- HOW TO GET STARTED IN - TALENT DEVELOPMENT

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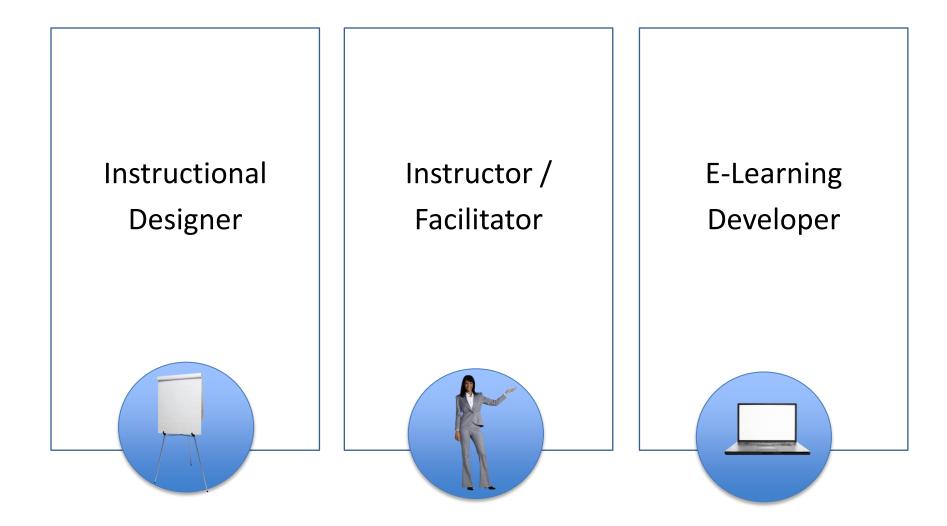
M.P.A., JCTC, MBTI, PHR

YOU WILL LEARN:

- About some of the talent development careers available
- How to match your skills with what employers are looking for
- How to conduct informational interviews



Some Careers



Instructional Design & Training/Facilitating

TECHNICAL SKILLS

Planning	Technical Writing
Developing Curriculum/Courses	Performance Measurement
Implementing	Research
Evaluating	MS Office Suite
Delivering Training/Teaching	Analyzing
Project Management	Tracking Activities
Understanding Learning Methods	Maintaining/Distributing Resources

Instructional Design & Training/Facilitating

INTERPERSONAL SKILLS

Collaborating/Acting as Liaison	Influencing Others
Attention to Detail	Negotiating
Excellent Communication	Building Relationships
Organizing	Consulting
Working Independently and/or on Team	Team Player
Meeting Deadlines	Listening
Adaptability/Flexibility	Public Speaking

e-Learning

TECHNICAL SKILLS

Generate Content Using Latest Technologies (video and audio)	Create Custom Graphics in Tools, i.e., Photoshop, Illustrator, etc.
Design, Develop, Deliver Self-Paced and Virtual e-learning Documentation	Work With IT, Finance and Other Teams
Apply Latest Learning Theory	MS Office Suite
Evaluate	Maintain/Distribute Resources
Analyze Story Boards	Attention to Detail
Develop and Program e-learning Using Leading Authoring Tools, i.e., Flash, JavaScript, HTML, etc.	

e-Learning

INTERPERSONAL SKILLS

Collaborating/Acting as Liaison/ Team Player	Influencing Others
Building Relationships	Organized
Excellent Written and Verbal Communication	Taking Ideas from Conceptualization to Implementation
Public Speaking	Meeting Deadlines
Listening	Adaptability/Flexibility

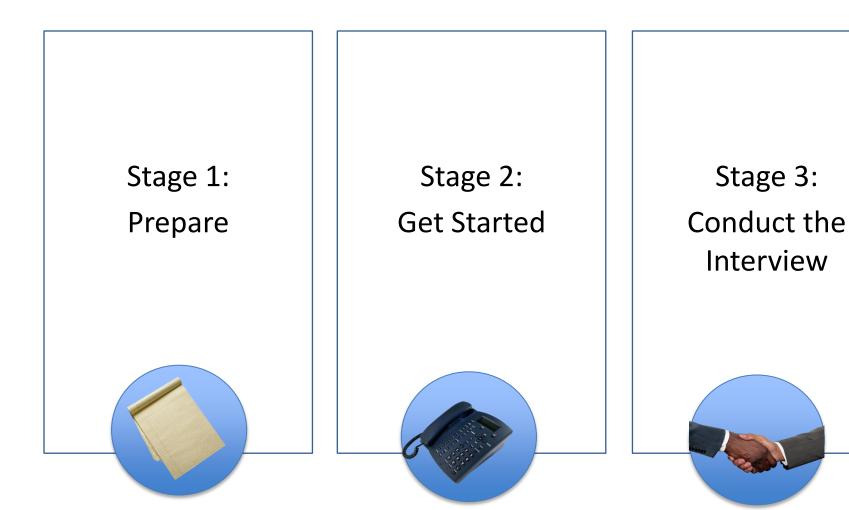
Other Traits Employers Are Looking For:



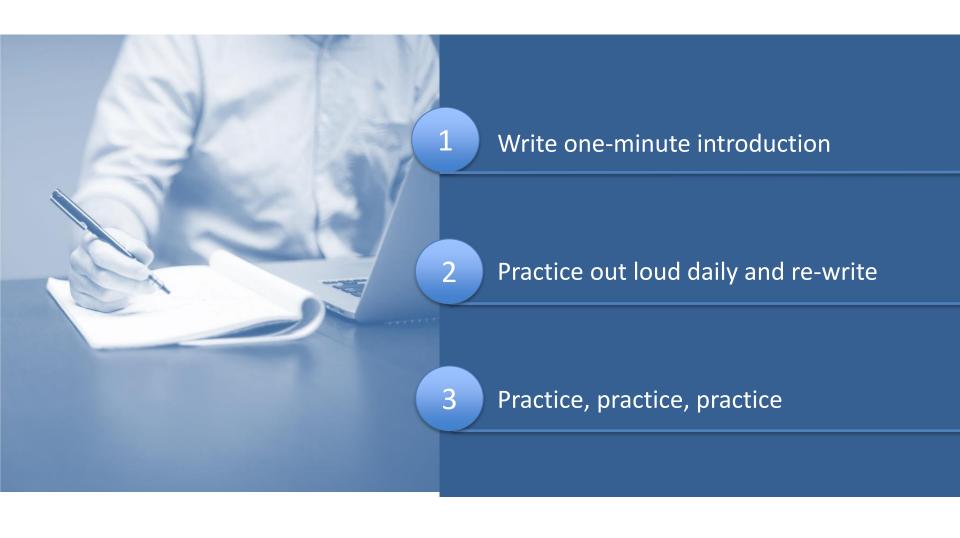
7 Ways to Obtain Technical Skills

- 1 Courses
- (2) Certification classes
- 3 Attend ATD meetings / professional associations
- 4 Volunteer on committees / projects
- (5) Intern / apprentice with others in field
- 6 Network
- 7 Conduct informational interviews

Informational Interviews



Stage 1: How to Prepare



How to Write Your Introduction

Introduce Yourself	Say, "I'm So nice to meet you."
Where you're from, Education	
Experience, <u>Accomplishment</u>	
Why you'd like to change position	
Why you're interested in Talent Development	

"I'm from Chicago and earned my B.A. in business from The University of Chicago and my MLIS from The University of Illinois. After graduation, I began working as a librarian in the Chicago public school system where I streamlined the process for ordering and distributing more than 500,000 textbooks. This new online process eliminated unnecessary and outdated books, saving the district more than \$175,000. I have additional experience using innovative approaches to develop effective training programs and improve processes both online and in the classroom. I am currently exploring e-learning and how I can apply my course development, process improvement and technical skills to transition into talent development.

Who would you recommend I speak with?"

Stage 2: How to Get Started



Stage 3: Ten Tips for Conducting Informational Interviews

Know your oneminute intro. Bring written questions.

Allow for 15-20 minutes.

Keep conversation positive.

Do NOT make negative comments about current/previous employer/positions.

Share enthusiasm!

Bring résumé, BUT only provide it if requested.

Ask for referrals; get permission to use him/her as a reference.

Get business card; make notes on back. Write handwritten thank-you note.

Questions to Ask:

Howelid you get into this profession?

Which parts of your job a most challer ging or interesting?

What your department's / organization's goals?

Can you recommend a career progression into this position?

What trends could affect the luture of the business?

What are education and/or licensing requirements?

What skills, qualific tions, and/or training are required?

What rest ares would you recommend to learn more about your field?

Who els would you recommend I speak with?

RESOURCES:

- ATD Blogs:
 - Advice for Budding Trainers by Swati Karve
 - Is Training & Development the Right Career for You? by Sue Kaiden
 - Getting Your Start in Talent Development by Warren White
- Local colleges and universities
- Numerous certificate and online educational programs through ATD
- www.courses.td.org
- E-Learning Fundamentals: A Practical Guide by Diane Elkins and Desirée
 Pinder
- The Accidental Instructional Designer by Cammy Bean



Questions



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