

CAREER MANAGEMENT WORKSHOP

**Concepts Learned and Shared from Military Service to Help
Early Career PAs and Beyond**



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- **Current Role:** Commander, USAHC ANS and MK/NSTA Role I
- **Previous Roles:** Chief of Ready & Resilient Integration Branch/Deputy Surgeon at IMCOM (Installation Management Command); Deputy PA Consultant to the Army Surgeon General; Deputy Chief, Thermal and Mountain Medicine Division, USARIEM; Deputy Chief, Inspections, MEDCOM Inspector General; IPAP Clinical Coordinator/Ortho PA; OIC Medical Simulation Training Center; Battalion and Clinic PA (Germany); Patient Administration Specialist (PVT-SSG)
- **65D – Physician Assistant**
 - IPAP (Interservice Physician Assistant Program) Class 2-98
 - PhD in Postsecondary and Adult Education
 - DSc in Clinical Orthopaedics
 - Distinguished Fellow of the AAPA (American Academy of Physician Assistants)
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Disclaimer: The presenter’s views are theirs and do not reflect the official policy of the Department of the Army, Department of Defense, or the U.S. Government.

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- **65D – Physician Assistant**
 - IPAP (Interservice Physician Assistant Program) Class 02-03
 - DMSc in Administrative Medicine from University of Lynchburg, VA
 - Member of the AAPA (American Academy of Physician Assistants)
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 - 28 years in the Army, 17 years as a PA
 - Deployments in Haiti, Iraq and Afghanistan
- **Interests:** Education, Women's Health, Process Improvement/Quality Assurance, Business Management, Mentorship, Leadership



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INTRODUCTION

- **A physician assistant's career options vary depending on timing, the flexibility of the individual's plan and current and emerging requirements**
- **Military PAs are able to develop a career plan focused on factors that are important for their professional experience while balancing their personal and family objectives. This session will facilitate a discussion including military and civilian PAs about how they can be proactive in preparing and managing their careers in the military and beyond**
- **It will provide information, resources, lessons learned and tips for success.**

AGENDA

- **Importance of Career Management**
- **The Golden Circle**
- **Seven Habits**
- **“I Love Me” Files**
- **Career Timeline**
- **Big Rocks, Little Rocks**
- **Career Planning**
- **Questions/Discussion**



IMPORTANCE OF CAREER MANAGEMENT

- **Conscious effort in planning your activities in the course of your life**
- **Identify early what “SUCCESS” means to you**
- **Fulfillment**
- **Growth**
- **Financial stability**
- **Occupational awareness**
- **Continuous improvement**



THE GOLDEN CIRCLE

Start with Why

- **What is your “Why”? What is your purpose?**
- **How do you get after your “why”?**
- **What do you do now? What should you be doing?**

The Golden Circle

WHAT

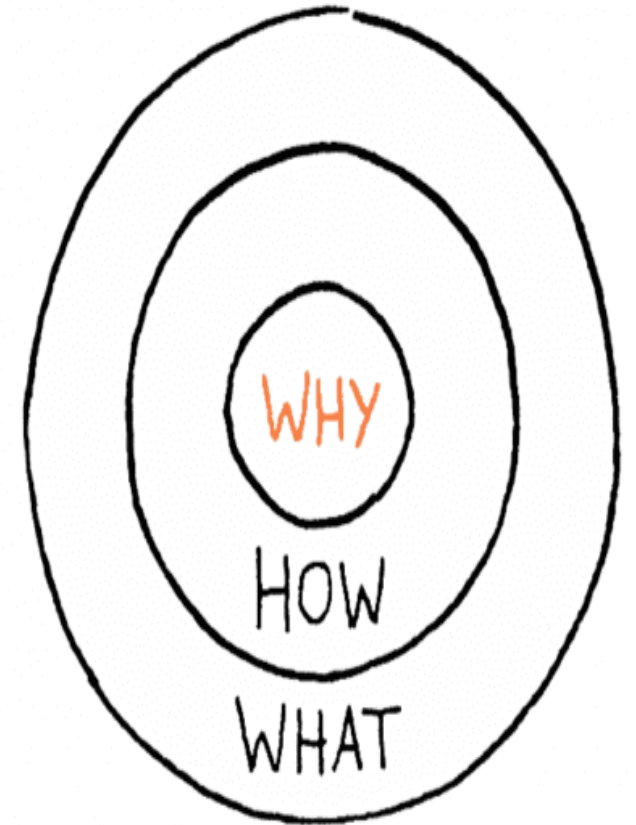
Every organization on the planet knows WHAT they do. These are products they sell or the services

HOW

Some organizations know HOW they do it. These are the things that make them special or set them apart from their competition.

WHY

Very few organizations know WHY they do what they do. WHY is not about making money. That's a result. WHY is a purpose, cause or belief. It's the very reason your organization exists.



SEVEN HABITS

- 1. Be proactive**
- 2. Begin with the end in mind**
- 3. Put first things first**
- 4. Think Win-Win**
- 5. Seek first to understand, then to be understood**
- 6. Synergize**
- 7. Sharpen the saw**

SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE



“I LOVE ME” FILES

- **Habit 1: “Be proactive”**
- **Curriculum Vitae (CV)**
- **Record briefs**
- **Evaluations**
- **AIM Resume**
- **Career timeline**
- **Financial assessment**
- **Family considerations**



BIG ROCKS, LITTLE ROCKS

- **Habit 3: “Put first things first”**
- **What are you spending your time on?**
- **Prioritize**
- **Big rocks**
- **Little rocks**
- **Track your progress**
- **Planning and scheduling**

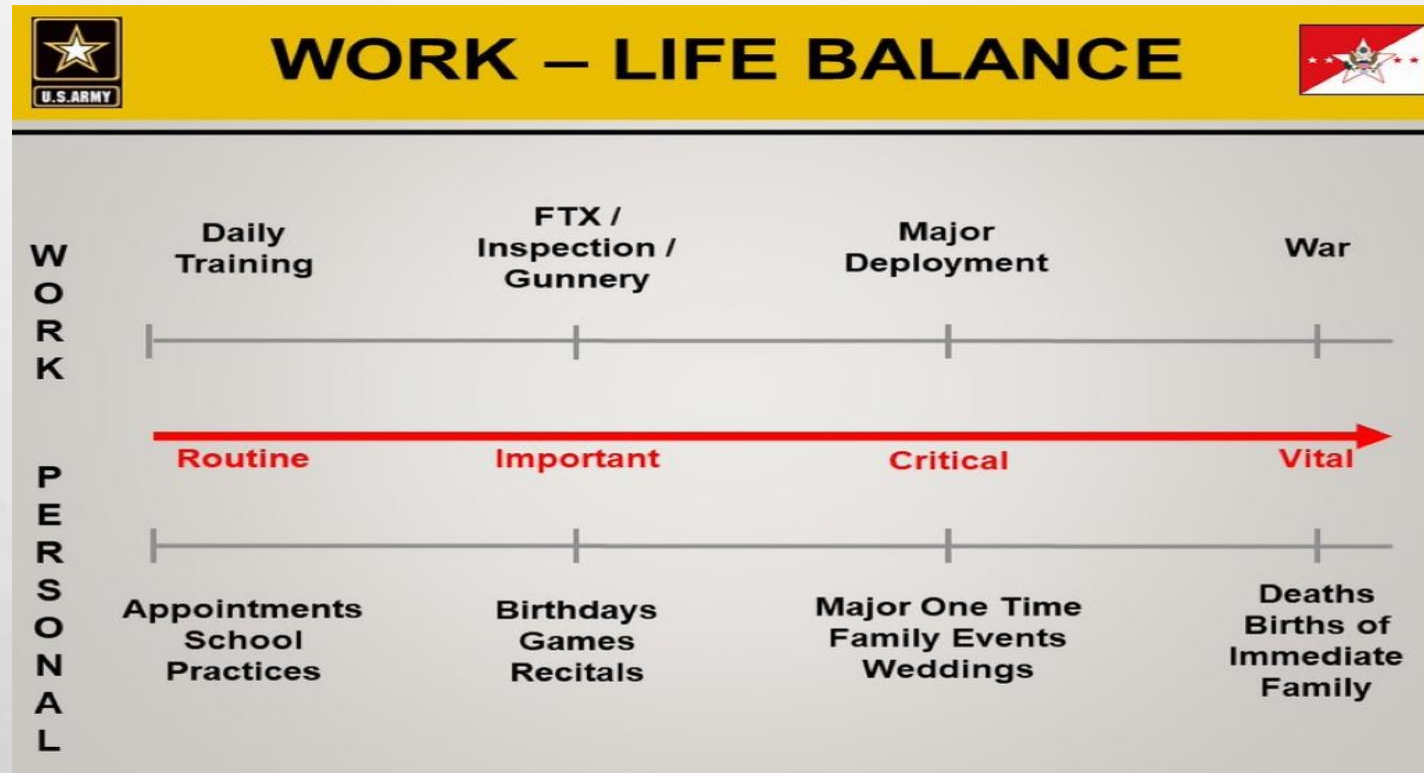


Big Rocks First

And the little ones will fall into place...





“General McConville Work-Life Balance”: Assessing your Priorities




CAREER PLANNING (SHORT TERM)

- **Where are you now? (SWOT)**
- **When do you want to start planning?**
- **Where do you want to be in 3-5 years?**
- **What do you want to do in 3-5 years?**
- **How will you get there?**
- **Who is helping you get there?**
- **How are you preparing to get there?**





Self
Knowing who you are



Strengths
Knowing what you are good at

Career Timeline for:
CPT High Speed
Year Group 20XX as of DD MMM YR

Year	20XX			20XX			20XX			20XX			20XX			
Quarter	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Yr of Service	2			3	3			4	4			5	5			
Projected Rank	1LT			1LT	CPT			CPT	CPT			CPT	CPT			
Personal Goals/Events	Master's Degree Lean Six Sigma Course															
Military Option 1	Position			Position	Leadership Position			Leadership Position	Training With Industry			Training With Industry	Broadering Assignment			
Military Option 2	Position			Position	Position			Position	Leadership Position			Leadership Position	Broadering Assignment			
Military Option 3	ETS															
Spouse Goals/Events																
Children Age/Grade																
Children Age/Grade																



Horizons
Knowing what is out there



Networks
Knowing who can help you

■ Significant Personal Goals/Events (color for additional emphasis)
■ Preferred Positions within Military Options
■ Designated Staff Assignment
■ Designated Student Assignment
★ Potential PCS Window

PRACTICAL EXERCISES

- Watch the video on [Start with Why](#)
- Read [Seven Habits](#)
- Build your “I love me” binder
- Create your career timeline
- Habits 4, 5 and 6: “Think Win-Win”, “Seek first to understand, then to be understood”, “Synergize” – Talk to your family
- Talk to your coach/mentor/sponsor
- Network early and often
- Habit 7: “Sharpen the saw” – Review your plan quarterly

**DO SOMETHING
TODAY THAT
YOUR FUTURE
SELF WILL
THANK YOU FOR.**

CAREER MANAGEMENT WORKSHOP HANDOUT

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PRACTICAL EXERCISES

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**DO SOMETHING
TODAY THAT
YOUR FUTURE
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WHAT IS YOUR WHY? WHAT IS YOUR PURPOSE?

- **Write what you think your “why” is.**

- **Write what your purpose is.**

HOW DO YOU GET AFTER YOUR “WHY”?

- **Based on what your “why” is, how do you think you can get after it.**

WHAT DO YOU DO NOW?

- **Think about where you are right now ...**

- **... and what you are doing now in terms of your career management.**

WHAT SHOULD YOU BE DOING?

- **List what you think you should be doing to get to your “why” and to get after your “why”.**

LET US REVIEW YOUR “I LOVE ME” FILES

- **Habit 1: “Be proactive”**
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- **Evaluations**
- **AIM Resume**
- **Career timeline**
- **Financial assessment**
- **Family considerations**

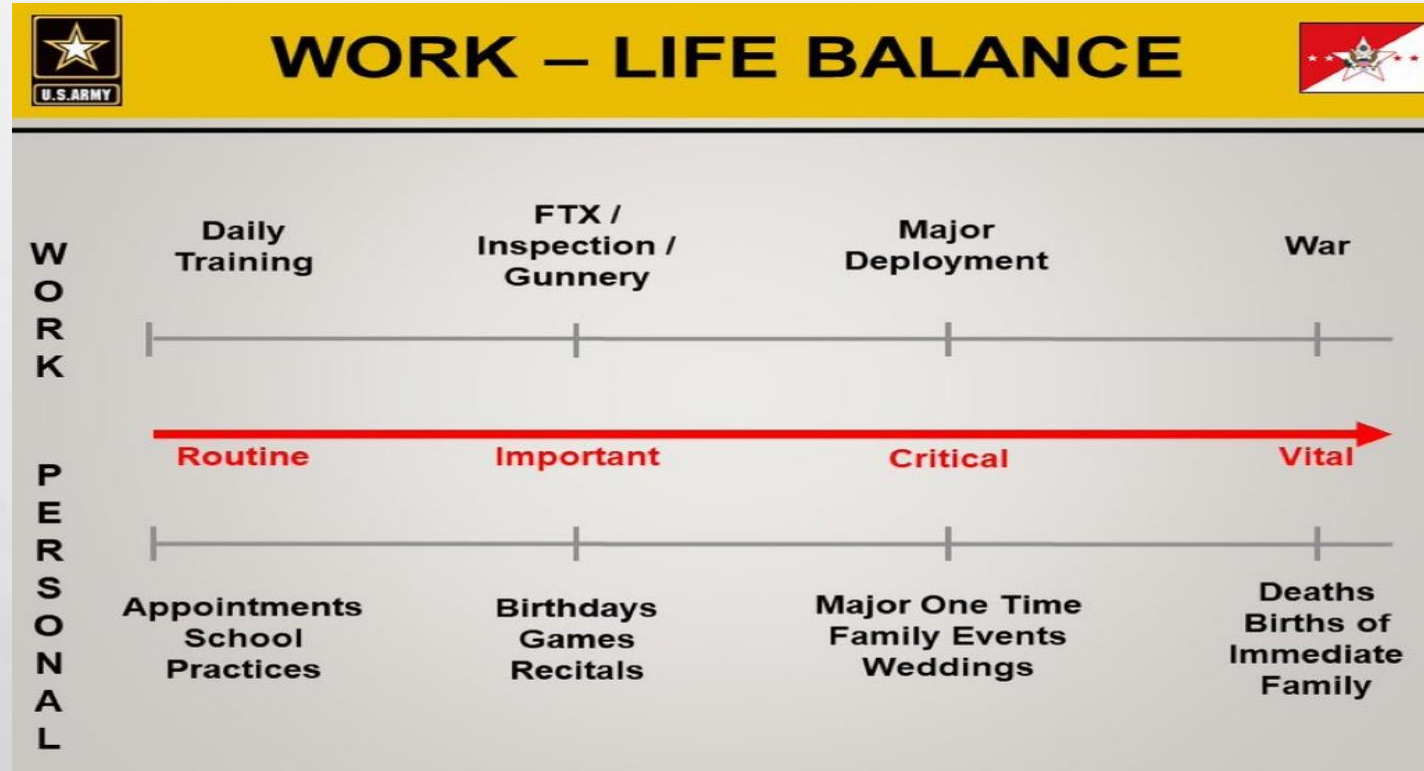


LET'S REVIEW YOUR BIG ROCKS, LITTLE ROCKS

- **Habit 3: “Put first things first”**
- **What are you spending your time on?**
- **Prioritize**
- **Big rocks**
- **Little rocks**
- **Track your progress**
- **Planning and scheduling**



“General McConville Work-Life Balance”: How would you assess your priorities now?



LET'S REVIEW YOUR BIG ROCKS

- **Habit 3: “Put first things first”**
- **What are you spending your time on?**
- **Prioritize**
- **What are your Big Rocks. List them.**



BIG ROCKS

YOUR LITTLE ROCKS WILL FALL INTO PLACE

- **List your Little Rocks**

LITTLE ROCKS	

CAREER PLANNING

- **Where are you now? (SWOT)**
- **Strengths**
- **Weaknesses**
- **Opportunities**
- **Threats**

CAREER PLANNING (LONG TERM)

- **How will you get there?**
- **Who is helping you get there?**
- **How are you preparing to get there?**

CAREER PLANNING (SHORT TERM)

- **Where do you want to be in 3-5 years?**

- **What do you want to do in 3-5 years?**

CAREER PLANNING (SHORT TERM)

- **How will you get there?**
- **Who is helping you get there?**
- **How are you preparing to get there?**

CAREER PLANNING (SUMMARY)

- **Where do you want to be in x years (long/mid/short-term)?**
- **What do you want to do in x years (long/mid/short-term)?**
- **How will you get there?**
- **Who is helping you get there?**
- **How are you preparing to get there?**

QUESTIONS/DISCUSSION



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