



Building Mastery

for the

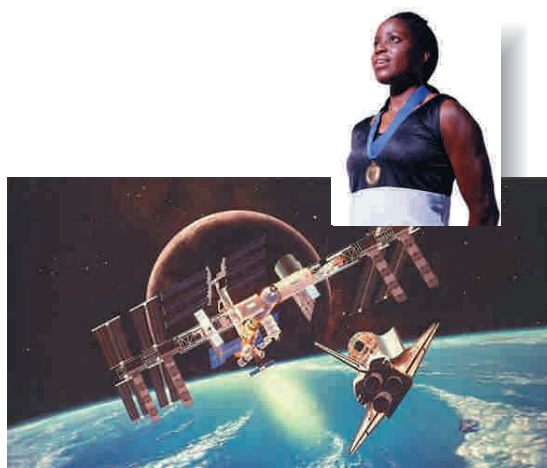
New Millennium



TALENT BUILDER[®]

Keeping
Your
Best

Managers/Team Leaders



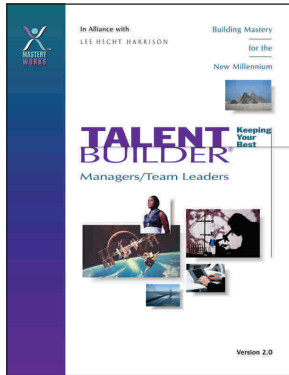
- Career Planning
- Pre-Transition Services
- Redeployment Initiatives
- Retention and Employee Satisfaction
- Web-based Career Development Portal
- Leadership Development
- Succession Planning
- New Supervisor Development
- Performance Management

Version 2.0

Develop Direct Reports for Managers

TALENTBUILDER®

*Develop, Motivate, Engage,
and Retain Your People!*



Our TALENTBUILDER® workshop, blended learning, and web-based toolkits help managers learn how to build their team capability by developing and leveraging the unique talents of individual contributors. What follows? **Peak performance, productivity, satisfaction and loyalty.** Dreaded performance discussions give way to positive talent and career discussions. Employees feel valued and respected for their contributions. Increased skill, performance, retention, job and *career fit*™ result.

Benefits

- Provide a structured and consistent approach for developing people
- Increased manager skill and confidence to host effective career and performance discussions
- Provide a structured approach for developing short-term and long-term career goals and Individual Development Plans (IDPs)
- Ensure “Right People” in the “Right Place.” Increased job and *career fit*™
- Build team skills and capability for the future
- Handle difficult career issues with confidence and effectiveness
- Communicate existing organization resources

Assessments and Tools	Print	Web
<input type="checkbox"/> TALENTBUILDER® Workshop and Web-based Toolkit – give managers strategies and practical tools for engaging, motivating, and retaining key talent. Web assessments and training modules provide the foundation for jumpstarting career discussions on performance, career interests, reputation, goals and IDPs. Managers benchmark their own strengths in developing others and get a wealth of practical tips for taking action with their direct reports.	✓	✓
<input type="checkbox"/> TALENTBUILDER® Assessment – helps managers benchmark their talent development skills by assessing 50 key behaviors for success in 5 A+ development practices. Managers receive a Personal Report with score-based recommendations for hosting effective career discussions with their direct reports.	✓	✓
<input type="checkbox"/> TALENTBUILDER® Development Guide gives managers a roadmap, discussion planners and a wealth of practical tips to prepare for and host effective development discussions. This tool provides managers with a proven approach for engaging their employees and identifies success factors, ways to start conversations, tough questions to prepare for, and key behaviors of A+ managers. The result – more frequent, consistent, and impactful career conversations that lead to greater alignment, contribution, performance and employee satisfaction.	✓	✓
<input type="checkbox"/> RETENTIONSMAST – Retention Risk Assessment – Assess the risk of losing key employees. Learn 15 questions that always reveal employee satisfaction, motivation, and loyalty. This tool highlights areas for discussion and actions required to retain valued employees.	✓	07
<input type="checkbox"/> GENERATIONSMART Assessment – There are currently four (4) generations in the workforce. Learn how to best leverage the strengths of your employees by understanding the similarities and differences which motivate each generation.	✓	07
EXPANDED PROGRAM - Managers take a snapshot of their own career actions and plans		
<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"/> PLANSMAST™ – 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.	✓	✓

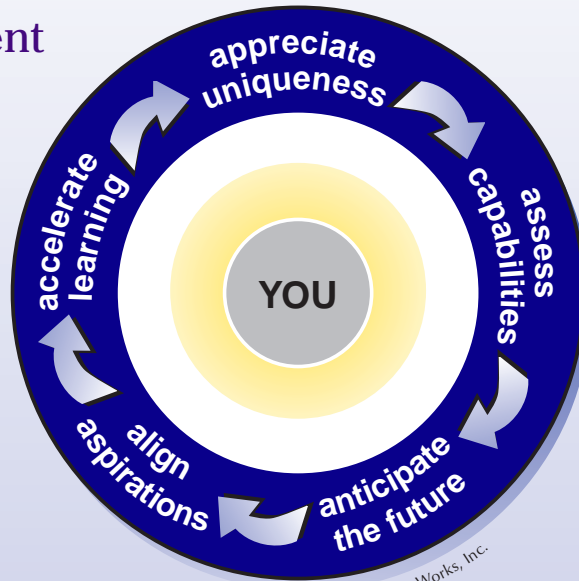
Our Strategic Framework

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

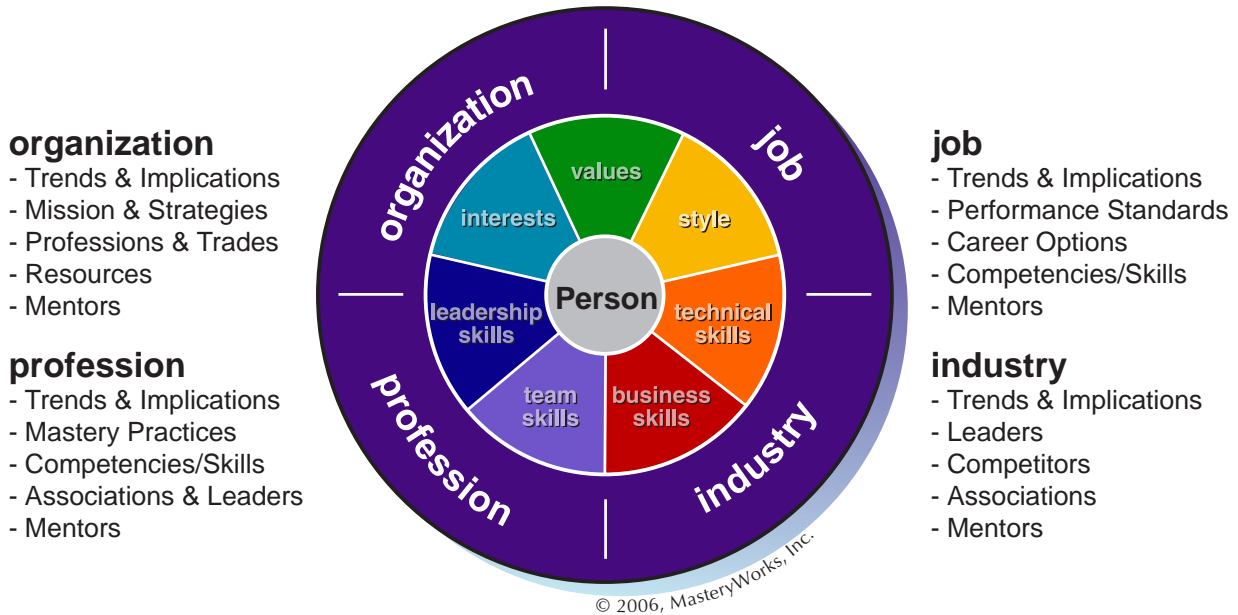
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The Result – Job & Career Fit™

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 = Energy for Performance



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.

TALENTBUILDER®

Workshops & Web-based Toolkits

Purpose

Provide a talent planning and coaching process for developing, motivating, and retaining key employees.

Objectives

Build the Case – Why is this important

- Assess your risk of losing key team members
- Assess the cost of lost or unengaged talent
- Understand the benefits for developing employees
- Highlight key organization changes or trends

Our Strategic Framework

- Learn a strategic framework for career planning
- Understand the importance of **Career Fit™** and how to improve or leverage it

Successful Career Coaching – Discussion Preparation & Practice

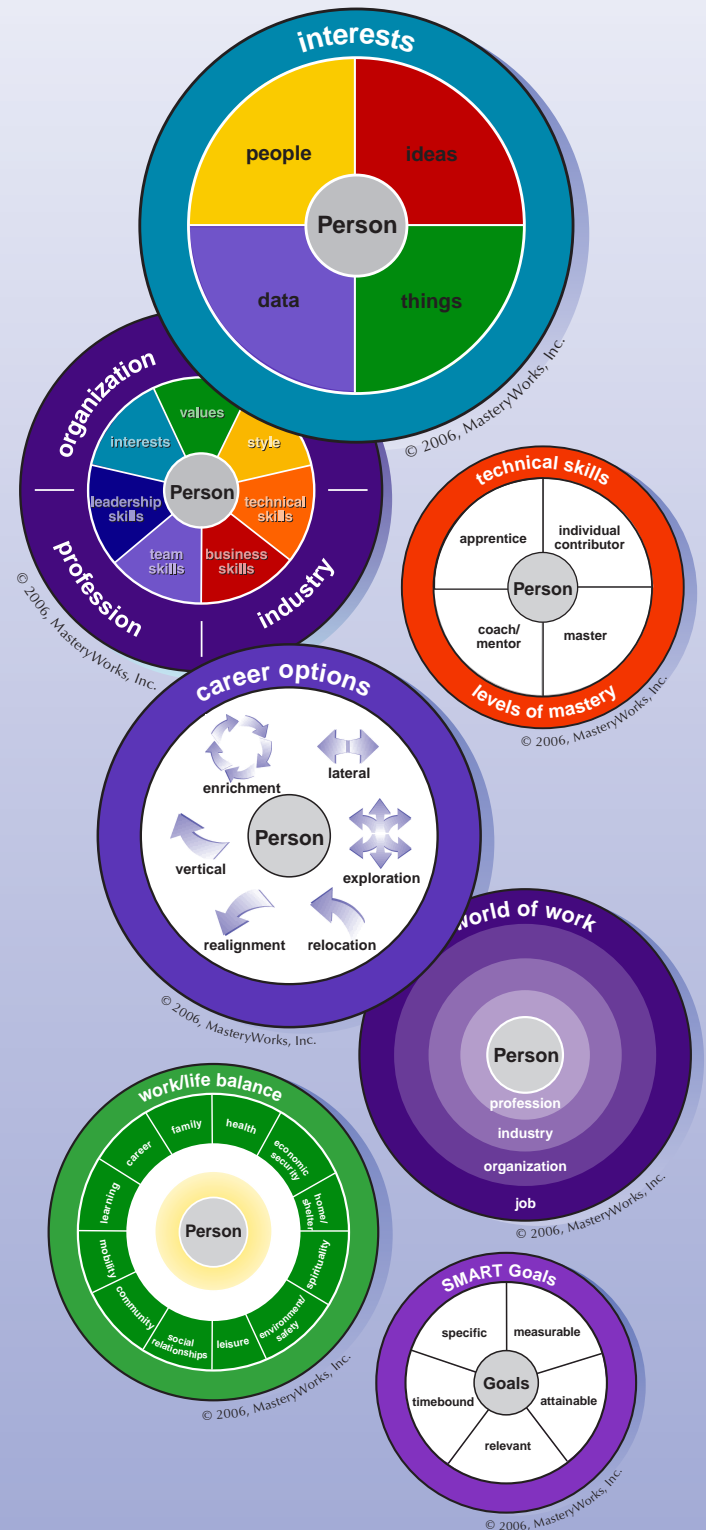
- Assess your strengths in the five (5) A+ coaching practices and apply to your team
- Learn the elements of effective career coaching conversations
- Prepare Talent Profiles and Discussion Plans for your team
- Practice having career coaching conversations
- Understand the Dos and Don'ts of career discussions

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

