
- Marketable / Transferrable Skills
- Irrepressible Skills
- In-Demand Skills
- Environmental Flourish Factors

On-line Resources
- National Multiple Sclerosis Society
- Can Do Multiple Sclerosis
- Occupational Outlook Handbook
- O*net Online
Identify Resources: Exercises, Templates, Web-tools

Marketable / Transferrable Skills

As you explore your career options, it is important to know your skills and those that might be transferrable. Knowing your skills will help you present yourself well. This is especially important as you explore options -- whether in your current profession / industry or different ones.

Use the lists that follow to identify your current skills. Place a ✓ (checkmark) next to all the skills that you CAN DO.

Next, take a second pass at the lists to narrow your results to those skills that you can do, but most importantly, that you LIKE TO DO. Put a line through the ✓ (checkmark) of those skills, creating a ✔ (checkmark with an x).

Of the skills you’ve now narrowed (that is, those identified with a ✔ checkmark with an x), circle ○ the ones at which you EXCEL.

List those skills that are circled ○ in the Flourish Factor Profile found at the end of this handout.

Finally, to identify your skill clusters -- or core competencies, review the lists again and identify the categories with the greatest number of results.

For example, if you believe 3 of your 6 biggest categories of skills are Communication, Data Management, and Service, then list those on the Flourish Factor Profile as well. They represent your best skills and are most likely to be transferrable.

<table>
<thead>
<tr>
<th>Communication</th>
<th>Presenting ideas</th>
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<tbody>
<tr>
<td>Adjudicating</td>
<td>Interviewing</td>
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<td>Corresponding</td>
<td>Interrogating</td>
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<td>Proof reading</td>
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</table>
Identify Resources: *Exercises, Templates, Web-tools*

Irrepressible Skills

**IRREPRESSIBLE SKILLS**

When you are successful, it is usually because you are applying your skills and strengths, and because your personal traits are assets for the task at hand.

An analysis of your achievements, accomplishments and successes, therefore, can lead to a clear definition of these skills and traits.

A key element of this analysis is the identification of recurring patterns or themes. These skills are what we call irrepressible skills.

**IRREPRESSIBLE SKILL #1**

Choose a work related accomplishment from your recent history. To help be more specific and relevant, if you can, please select something from within the last 2 years.

- **Describe the situation or problem**
  - **S** (Situation)

- **Explain the task... what was your challenge or why it was important**
  - **T** (Task)

- **List specific actions to show how you resolved the problem**
  - **A** (Action)

- **What was the result or accomplishment and what were the benefits? Can the result be quantified or qualified?**
  - **R** (Results)

- **Why did it matter? What skills were you using? What traits & strengths did you employ?**
  - **S** (Significance)
**Identify Resources**: Exercises, Templates, Web-tools

Environment Flourish Factor Exercise

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**ENVIRONMENTAL FLOURISH FACTORS EXERCISE**

As we’ve discussed, there are environments where you’ll do fine... and others in which you’ll flourish – feeling that you’re giving the best of what you have to offer, that it’s appreciated, valued, and that you’re getting to be your ‘best self’ every day.

This exercise has two parts... please review the list of factors on the follow page, and one by one, categorize them in one of these three columns.

<table>
<thead>
<tr>
<th>MUST HAVES</th>
<th>CAN LIVE OR WITHOUT IT</th>
<th>DEAL BREAKERS</th>
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<tbody>
<tr>
<td>(WANT)</td>
<td>(MIGHT WANT)</td>
<td>(DON’T WANT)</td>
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[logo]

**CAN DO** Multiple Sclerosis

[logos]
Identify Resources: Exercises, Templates, Web-tools

In-Demand Skills

In an effort to set the stage for learning more about yourself, let’s take a break from the self-assessment process and explore what’s in demand in the marketplace.

These skills aren’t going to be transferred to your Flourish Factor Profile, but instead are intended to get you thinking about the skills you do have as you look to determine which are your strengths.

Please select 6 to 10 online job ads that appeal to you in some way. List the common threads below. What knowledge, skills, abilities, (KSAs), certifications, education, and/or training are they seeking?

In addition to looking for the KSAs, be sure to pay careful attention to the language they use. This is crucial to ensuring that you’re speaking the same language as your audience.
Based on *Flourish Factor Profile* ...

Inventory your skills, expertise and personal priorities…

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✓ **Identify Resources**: Exercises, Templates, Web-tools

National MS Society – (http://www.nationalmssociety.org)
✓ Identify Resources: Exercises, Templates, Web-tools

Can Do Multiple Sclerosis – (http://www.mscando.org)
✓ Identify Resources: *Exercises, Templates, Web-tools*

Occupational Outlook Handbook (http://www.bls.gov/ooh)
Identify Resources: *Exercises, Templates, Web-tools*

O*net Online (www.onetonline.org)
What will you decide?
Create a Decision Making Framework

- Analyze the Effects of MS on Work
- Develop *Flourish Factor* Profile
- Research
- Compare options against your *Flourish Factor* Profile
Additional Support...

On-line Resources

- National Multiple Sclerosis Society
  - Analyzing the Effects of MS on Work
  - Reasonable Accommodations
- Can Do Multiple Sclerosis
- Occupational Outlook Handbook
- O*net Online
Additional Support…

If you would like to purchase a copy of our book, we are pleased to offer a **20% discount** if purchased from our website.

http://www.blendedlearningteam.com

Please use this discount code: **BDP5F8AN**
Thank You!

Questions?
Comments?
Can Do MS Resources

eNEWS
your best life update

Q&A

Can Do Library

Find these resources at www.MSCanDo.org.
National MS Society Resources

The Win-Win Approach to Reasonable Accommodations

Should I Work? Information for Employees Living with MS

Employment Matters: Managing MS in the Workplace

nationalMSsociety.org/employment
Ski or Ride for MS 2016

2016 Event Dates
Loon Mountain, NH - Feb. 6
Norway Mountain, MI - Feb. 13
Hunter Mountain, NY - Feb. 20
Crystal Mountain, WA - Feb 26 & 27
Vail Mountain, CO - Feb. 27
Squaw Valley, CA - Feb. 27
Schweitzer Mountain, ID - Mar. 5

7 Mountains. 1 Cause.

Register Today!
mscando.org/verticalexpress
Managing Your MS
Symptoms With Technology

February, 23, 2016

Presented by:
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