

**New ideas to**

**make new habits**



**LA TROBE  
UNIVERSITY**

# Who are you?

Practice talking about yourself differently. Develop one sentence about your professional persona.

## Consider:

- Focus on impact of your work.....not 'the work'
- Consult with work mates – what are my strengths?
- Practice

# Brag book – what works for you?

- LinkedIn
- Google Docs
- Folder on your desktop
- A journal
- Apps - Evernote or Inkpad
- Calendar
- An online portfolio

# Brag book – what to collect?

## Today's homework -

- Note all the ways you've 'adapted to change' throughout the past year – remote working, online meetings, planning and timelines, leadership etc

## What next?

- Examples from your past annual reviews and job applications
- Collate any reference and referee information
- At the end of a project write notes – lessons learnt + impact
- Goals achieved – data %, \$, etc
- Keep good records of your PD and awards

# Collate your examples

- Identify standard questions in your speciality – project management, customer service, content management etc
- Identify standard personal questions – adapting to change, collaboration, communication,
- Come up with 2-3 actions and outcomes for all the areas. Think of different examples.
- **Place reminder** in your work calendar monthly to update for projects, professional development, wins etc

# The SAO Method

- **Situation**, where and when you did something.
- **Action**, what you did and how you did it. *Resist the urge to make this a task list.*
- **Outcome**, what was the result of your actions.

## **Example:** Online content –

- Centre for Youth Literature (SLV – 2011 to 2019), responsible for managing a website, newsletter and nine social media accounts (FB, Insta, Twitter) for two audiences across a small team.
- Developed content plan and guidelines aligned with target goals and strategic plan
- Newsletter (46%), social media (723%), website (115%) + efficient systems + data



## Adele's Job Examples ☆ 📁 ☁

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|   | A                  | B   | C  |
|---|--------------------|---|--|
| 1 |                    | <b>La Trobe University</b>  | <b>StartSpace</b>  |
| 2 |                    | 2019-   | 2018-19  |
| 3 | Adapting to change | COVID 2020<br>Program design moved online + communications taskforce + new working habits<br>Working from home, paper calendar, One Drive - file storage, flexibility and proactiveness |  |
| 4 | Communication      |   | Foundry658 (accelerator program) website<br>Wrote all web content for website in three days for high profile and \$\$ program under Creative State<br>Website ready by due date, 1000+ queries, positively mentioned by applicants |
| 5 | Branding           | OPAL repository<br>Designer brief, selection and product - support<br>On time, under budget and positive feedback<br>NOT STRONG EXAMPLE - KEEP EYE OUT                                  | StartSpace and Foundry658 brand<br>Compiling pitch, collating EOIs and presenting to stakeholders<br>[find some]   |
| 6 | Project Management | PD program - reimaged + COVID<br>Consultation, research, pilots and evaluation + collaboration<br>89 sessions, 18 hours/per staff, 91% increase in skillset, 83% in confidence          | Lead on space operationally - high rep risk<br>Gantt charts, update snr leadership, quotes and purchasing, etc<br>Issues identified before building sign off saving SLV \$, under budget with purchases for space                  |



Examples ▾

# That's good – then what?

- Considering the future – look at position descriptions for next tier of your career (add categories to your records)
- Use EAP – three visits a year
- Recent hires in your organisation
- Express interest in developing your recruitment skills
- Participate in mentoring programs
- Chat to your manager



**Thank**

**You!**

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