



In Alliance with
LEE HECHT HARRISON

Developing
people
is SMART
business.™



Career Development
**TALENT
MANAGEMENT™**

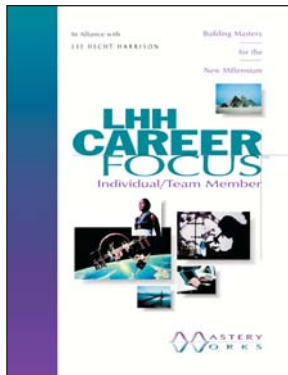
Are your managers Talent Smart?
Are your employees Career Smart?
Are you ready for the future?

- Career Development
- Leadership Development
- Succession Planning
- Web-based Career Resources
- Learning & Development
- Retention
- Mentoring

Career Development for Employees

CAREERFOCUS™

Take Charge of Your Career!



Our CAREERFOCUS™ 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"/> CAREERFOCUS™ Workshop and Web-based Toolkit - gives employees practical tools and resources to <i>take charge of their careers</i> 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 <i>tried-and-true</i> initiatives for career success. Receive a Personal Profile with 15 practical recommendations for career enhancement. Use a proven framework for success that makes sense.	✓	✓
<input type="checkbox"/> TalentSort® Interest Cards Assessment - People who do what they like are motivated, peak performers, and highly productive. Use 52 cards to leverage talents in working with People, Ideas, Data or Things. Assure people <i>fit</i> their work.	✓	✓
<input type="checkbox"/> VALUESMART™ Assessment - Living Your Values - Stress, burnout, and sickness reveal values misalignment. Know what really counts in work and life and how to negotiate the work setting required for high performance and learning. Lift morale and reduce turnover, sick leave, and medical costs.	✓	
<input type="checkbox"/> TEAMSMART® Cards Assessment - Assess your team strengths. See practical ACTIONS for boosting your team performance. Make every team meeting a chance for quick, practical learning.	✓	
<input type="checkbox"/> NETWORKSMART™ Planner - The Power of Networking - People with powerful networks get work done - quickly and resourcefully. This tool will help your people understand how to network effectively in order to achieve success.	✓	✓
<input type="checkbox"/> MENTORSMART™ Assessment - The Power of Mentoring - Learn what kinds of mentors are needed for talent development and organizational success. See how to link, leverage and transfer knowledge and experience to your future workforce.	✓	
<input type="checkbox"/> Leading Career Indicators™ Assessment - The world of work is changing - jobs, organizations, industries change before our eyes. Track 40 career indicators to assess the vitality of your current work setting. Take action today based on trends and implications that will impact your future work.	✓	✓
<input type="checkbox"/> OPTIONSMART™ Assessment - Aligning Your Aspirations Inventory - Moving up is not the only career direction. See six possible options for aligning individual aspirations with current and future business needs. Set career directions that are realistic and relevant.	✓	✓
<input type="checkbox"/> LIFESMART™ Builder - The Twenty-Year Journey - Creating a vision for the future builds action steps for the present. This tool helps individuals explore 12 life issues. The result - increased 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 learning.	✓	✓

Our Strategic Framework

Career Fit™ Model ▶

organization

- Trends & Implications
- Mission & Strategies
- Professions & Trades
- Resources
- Mentors

profession

- Trends & Implications
- Mastery Practices
- Competencies/ Skills
- Associations & Leaders
- Mentors



job

- Trends & Implications
- Performance Standards
- Career Options
- Competencies/ Skills
- Mentors

industry

- Trends & Implications
- Leaders
- Competitors
- Associations
- Mentors

Career Development Model™ ▼

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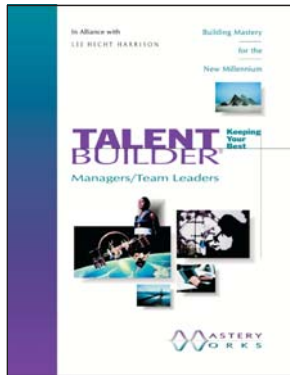
Our Model for Success - Best Practices		
Employee Practices	Career Initiatives	Management Practices
PERSON Know Your Strengths <i>How Am I Unique?</i>	<ul style="list-style-type: none"> ■ Interests ■ Values ■ Personality/Style ■ Technical Skills ■ Business Skills ■ Team Skills 	APPRECIATE UNIQUENESS 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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Develop Direct Reports for Managers

TALENTBUILDER®

Develop, Motivate, 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 Tool Kit gives managers practical tools for handling important career issues and developing talent. Web assessments or training modules give frameworks for jumpstarting career conversations on performance, interests, reputation, goals and IDPs. Managers benchmark their own skills in developing others.	✓	✓
<input type="checkbox"/> TalentBuilder® Assessment helps managers benchmark their coaching & development skills and see practical ways to link career enhancement conversations with day-to-day performance.	✓	✓
<input type="checkbox"/> TalentBuilder® Development Guide gives managers a framework, discussion planners, and wealth of practical tips to prepare for and host effective development discussions. This tool provides managers with a seven-step approach and identifies ways to start conversations, handle difficult questions and foster greater contribution and performance from direct reports.	✓	✓
<input type="checkbox"/> RETENTIONSMART™ - Retention Risk Assessment - Learn 15 questions that always reveal employee motivation and loyalty. See conversations and actions required to keep your best people.	✓	✓
<input type="checkbox"/> Career Initiative Assessment® - Assess 15 <i>tried-and-true</i> initiatives for career success. Receive a Personal Profile of 15 practical recommendations for career enhancement. Use a proven framework for success that makes sense.	✓	✓
<input type="checkbox"/> TalentSort® Interest Cards Assessment - People who do what they like are motivated, peak performers, and highly productive. Use 52 cards to leverage talents in working with People, Ideas, Data or Things. Assure people <i>fit</i> their work.	✓	✓
<input type="checkbox"/> TEAMSMART® Cards Assessment - Assess strengths and gaps of any team in 10 minutes. See practical ACTIONS for boosting team performance - yours or theirs. Make every team meeting a chance for quick, practical learning.	✓	
<input type="checkbox"/> MENTORSMART™ Assessment - The Power of Mentoring - Learn what kinds of mentors are needed for talent development and organizational success. See how to link, leverage and transfer knowledge and experience to your future workforce.	✓	
<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 learning.	✓	✓
<input type="checkbox"/> OPTIONSSMART™ Assessment - Aligning Your Aspirations Inventory - Moving up is not the only career direction. See six possible options for aligning individual aspirations with current and future business needs. Set career directions that are realistic and relevant.	✓	✓

How Can We Help You?

Issues & Concerns	Help
Develop Direct Reports	
<ul style="list-style-type: none"> Managers & supervisors lack the confidence and skill to have effective development discussions with their people. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Managers do not see cost-effective resources, projects, mentors, or learning options that support the Career Goals section of the Performance Management Process. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Managers are not equipped to handle career issues and concerns of their people, given organizational changes. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Managers are not rewarded for developing people and usually are not hired or promoted because that is their strength. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Managers are busy, performance-focused with little or no time for career development. Day-to-day needs take precedence over longer term requirements. 	<input type="checkbox"/>
Career Development	
<ul style="list-style-type: none"> No consistent approach for career development in our organization. 	<input type="checkbox"/>
<ul style="list-style-type: none"> People are not taking responsibility for their own career planning. They lack the initiative and framework to get started. 	<input type="checkbox"/>
<ul style="list-style-type: none"> People want career development but do not have a framework or practical tools for taking action. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Employees do not see career options nor understand what it takes to reach their career aspirations. 	<input type="checkbox"/>
<ul style="list-style-type: none"> No practical way to use or reinforce the existing competency work or career pathing. 	<input type="checkbox"/>

Our Approach	
Blended Learning - Use both in-class training and web-based resources to reach a broad range of target groups	<input type="checkbox"/>
Cost Effective - Design to budget. Maximize Return on Investment	<input type="checkbox"/>
HR Integrated - Integrate your existing HR Systems, Resources, and Benefits to leverage what is already in place	<input type="checkbox"/>
Customized - Tailor to your needs. Include your look, logo, and language	<input type="checkbox"/>
Competency Driven - Use and communicate existing competency models	<input type="checkbox"/>

Delivery Methods	
Workshops - In-class Training	<input type="checkbox"/>
Web-based Toolkits & Resources	<input type="checkbox"/>
Print-based Toolkits & Resources	<input type="checkbox"/>
Virtual Training	<input type="checkbox"/>
Individual Coaching	<input type="checkbox"/>

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.

Supporting Lee Hecht Harrison for Over a Decade

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.

Great performance has to do with passion and skill. Passion comes 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 learning opportunities. 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 they *fit* is more important than ever. We help managers and individuals identify areas of natural talent and strength so they can choose positions smartly and perform powerfully.

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 five 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 *Whos 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. ♦

