

Preparing for Your Next Career Move

Dr. Carina Self, Dean of Graduate Studies and Academic Effectiveness

**Dr. Kathy DesRoches, Program Director, MS Leadership and Senior Lecturer
Volunteer NH**

Granite State College

Poll

- How many jobs have you had in your career?
- How many career changes have you experienced?
- Survey Link in chat, if you did not complete in advance.
- https://granitestatecollege.co1.qualtrics.com/jfe/form/SV_0NfVajQcdzpmID3

The Average Number of Times People Change Jobs

The average number of jobs in a lifetime is 12, according to a 2019 Bureau of Labor Statistics (BLS) survey of baby boomers.

In its 2018 Employee Tenure Summary, the BLS reported, the median employee tenure was 4.3 years for men and 4.0 years for women.

<https://www.thebalancecareers.com/how-often-do-people-change-jobs-2060467>

Recessions

- Traditionally time to return to school
- Upskill
- Employers looking for other credentials
 - Mooc
 - Badges
 - Short term certs.
 - Salesforce trailhead training
 - LinkedIn Learning
- Volunteerism

Preparing for Your Next Career Move

- What job do you want in 3 years?
- Post in the chat...
- For example:
 - Director, Assistant Director, Marketing, Finance, Public Relations, Grant Writing, Direct Care, Other

Job decisions

- External factors? Choosing careers....
- Sweet spot (overlap)
 - Passion
 - Interest, and
 - Abilities
- Bored/Burned out



Registration Instructions 2018

gsc.kuder.com

Registration

- Visit Kuder Journey at: <http://gsc.kuder.com/>
- Select New Users
- Select the User Type that makes the most sense for your current situation*
- **GSC Activation Codes:**
(allows you to use Kuder free of charge)

J4349938ZVP

User Name

Password

Preparing for Your Next Career Move

- Compare job you want with your skills to see where you need to grow.

Preparing for Your Next Career Move

- Job sites (Indeed)
 - Advanced job search
 - Can track trends/patterns
- Mentors
- Informational interviews
- Linked In
- Onetonline



O*NET OnLine

Occupation Quick Search:

[help](#) [Find Occupations](#) [Advanced Search](#) [Crosswalks](#)

[Share](#) [O*NET Sites](#)



Build your future with O*NET OnLine.

Welcome to your tool for career exploration

What's New?

Updated military occupations included in O*NET websites

[Learn More](#)



Quick Search for: nonprofit

Showing 5 occupations for **nonprofit**. Closest matches are shown first.

[How do they match?](#)

Code Occupation

11-2031.00	Public Relations and Fundraising Managers Bright Outlook
13-1131.00	Fundraisers
11-1011.00	Chief Executives
11-1021.00	General and Operations Managers Green
11-9151.00	Social and Community Service Managers

Was this page helpful?

[Job Seeker Help](#) • [Contact Us](#)

Share:

[Link to Us](#) • [Cite this Page](#)

[License](#)

Follow us:

[About this Site](#) • [Privacy](#) • [Disclaimer](#)

Site updated May 19, 2020



Summary Report for: 11-1021.00 - General and Operations Managers

[Updated 2020](#)

Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.

Sample of reported job titles: Business Manager, Facility Manager, General Manager (GM), Operations Director, Operations Manager, Plant Superintendent, Store Manager

View report:

[Summary](#)[Details](#)[Custom](#)

[Tasks](#) | [Technology Skills](#) | [Tools Used](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Detailed Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Credentials](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#) | [Additional Information](#)

Tasks

[+](#) [-](#) 5 of 16 displayed

- ⊕ Review financial statements, sales or activity reports, or other performance data to measure productivity or goal achievement or to identify areas needing cost reduction or program improvement.
- ⊕ Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
- ⊕ Direct administrative activities directly related to making products or providing services.
- ⊕ Prepare staff work schedules and assign specific duties.
- ⊕ Monitor suppliers to ensure that they efficiently and effectively provide needed goods or services within budgetary limits.

[back to top](#)

Technology Skills

[+](#) [-](#) 5 of 51 displayed [Show 17 tools used](#)

- ⊕ **Customer relationship management CRM software** — Oracle Eloqua; Sage ACT!; Salesforce software 🔥; Sugar CRM
- ⊕ **Data base user interface and query software** — Amazon Web Services AWS software 🔥; Data entry software 🔥; Microsoft Access 🔥; Oracle software 🔥
- ⊕ **Enterprise resource planning ERP software** 🔥 — Microsoft Dynamics 🔥; NetSuite ERP 🔥; Oracle PeopleSoft 🔥; SAP 🔥
- ⊕ **Operating system software** — Apple macOS 🔥; Microsoft Windows 🔥; Oracle Solaris 🔥; Shell script 🔥
- ⊕ **Project management software** — Confluence 🔥; Microsoft Project 🔥; Oracle Primavera Enterprise Project Portfolio Management 🔥; Realization Streamliner

Hot Technology — a technology requirement frequently included in employer job postings.

Skills

+ - 5 of 22 displayed

- ⊕ **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ⊕ **Coordination** — Adjusting actions in relation to others' actions.
- ⊕ **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- ⊕ **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- ⊕ **Speaking** — Talking to others to convey information effectively.

[back to top](#)

Abilities

+ - 5 of 15 displayed

- ⊕ **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- ⊕ **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- ⊕ **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- ⊕ **Speech Clarity** — The ability to speak clearly so others can understand you.
- ⊕ **Written Comprehension** — The ability to read and understand information and ideas presented in writing.

[back to top](#)

Work Activities

+ - 5 of 33 displayed

- ⊕ **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- ⊕ **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- ⊕ **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- ⊕ **Coordinating the Work and Activities of Others** — Getting members of a group to work together to accomplish tasks.
- ⊕ **Guiding, Directing, and Motivating Subordinates** — Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.

[back to top](#)

Detailed Work Activities

+ - 5 of 20 displayed

- ⊕ Analyze data to inform operational decisions or activities.
- ⊕ Analyze financial records to improve efficiency.
- ⊕ Direct organizational operations, projects, or services.
- ⊕ Direct sales, marketing, or customer service activities.
- ⊕ Prepare staff schedules or work assignments.

[back to top](#)

Job Zone

Title Job Zone Four: Considerable Preparation Needed

Education Most of these occupations require a four-year bachelor's degree, but some do not.

Related Experience A considerable amount of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.



Job Training Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

Job Zone Examples Many of these occupations involve coordinating, supervising, managing, or training others. Examples include real estate brokers, sales managers, database administrators, graphic designers, chemists, art directors, and cost estimators.

SVP Range (7.0 to < 8.0)

[back to top](#)

Education




Percentage of Respondents	Education Level Required
29 	Bachelor's degree
19 	Some college, no degree
15 	High school diploma or equivalent 

[back to top](#)

Credentials

Related Occupations

+ - 5 of 10 displayed

- 11-3011.00 [Administrative Services Managers](#) 
- 11-3071.03 [Logistics Managers](#)  Green
- 11-9081.00 [Lodging Managers](#)
- 43-1011.00 [First-Line Supervisors of Office and Administrative Support Workers](#)  Bright Outlook
- 53-1031.00 [First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators](#)

[back to top](#)

Wages & Employment Trends

Median wages (2019) \$48.45 hourly, \$100,780 annual

State wages

Local wages ZIP Code:

Employment (2018) 2,376,400 employees

Projected growth (2018-2028)  Faster than average (7% to 10%)

Projected job openings (2018-2028) 230,000

State trends

Top industries (2018) [Retail Trade](#)
[Professional, Scientific, and Technical Services](#)

Source: Bureau of Labor Statistics [2019 wage data](#)  and [2018-2028 employment projections](#) . "Projected growth" represents the estimated change in total employment over the projections period (2018-2028). "Projected job openings" represent openings due to growth and replacement.

[back to top](#)

Job Openings on the Web

Preassessment

- Verbal
- Written
- Goals and Values
- Self-aware
- Resilience
- Problem Solving
- Honoring others
- Motivating
- Coaching
- Diversity & Inclusion

Preparing for Your Next Career Move

Pre-assessment—

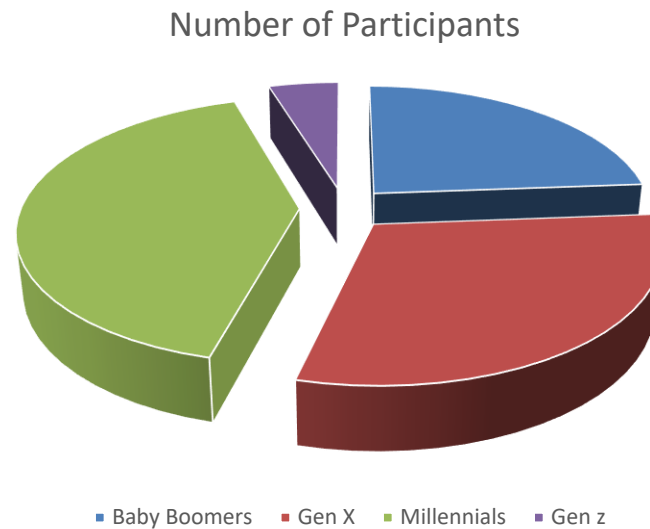
133 Surveys

63 Responses

47%

Preparing for Your Next Career Move

Baby Boomers	1946-64
Gen x	1965-80
Millennials	1981-96
Gen z	1997+



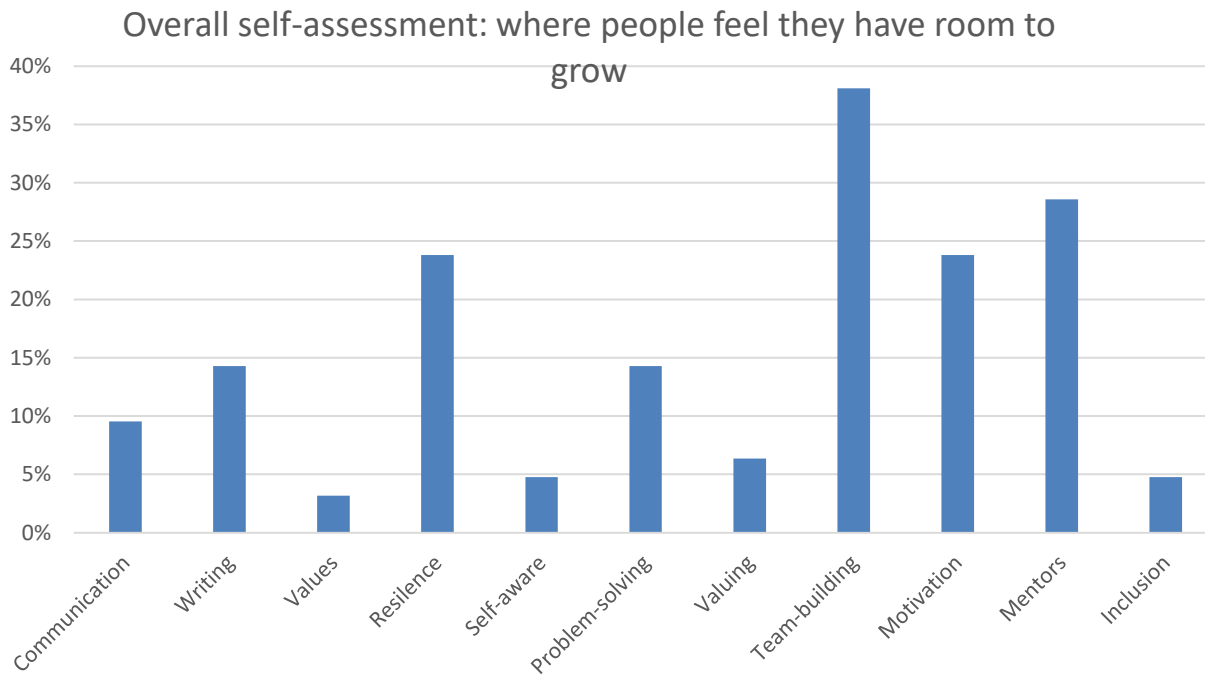
Preparing for Your Next Career Move

Pre-assessment

1	Attorney/Owner
1	Board Member
2	Coach
2	Community Relations
1	Consultant
12	Coordinator
1	Customer Service
5	Development Director
4	Educator
3	Executive Director
3	Health care
1	Intern
7	Program director
12	Program Manager
1	Unemployed
2	Web Manager

Preparing for Your Next Career Move

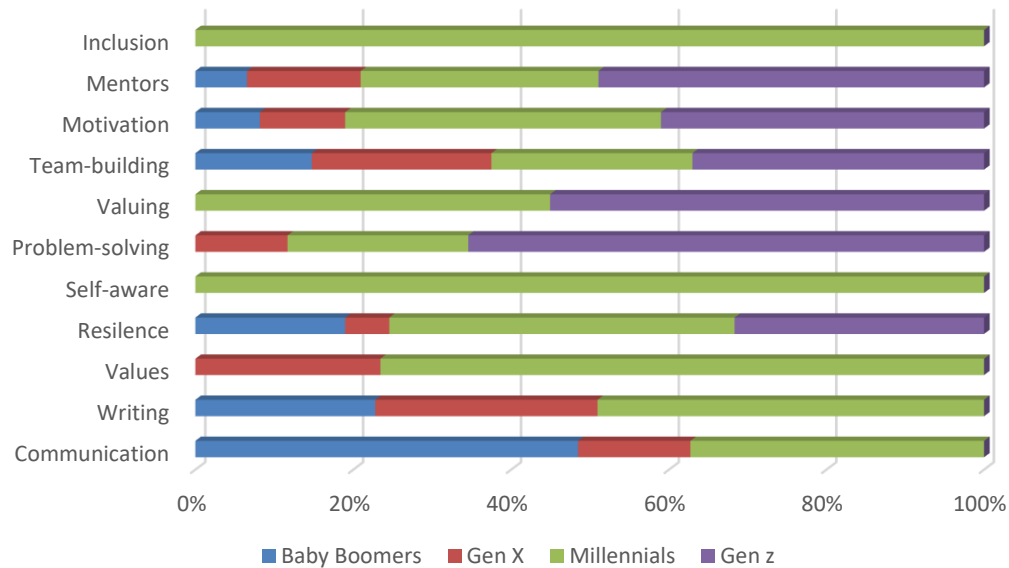
Pre-assessment—



Preparing for Your Next Career Move

Pre-assessment—

Self-assessment by generations: where people feel they have room to grow



In the breakout rooms:

1. Designate a facilitator
2. Instructions

Breakouts

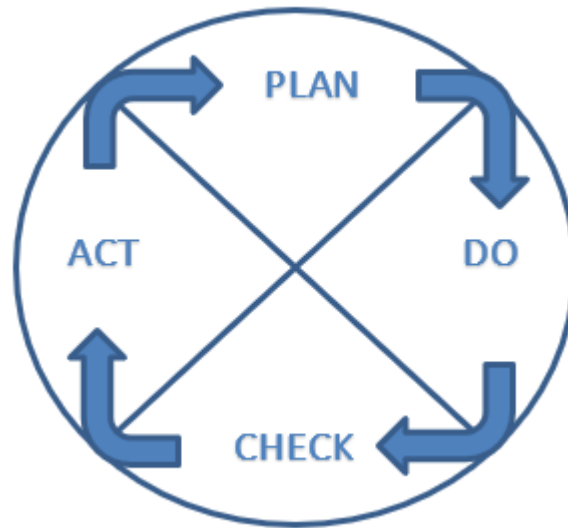
When reviewing your survey results consider:

- In what area have you experienced the most growth?
- What did you do?
- Where do you need to continue to growth?
- What is it that you need to do more of?
- What would you like to leave in the past?

Report out

- Recorders, please write in the chat, 1 or 2 insights from your group.

What do you think you could do in the next year?



<https://unh.box.com/s/z0vfmrl3juo9u7uahksw6ieyiv3qy6qk>

<https://bit.ly/2NOLDup>



Career Development and Life Planning

CAREER ACTION PLAN INSTRUCTIONS

Plan, D, Check, Act (PDCA) is a four-step strategy for carrying out change. You can use it to evaluate where you are in the career development process and to identify your next steps. The strategy is typically used in the business arena as a framework for improving processes and services. Think of your career as a personal product you are offering or selling.

1. Plan: What are your goals and objectives? What process will you use to get to your targets? You might want to plan smaller to begin with and test out possible effects. For instance, if you are thinking of getting into a certain career, you might plan to try it out first as an intern or volunteer or on a part-time basis. When you start on a small scale, you can test possible outcomes.
2. Do: Implement your plan. Sell your product- which is You and your skills, talents, energy, and enthusiasm. Collect data as you go along; you will need it for charting and analyzing the Check and Act steps ahead.
3. Check: Look at your results so far.
4. Act: The PDCA framework is an ongoing process. Keep planning, doing, checking and acting. The goal is continuous improvement!

What could you do?

- Week
- Month
- Year

Applicant Tracking Systems



Granite State College

Getting the job you want

- <https://resumeworded.com/granite>
- Targeted resume tool—free and paid layer
 - Scan resume
 - Upload job add and uses applicant tracking system
 - Score
 - Want at least 70%
 - Provides suggestions to improve
 - Templates
 - Following up with people
 - Resumes
 - Thank you notes

What did you get out of this workshop?

- Place in the chat
- Is there something that you wished we had presented?

Contact us

Carina Self

Dean of Graduate Studies &
Academic Effectiveness

carina.self@granite.edu

[603-822-5440](tel:603-822-5440)

Jan Coville

Director of Career Services and
Certified Career Counselor

jan.coville@granite.edu

[603-452-1507](tel:603-452-1507)

Kathy DesRoches

Program Director for the M.S. in
Leadership Program

kathy.desroches@granite.edu

[603-513-1336](tel:603-513-1336)

Certificate in Nonprofit Leadership

Two required courses:

- LD 820 Cultivating your Leadership Capabilities
- LD 827 Leading and Governing Nonprofit Organizations

One elective chosen from:

- LD 825 Volunteer Leadership
- APST 805 Grant Writing
- MKT 805 Marketing for Nonprofits
- INST 803 Foundations of Program Planning and Evaluation
- INST 823 Program Planning and Evaluation
- MGMT 815 Financial Management for Nonprofit Organizations

For more information: 1-855-GSC-4ALL

gsc.admissions@granite.edu

<https://www.granite.edu/contact/have-a-question/>

Certificate in Health Care Management

Three courses chosen from:

- HLTC 800 Health Care Delivery and Innovations
- HLTC 801 Health Care Finance Management
- HLTC 802 Advocacy and Health Policy
- HLTC 810 Health Care Quality and Safety
- HLTC 811 Health Care Technology and Informatics

For more information: 1-855-GSC-4ALL

gsc.admissions@granite.edu

<https://www.granite.edu/contact/have-a-question/>

Certificate in Project Management

Four required courses:

PM 800 Introduction to Project Management

PM 811 Project Chartering and Planning

PM 813 Delivering Business Value

LD 804 Leading Teams

For more information: 1-855-GSC-4ALL

gsc.admissions@granite.edu

<https://www.granite.edu/contact/have-a-question/>

Contact us

Carina Self

Dean of Graduate Studies &
Academic Effectiveness

carina.self@granite.edu

[603-822-5440](tel:603-822-5440)

Jan Coville

Director of Career Services and
Certified Career Counselor

jan.coville@granite.edu

[603-452-1507](tel:603-452-1507)

Kathy DesRoches

Program Director for the M.S. in
Leadership Program

kathy.desroches@granite.edu

[603-513-1336](tel:603-513-1336)