



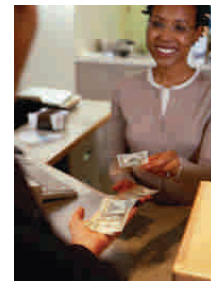
Developing
People
Is SMART
Business™



Take Charge
of Your Career

CAREERSMART™

Individual Contributors



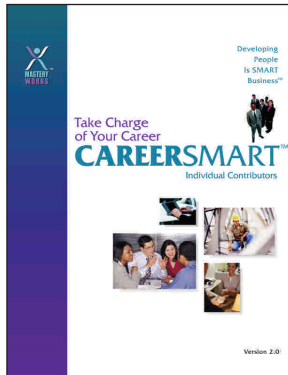
- Career Planning
- Retention & Employee Satisfaction
- Redeployment Initiatives
- Leadership Development
- Web-based Career Development Portal
- Succession Planning
- Performance Management
- Employer of Choice
- Mentoring

Version 2.0

Career Development for Employees

CAREERSMART™

Take Charge of Your Career!



Our CAREERSMART™ workshop, blended learning, and web-based toolkits show individual contributors what counts for career success. Employees learn a proven and strategic framework for managing their career and professional development. Employees learn how to leverage their strengths, increase their skill and contribution, build a powerful network, find a mentor, set development goals, and build development plans that are aligned with the needs of the organization. Increased skill development, alignment, performance, job fit, bench strength, and retention result.

Benefits

- Provide a proven and strategic process for career and professional development
- Ensure job and **Career Fit™** to maximize performance & contribution
- Provide a structured approach for developing Individual Development Plans (IDPs) and Career Goals
- Break mindset of entitlement - shift responsibility for career development to your employees
- Communicate new or existing competency/skill requirements or career pathing information
- Communicate existing organization resources

Assessments and Tools	Print	Web
<input type="checkbox"/> CAREERSMART™ Workshop and Web-based Toolkit – give employees practical tools and resources to take charge of their careers and professional development. Web assessments or training modules give frameworks for jumpstarting career discussions that increase performance, leverage interests and skills, and align individual goals and IDPs with the needs of the business.	✓	✓
<input type="checkbox"/> Career Initiative® Assessment – Assess 15 tried-and-true initiatives for career success. Receive a Personal Report with 15 score-based recommendations for career enhancement. Use this proven framework to shift responsibility for career development to your employees.	✓	✓
<input type="checkbox"/> TALENTSORT® Interest Cards Assessment – People who do what they like are fully engaged, motivated, and highly productive. Use 52 cards to leverage talents in working with People, Ideas, Data or Things. Assure employees fit their work.	✓	✓
<input type="checkbox"/> VALUESMART™ Assessment – Living Your Values® – Stress, burnout, sick leave abuse, etc. reveal values misalignment. Know what really counts and how to negotiate the work setting required for high performance and learning. Lift moral and reduce turnover.	✓	07
<input type="checkbox"/> TEAMSMART® Cards Assessment – Assess team skills and strengths. See practical actions for boosting team performance. Make every team meeting a chance for quick, practical learning.	✓	07
<input type="checkbox"/> Reputation Builder™ – Learn the importance of building a great reputation and strategies for getting important performance and career feedback from key stakeholders.	✓	07
<input type="checkbox"/> NETWORKSMART™ Assessment – The Power of Networking® – People with deep and broad networks have access to more resources, information, and career options. This tool helps employees understand how to network effectively, providing both strategic and tactical strategies for success.	✓	✓
<input type="checkbox"/> MENTORSMART™ Assessment – The Power of Mentoring (optional) – Learn what kinds of mentors are needed for talent development and organizational success. Learn how to build strategic “board of directors” for career success.	✓	✓
<input type="checkbox"/> Career Risk™ Assessment – Leading Career Indicators® – The world of work is changing – jobs, organizations, professions, industries. Learn how to track 40 leading career indicators critical to the vitality of ones current work setting. Take action today based on trends and implications that will impact future work.	✓	✓
<input type="checkbox"/> OPTIONSSMART™ Assessment – Aligning Your Aspirations® – Moving up is not the only career direction. Highlight six (6) potential options for aligning individual aspirations with current and future business needs.	✓	✓
<input type="checkbox"/> LIFEMAP™ – The Twenty Year Journey® – Creating a vision for the future builds energy for action today. Career goals sit in the context of broader life goals. This tool helps individuals explore 12 life areas. The result – increase work/ life balance and specific personal and professional goals.	✓	✓
<input type="checkbox"/> PLANSMART™ – Learning Plan – Build a strong business case for Individual Development Plans. Show how development goals and plans will enhance the business and support development. Highlight how SMART goals are both good for the individual and the business. Map out a detailed career plan that is the foundation of success.	✓	✓

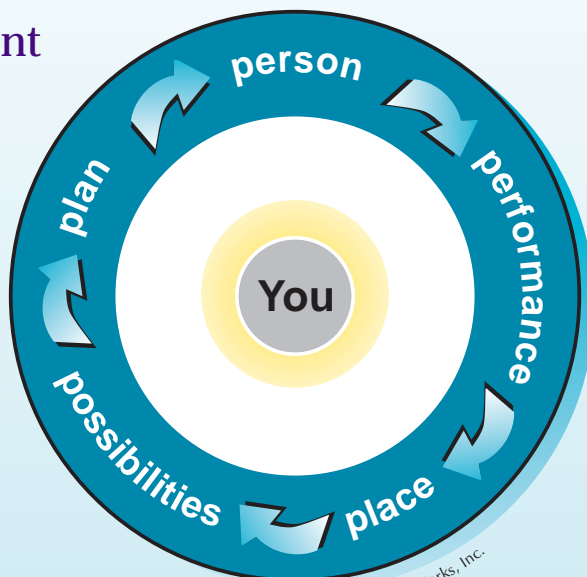
Our Strategic Framework

Career Development Model™

CAREERSMART™

For Employees

- Challenge Entitlement
- Motivate Skill Development
- Increase Contribution Today
- Ensure Job and Career Fit
- Communicate Career Options & Standards
- Build Competencies/Skills
- Highlight Development Resources



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TALENTBUILDER™

For Managers/Supervisors

- Increase Communication
- Enhance Performance & Contribution
- Build Bench Strength & Leverage Talent
- Align Talent with Business Needs
- Support Learning and Development
- Highlight Development Resources

Our Model for Success - Best Practices		
Employee Practices	Career Initiatives	Management Practices
PERSON Know Your Strengths <i>How Am I Unique?</i>	<ul style="list-style-type: none"> ■ Interests ■ Values ■ Personality/Style ■ Technical Skills ■ Business Skills ■ Team Skills ■ Leadership Skills 	APPRECIATE UNIQUENESS Know Your People
PERFORMANCE Know Your Reputation <i>What Are My Capabilities?</i>	<ul style="list-style-type: none"> ■ Reputation ■ Feedback/Others Perspective ■ Network 	ASSESS CAPABILITIES Broaden Reputation Perspective
PLACE Know Your Environment <i>How is the World of Work Changing?</i>	<ul style="list-style-type: none"> ■ Industry Trends ■ Organization Trends ■ Profession/Trade Trends ■ Job Trends 	ANTICIPATE THE FUTURE Communicate Workplace Changes
POSSIBILITIES Set SMART Goals <i>What Are My Aspirations?</i>	<ul style="list-style-type: none"> ■ Career and Life Options ■ SMART Goals ■ Organization Alignment 	ALIGN ASPIRATIONS Set SMART Goals
PLAN Develop an Action Plan <i>How Can I Accelerate My Learning?</i>	<ul style="list-style-type: none"> ■ Support/Mentors ■ Development Plan ■ Daily Practice ■ Career Discussion 	ACCELERATE LEARNING Support Development Plans

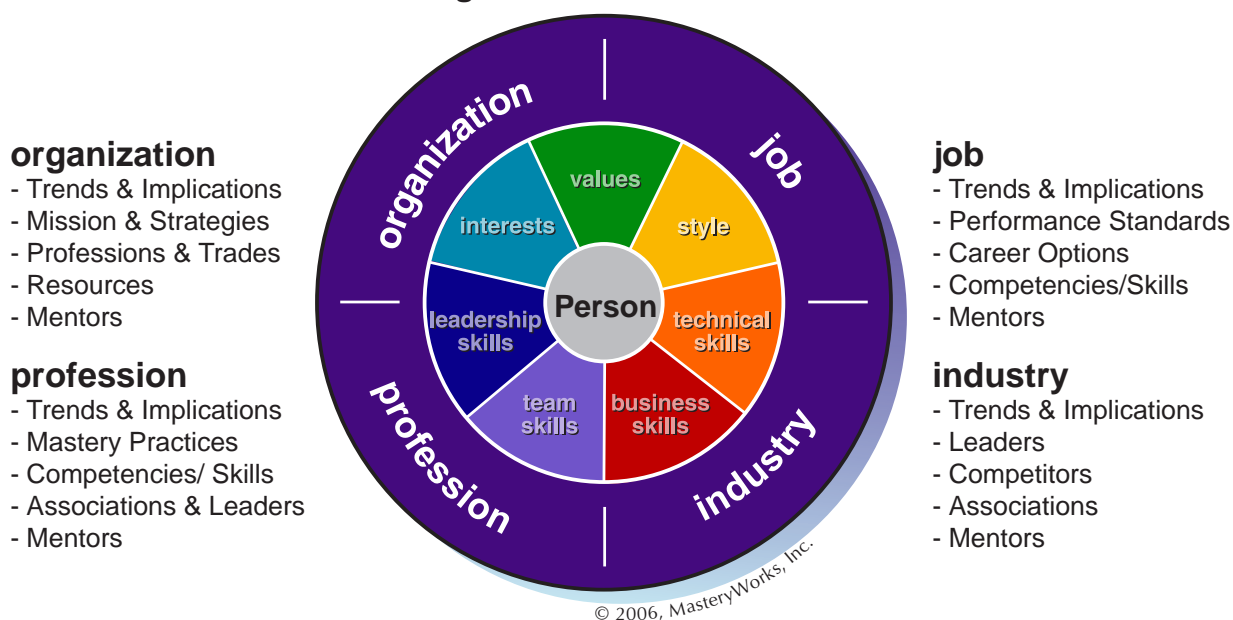
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The Result – Job & Career Fit™

Increased Contribution, Performance, Alignment, Productivity, Retention & Employment Satisfaction

Great performance has to do with passion and skill. Passion come from within and motivates people to perform. Those who fit their work, profession, and organization are high performers, proud of their work, and looking for opportunities for future contribution and skill building. They want to contribute fully. That comes more easily when they are working with their natural talents. When time and resources are limited, having people working where fit is more important than ever. The result is an alignment of personal strengths with the goals and objectives of the organization.

Career Fit™ Model – Person Aligned to the Place



Career Fit™ Dimension	The Result
PERSON - Inside the Model	
■ Interests	Passion & Enjoyment
■ Values	Commitment & Loyalty
■ Personality/Style	Harmony & Teamwork
■ Technical Skills	Mastery & Excellence
■ Business Skills	Business Knowledge & Savvy
■ Team Skills	Teamwork & Communication
■ Leadership Skills	Vision & Alignment
PLACE - Outside the Model	
■ Job	Increased contribution and performance for today and the future.
■ Profession	Enhanced mastery, capability, and confidence in technical competencies and skills.
■ Organization	Increased organization knowledge and alignment. Identification of multiple options for the future.
■ Industry	Increased knowledge of the changes & implications affecting the organization.

CAREERSMART™

Workshops & Web-based Toolkits

Purpose

Provide a proven and strategic framework for employees to take charge of their career and professional development.

Objectives

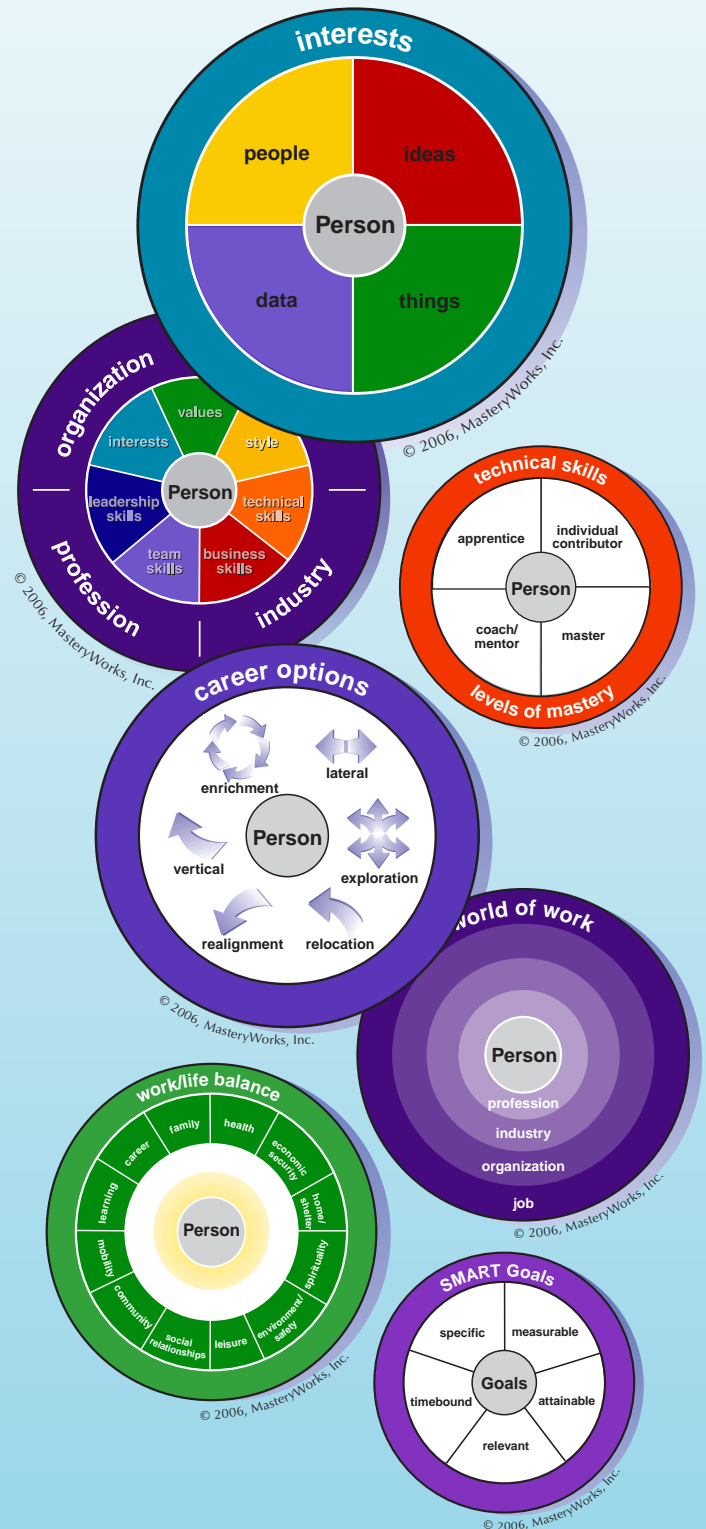
- Learn a strategic process for career and development planning
- Assess **Career Fit™** - learn to enhance and leverage it
- Appreciate unique strengths - interests, values, style, knowledge, skills, and abilities
- Assess capability - your performance, reputation, and network
- Anticipate and capitalize on future trends in your industry, organization, profession, and job
- Align aspirations and development goals with the needs of the organization. Identify career options for today and the future.
- Accelerate learning - build support for goals and development plans. Identify mentors, development opportunities and resources of support
- Prepare for a career and development discussion

Our Approach

- **Blended Learning** - Use both in-class training and web-based resources to reach a broad range of target groups.
- **Cost Effective** - Design to budget. Maximize return on investment (ROI).
- **HR Integrated** - Integrate your existing HR systems, resources, and benefits to leverage what is already in place.
- **Customized** - Tailor to your needs. Include your look, logo, and language.
- **Competency Driven** - Use and communicate existing competency models.

Delivery Methods

- Workshops/In-class Training
- Web-based Toolkits & Resources
- Print-based Toolkits & Resources
- Virtual Training
- Individual Coaching



Web-based Career Assessment Toolkits

Our Career Assessment Toolkits are a cost-effective and turn-key approach for providing career self-assessment and organization resources to a broad, geographically dispersed workforce. Our manager and employee toolkits can be customized to include one or several assessments. We also provide company branding and links to company resources. Linked to an existing company website, our toolkits are deployed quickly and easily maintained. Offering a blended-learning approach, our toolkits will help employees take charge of their careers and managers develop their direct reports.

Leaders In Career Development and Talent Management

MasteryWorks, Inc. helps organizations *attract, develop, motivate* and *retain* the talent base required to achieve the mission and strategies of the organization. Our mission is to *inspire, advance, and support mastery in the workplace*. We offer services in career development and talent management that support leadership development, management development, competency development, workforce planning, life planning and team development.

Founded by Dr. Caela Farren, MasteryWorks, Inc. has developed total career systems for multinational organizations since the early 80s, in a wide variety of industries. Serving several hundred organizations internationally over the past 30 years, MasteryWorks, Inc. provides consulting services, training programs, and print and web-based assessments to support career development and talent management. Our client base includes Fortune 1000 companies, government agencies, educational institutions, small and mid-size businesses committed to talent management.

Dr. Farren is one of the original inventors of a systems approach to Career Development: one of the first to integrate employees, managers, and the organization. She is an inspiring keynote speaker, educator, designer, writer, and coach. She is the author of *Who's Running Your Career? Creating Stable Work in Unstable Times* and co-author of *Designing Career Development Systems*. She has been awarded the ASTD Walter Story Award for her leadership and excellence in the field. ♦

Some of Our Clients

American Red Cross	The Department of the Army	Harvard Medical Center	McKesson
AT&T	Delphi	Johnson & Johnson	Nationwide Insurance
Capital One	Federal Express	Lee Hecht Harrison	Nextel
Collins & Aikman	Fleet Bank Boston	Lockheed Martin	Nissan Motors Acceptance Corporation
Cordis	Freddie Mac	McGraw Hill	Northrup Grumman
	Gillette		Verizon

