

Roberta Roberts

Tue, 7/27 5:38PM 17:14

SUMMARY KEYWORDS

assignment, tips, details, oriented, relationships, type, results, treasure, intern, disc, roberta, maxwell, initiative, communicating, accomplish, internship, supervisor, work, shows, goals



00:16

Hello, and welcome to the presentation that I have for you today. My name is Roberta Lewis shell Roberts of Roberta Roberts calm and today, I'm going to give you three career tips that you can use to help you advance your career rapidly. And before we get into the tips that I have for you, I'm just going to give you a brief introduction about myself. So I am a full time attorney. I've been practicing law since 2015. And as part of my day job as an attorney, I supervise law school interns and I trained first year attorneys. So that's where some of my experience with knowing how to impress at a new job comes from. I am also a lead lawyer Life and Leadership coach. So I also coach in the areas of career leadership for those who are entering law school in law school, or are young lawyers. And I'm also a certified Maxwell disc behavioral analysis consultant, which I'll get into a little bit later, because one of the biggest tips that I have for you is based on some scientific research, and not just my experience. Okay, so the three tips for career success that we'll go over one, show initiative and set goals, to document your accomplishments, and three whole year communication and relationship building skills. And so for showing initiative and setting goals, set goals for what you want to get out of your time there. So first of all, we'll start off with what it is to show initiative. This is something that as an intern supervisor, I look for in an intern, for example, say you completed an assignment early, and you turn in your assignment, but you don't have another assignment pending. Instead of just sitting around, you know, on your phone or on the computer, you know, thinking well, if they need me, they'll assign me something. It's better to show initiative, and let your supervisor know that you are ready and available to take another assignment, because that shows your leadership potential and capability. It shows that you have a good work ethic, it shows that you're a hard worker, and it also shows that you're genuinely interested in the job. And while sometimes that may be true that maybe your supervisor doesn't have another assignment for you at that moment. But that doesn't

mean that you know, you can't let it be known that you are ready for when they do have something for you. Because sometimes as supervisors, we've got other things going on, we have our own jobs to do in addition to supervising. So sometimes, assignments will slip through the cracks. And we really do have something to get to you, even though we may not have given it to you right when we had it. So show initiative, keep track of what's going on in your industry. Don't wait around for assignments. And just, you know, make sure that you put your your best foot forward, that people know that you are there and you want to be there. When it comes to setting goals. It's important to set goals for what you want to get out of your time in an internship or at a new job. So that way you end up accomplishing the things that you would want to do that you may not necessarily get to do if you don't speak up about it. For example, say there is a particular type of experience that you want to get, or something that you want to learn in particular, or maybe by the end of the internship or your job, if it has a term, you want to be able to leave there with a letter of recommendation, you should make sure that you set those goals for yourself beforehand. So that way throughout your time, you can make sure that you hit on some of those goals. And you know, enquire about some of those things, as opposed to, you know, time flies, and then it's done and then you didn't do what you wanted to do. So, tip number one, show initiative and set goals to document your accomplishments. Keep track of every assignment you do, and write down the results. And this is important for a variety of reasons. For example, one, when it's time for you to update your resume, you'll have a repository



04:51

of



04:52

examples that you can use and include on your resume that show what you did and not just that you completed assignments but That your assignments got favorable results to when you document document your accomplishments. You can also use these at a job interview. So that way you are able to have real life stories and examples showing the great job that you've done at



05:17

a current



05:19

or prior place that you've worked. Also, this is great for when you're requesting letters of recommendation, this is something that the recommender can look back at, and be able to refer to in their letter and forth. This is also good for if you have a performance review, at work, or at your internship, because your supervisor may not remember all of the great things that you've accomplished, or they may not have even known. So it's helpful for you to be able to have that as a reference, in case you need to let them know. So for the third tip that I have for you, that is to hone your communication and relationship building skills, so building relationships with your co interns, your co workers, supervisors, etc. And this is a big tip that I'm going to launch into now that I think you'll find really helpful not just at work, but also in your personal life. So as we see here, we've got a picture with men, women, people of different generations, people of different cultures. And that's what the workplace is going to be like, there will be people who have different communication styles, and patterns of behavior. And it's helpful for you if you're able to modify your communication style, to best communicate with the way that someone best communicates, I don't want to say communicating twice, but it happened.



06:53

So



06:54

what I'm going to get into is the Maxwell disc method, personality indicators, which is something that I'm certified to administer if you're interested in taking the assessment and finding out which one of these you are. So disc stands for dominant, influencing, steady and compliant. And so we'll get into what these mean a little bit. So D dominant, they seek results to active and they're multitaskers. They're driven by authority, easily try to take control and embraces any change that will help them get results. They're very comfortable responding to direct confrontation, and then treasure loyalty. And because they are driven by authority, and they like to take control, their greatest fear is being taken advantage of. So you'd want to avoid making someone who is de wired feel like they're being taken advantage of, of course, don't do that with anybody. But with these people in particular, you'd want to avoid that. And so tips for communicating with someone who is de wired, include being brief, direct, and to the point, then leave. Now, you don't have to actually just get up and about face and leave. But the point of this is that they wouldn't be into like a 20 minute conversation about how your weekend when, and things of that nature, you'd want to be able to keep the small talk short, because

they're very direct, and very results driven. As it says don't go excuse me, as it says, you know, don't ramble, do focus on results, ask what and not how questions because they're more concerned with the bigger picture as opposed to the details of the thing. And also discuss a problem and its effect on outcomes because they are very results oriented. Next, we've got the eye, the influencing type, who seeks a friendly environment. And they're also always active. They're relationship oriented, emotional and animated, great storytellers. encouragers. And they treasure great experiences with others. And because they are so relationship oriented, their greatest fear is rejection, or loss of approval. So some tips with communicating with the person who is I wired is to not do all the talking because they like to talk, don't ignore their ideas, because then they'll feel rejected. allow time for socializing, because you know, they're friendly, and they they prize relationships. But make sure that you don't spend too much time socializing because you know, you still need to get your work done. Follow up with the details in writing. Because the I type is known for not being as detail oriented as some of the other types. So it's good to be able to have things in writing in case you ever need to refer back to it. And make sure you got, you know the deadlines for the assignment. For example, make sure that you have the the right things down that you need to accomplish. And the last tip is that for short, 10 minute 10 minute discussions are better than 140 minute discussion. And this tip may be a little more base for if you are the person who has to hold a meeting with someone who is I wired, because the idea behind this is that because they're not quite as detail oriented, their attention span will kind of go, you know, a little go off a little bit sooner. So that's a tip for if you find that you have a whole lot of things to say instead of saying it in one sitting, if it's not time sensitive, it may be better to break it down into chunks. So the S type, which is the steady type seeks a team environment and is very loyal. They are easy going and agreeable, evenly paced, a good listener, compassionate and treasures, peaceful relationships. And because they treasure, good relationships, and they're very easy going and agreeable. Their greatest fear is loss of security, and confrontation. So tips for communicating with an S type person includes creating a friendly tone for the discussion, showing interest in them as a person not being overly aggressive, minimizing the potential for confrontation, giving definition to the goal and everyone's roles that they feel a part of the endeavor that you're doing, and give them time to adjust to any changes. Because as a steady person, they don't like to be thrown for a loop.



11:50

They're not, you know, like the de wired person who is more on the go, ready for something new. And now the last type that we'll cover is the C type compliant. The seeks an environment that honors logic and facts. They are compliant. So if there's an employee handbook, they probably read it and refer to it. They're conscientious. So they're thinking of, well, what do the ethics of the profession say? What's morally right? What's morally

wrong? They're accurate. They're detail oriented. And they treasure perfection, though, because there's so they placed such an importance on being accurate. And their greatest fear is criticism. So some tips for communicating with a C type individual include to provide all of the details because they like details, and they like getting into all of the data, use validated facts, because they like to analyze they like data. So make sure you don't just use any facts, but ones from like reputable sources, to be precise in your explanation and be very specific in your explanation. And also be patient answer all of their questions and follow up to provide them with the additional data that they request. And so this is important to remember, if you ever feel like, Well, why is this person asking me so many questions? Do they not trust me today, not think I'm competent to do this job. It may not be that they don't think that. But it could be that they are see wired. And so in order for them to make a decision, they need to have a lot of facts, a lot of details. And that requires them to ask a lot of questions. So don't take it personally. but be patient and work with them to get them the information that they need. And so to sum up, what we've covered, I know I went through a lot I went right through. But to sum it up, number one, show initiative, and set goals for what you want to accomplish at your internship or your new job to keep track of what you've accomplished. And three, improve your communication skills and build relationships. Now, one other note that I want to let you know about the Maxwell disk method is that it's not meant to put people into a box. So you're not going to know just you know, by immediately seeing someone whether they're a D or an eye or an S or C, that's going to take a little bit of time for you to be able to observe their behaviors and their communication patterns. So once you're able to observe that then you would be able to have a better idea of how to best communicate with them. And if you can identify which one of these you are and then you'll know how people can best communicate with you as well. You'll also know how you may come across to other people. Oh, one other note, for the most part, people are going to be more than just one of the letters as opposed to only a D, you'll probably need maybe a D and an eye. Or you might be a scene and I, though the best way to figure that out is to take an actual assessment. But this overview should be able to help you with some basics. And hopefully, you'll be able to use it not only at work, but also in your personal life. So I've got a slide for you with some action items for you to take. If you have your cell phone, you can take a picture of the slide or screenshot the slides so that way, you can look at it later. If you're not able to get all of this down now. But the action items that I have for you are to one visit bit dot L wise slash three career tips. For more details about the types of relationships to build at work. I've got a blog post on my website going into further detail about this. And you can learn about the difference between getting a mentor getting a sponsor, and other types of relationships. To find out how to take a maximal disc disc assessment and get your own results at Roberta roberts.com slash twist and three, connect with me on LinkedIn. My LinkedIn is linkedin.com slash n slash Roberta. Oh, Robert, and you know that you've got the right profile. It looks like this. All right. So I really, really hope that you

got something out of this presentation. Please feel free to connect with me and let me know what you've learned and let me know how you're applying it in your life. And I'm sure that if you apply these things you are going to stand out at your place of employment and be able to move on up rapidly. Thanks a lot. Bye