

# CHARTING YOUR CAREER

BROUGHT TO YOU BY: HARMONY CDC – HARMONY CAREER NETWORK

HOST: CANDY BRADSHAW – PROGRAM DIRECTOR

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**Eboni Kelly-Williams, MJ-LEL, MSHR, SPHR, SHRM-SCP**

Senior Director, Human Resources  
Co-Chair, Diversity, Equity, &  
Inclusion Employee Assistance  
Fund, Board Vice President  
AccentCare

Eboni Kelly-Williams works at AccentCare, Inc. and is responsible for providing advice and counsel to their Hospice business. Eboni is also working to build and operationalize their Diversity, Equity, and Inclusion initiatives. Eboni started working for AccentCare in 2014 and has over twenty years of Human Resources experience. Her diverse expertise include the roles of Senior Human Resources Business Partner, Director of Employee Relations, Diversity Partner, and Recruiter. During her five years at AccentCare, she supported Personal Care Services, Marketing Development, Employee Relations, Corporate Support Center, Ontario Support Center, AccentCare Service Center, Texas Home Health, and Hospice.

Eboni holds a Bachelors of Arts degree in Psychology from Indiana University-Bloomington, a Master of Science degree in Human Resources from Loyola University of Chicago, and a Master of Jurisprudence, in Labor and Employment Law, from Tulane University Law School. Additionally, she earned her Senior Professional in Human Resources certification, Senior Certified Professional certification, and a Certificate in Employee Relations Law.

Currently living in Dallas, Texas, Eboni is a native of Chicago, Illinois. She is a Board member of Jack & Jill, Inc., Dallas Chapter, and Alpha Kappa Alpha, Sorority, Inc. She is passionate about health and fitness, and helping economically disadvantaged women in the workplace. She spends her free time volunteering, exercising, reading, and relaxing with her husband and two children.

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**Karrie Dudley, MBA, PHR**

Benefits Strategy Manager,  
Mentor, Coach

Karrie Dudley, HR Benefits Strategy Manager, is a professional with 20+ years of Human Resource management experience. She has notable experience in strategic human resource planning, performance management, staffing, federal and state law compliance, employee benefits, training and development. Karrie is passionate about serving others through her Servant Leadership. Prior to joining Brinker International, Karrie served as an HR Director for Lockton Companies. In this role, she provided strategic HR guidance to 50+ clients, serving 110,000 employees.

Karrie holds a Master's Degree in Business Administration from Texas A&M University Commerce, a PHR Certification from HRCI Institute and is currently seeking a Master's Degree in Clinical Mental Health Counseling at Texas A&M University Commerce.

Karrie was born in Breckenridge, Texas, however, moved to Dallas in her early years. Karrie has 2 sons, Antonio and Kalon Dudley. She spends her free time with family and close friends, volunteering in the community, bike riding and shopping.

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## IN SEARCH OF A FULFILLING CAREER



**KNOW YOURSELF BETTER**  
STRENGTHS & ABILITIES



**DEVELOP A PLAN TO GUIDE  
YOUR CAREER CHOICES**  
RESEARCH MARKET



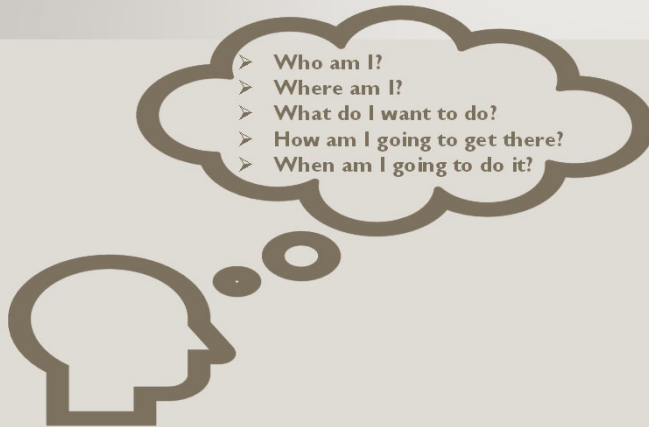
**CREATE A STRATEGY**  
TOOLS & RESOURCES

“A clear vision, backed by definite plans, gives you a tremendous feeling of confidence and personal power.”

- Brian Tracy, author and motivational speaker

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## GETTING STARTED



### SMART Goals

<b>S</b> Specific	What do you want to achieve in your area of focus?
<b>M</b> Meaningful	Why is this goal important to you?
<b>A</b> Action Oriented	What steps will you take to achieve it?
<b>R</b> Realistic	How do you know that you can achieve this goal?
<b>T</b> Timely	By when do you want to achieve this goal?

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## KNOW YOURSELF



- Make an informed career decision
- Find a meaningful career
- Play to your strengths
- Plan effectively for your future

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## SELF-ASSESSMENT



- How do I relate to others?
- How do they see me?
- What motivates me?
- What are stressors for me?
- What activities excite me?
- What's one thing I like about myself?
- I find a sense of satisfaction or fulfillment when I.....?



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## Indigo Pathway Results Summary



### About you

You are a rare combination of someone who is highly creative, personable, and analytical. You work from the perspective of wanting to make a difference in the world or in people's lives.

### Strengths

Detail-oriented. People-oriented. Will drive results and flexible.

### Job Strengths

Look for a job that allows you to give back to society in an area that aligns with your core beliefs.

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## PLAN & STRATEGY

- **Where do I start?**

- Purpose
  - Assess
  - Set goals

- **What are my obstacles**

- Education, skill gaps, personal

- **What are my solutions**

- Degree, certificate, transportation, childcare

- **Create a career vision statement**

- A tool used to keep you focused on your goals and values during your job search and beyond. It expresses your career values and goals in a positive and actionable short paragraph

- **Create an elevator pitch**

- An elevator pitch is a first impression someone has of you and your brand. It sums up unique aspects of your business or personal brand and gets a conversation started.

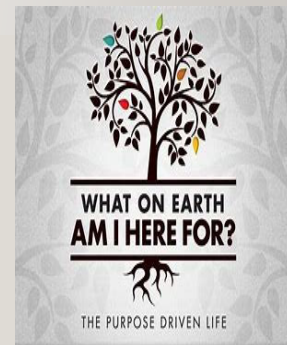
### Career Planning Checklist

- ✓ Identify best use of my skills
- ✓ Set realistic goals
- ✓ Develop self-awareness
- ✓ Develop emotional intelligence
- ✓ Research career options
- ✓ Select best careers for you (now / later)
- ✓ Address skill gaps
- ✓ Connect with someone who is doing what you want to do

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## PURPOSE DRIVEN

- **Knowing your purpose gives meaning to your life**
- **Knowing your purpose simplifies your life**
  - Your purpose becomes the standard you use to evaluate all activities in your life (including work)
- **Knowing your purpose focuses your life**
  - Concentrates your effort and energy on what's important
  - You become effective by being selective
- **Knowing your purpose motivates your life**
  - Purpose produces passion
- **Knowing your purpose prepares your legacy**
  - Many people spend their lives trying to create a legacy on earth, to be remembered when they're gone
  - What ultimately matters is what God says about your life



**Reference:**

Warren, Rick, 1954-. (2002). *The purpose-driven life : what on earth am I here for?* Grand Rapids, Mich. :Zondervan

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## Career Vision Examples:

Your statement is meant to express who you are as an individual and what your career goal is.

*My career goal is to become a doctor working in a large hospital. I've always wanted to help people live healthy lives and cure illnesses.*

*I want to work with young people in the community as a social worker. My talent as an approachable person and my strong commitment to justice have inspired me to assist others who are less fortunate.*

*•My career goal is to become the CEO of a technology company. I am driven by technology's ability to affect global communication and dedicated to providing technological solutions to empower underrepresented populations.*

**Resource: [A Step-By-Step Guide to Creating a Personal Vision Statement](#)**

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**The Four-Step Elevator Pitch**

**1 Start by introducing yourself**  
 "Hi, my name is Sara. It's so nice to meet you!"

**2 Provide a summary of what you do**  
 "I'm a PR manager, specializing in overseeing successful initiative launches from beginning to end."

**3 Explain what you want**  
 "I find the work your PR team does to be innovating and refreshing — I'd love the opportunity to put my expertise to work for your company."

**4 Finish with a call to action**  
 "Would you mind if I set up a quick call next week for us to talk about any upcoming opportunities on your team?"

**Elevator Pitch**

**Resource: [How to Give an Elevator Pitch \(With Examples\) | Indeed.com](#)**

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## USEFUL TOOLS & RESOURCES

- What careers are a match for me and why?
- What types of businesses and careers are in demand currently?
- What corporate cultures are a good match for me and why?
- What are the requirements for the positions I am interested in?
  - What hard / soft skills do I have currently to compete for those roles?
  - What hard / soft skills can I acquire to improve my ability to compete for those roles?
- What are the salaries and benefits for the roles I am interested in?
- Which career path(s) will help me achieve my career goals and why?

National Career Development Association - [NCDA | Internet Sites for Career Planning](#)

[Glassdoor Job Search | Find the job that fits your life](#)

[Home : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics](#)

[20 Skills in Demand in Today's Workforce | Indeed.com](#)

[What are the top 10 job skills for the future? | World Economic Forum](#)

[The Future of Jobs Report 2020 | World Economic Forum](#)



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## Summary

### Do the work!

Set realistic goals  
Make informed career decisions  
Find meaningful work and career  
Create a roadmap to your future

### Take control!

Know yourself  
Know where you are going  
Know how you will get there



Assess

Research

Strategize

Action

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## WHAT'S NEXT

- Complete Indigo Pathway Assessment (if not done)
  - [Career Finder Quiz | Career Path Quiz | Indigo Pathway](#)
- Create your career vision statement
  - [A Step-By-Step Guide to Creating a Personal Vision Statement](#)
- Create your elevator pitch
  - [How to Give an Elevator Pitch \(With Examples\) | Indeed.com](#)
- Utilize tools and resources provided to create your plan (see Tools & Resources)
- Upcoming Harmony Career Network Live Events (dates TBD)
  - Resume Workshop
  - Interview Workshop
  - Compensation & Benefits Negotiation Workshop
  - Virtual Career SME Panels & Networking



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*Thank You*

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# TOOLS & RESOURCES

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## TOOLS & RESOURCES

### • Self Assessment

- [The Myers & Briggs Foundation - MBTI® Basics](#)
- [Using Your Myers-Briggs Type to Advance Your Career | Indeed.com](#)
- [Career Finder Quiz | Career Path Quiz | Indigo Pathway](#)
- <https://high5test.com/> (similar to StrengthsFinder)
- <https://www.topresume.com/career-advice/how-to-pass-the-pre-employment-personality-test>

### • Research

- People you know who work for the organization
- State unemployment website
- Organization's website / Google
- [Glassdoor Job Search | Find the job that fits your life](#)
- [Job Search, Companies Hiring Near Me, and Advice | The Muse](#)
- [The Balance Careers](#)

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## TOOLS & RESOURCES

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- **Learning**
  - [LinkedIn Learning: Online Courses for Creative, Technology, Business Skills](#)
  - [Coursera | Build Skills with Online Courses from Top ...](#)
  - [Online Courses - Learn Anything, On Your Schedule | Udemy \(bing.com\)](#)
  - [StackSkills Unlimited: Lifetime Access | StackSocial \(bing.com\)](#)
  - <https://www.youtube.com/education>
  - <https://www.ted.com/about/programs-initiatives/tedx-program>
- **Leverage your personal and professional network**
  - <https://harmonycdc.org/careernetwork/>
  - [www.linkedin.com](http://www.linkedin.com)
  - Find someone who is doing what you want to do
- **Practice your passion**
  - Volunteer
  - Internship