

# Career progression –what and how?

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# Aims & Objectives

- ▶ Ask- do I want to lead?
- ▶ Talk about and understand how to prepare for leading
- ▶ Decide comes first? Chicken or the egg?
- ▶ Tools of the trade
- ▶ Pitfalls and how to survive them

## Do I want to lead?

- ▶ Everyone is a leader at something
- ▶ Scouts, guides, writing SOPs, the resident 'expert'
- ▶ What are your interests ?
- ▶ Training buddy, H&S, Cat 3 room, IT, auditor
- ▶ Coaching your kids' football team?
- ▶ Unavoidable in reality

# How Do I Prepare?

- ▶ After and DURING the Specialist ✓
- ▶ Expectation to support training others: Train the Trainer
- ▶ What are your career plans?
- ▶ Look at what is on offer
- ▶ Manage your time
- ▶ Choosing perfecting your craft? Leadership is also part of this

# Tools of The Trade

- ▶ Understand the principles of leadership
- ▶ Understand how to implement them
- ▶ Manage yourself- to manage others
- ▶ Learn about resilience (Personal & Team resilience)
- ▶ Be Positive avoid being drawn into 'negative talk'
- ▶ Dealing with 'difficult people'

# Tools of the Trade

- ▶ Identify your mindset and approach
- ▶ Be flexible and adaptable
- ▶ QMS :Non conformance, audit, RCA, RA, Change Management
- ▶ Risk Management
- ▶ Then the hard stuff: the interpersonal skills
- ▶ Understanding absence management
- ▶ Know the direction of travel of your department

## The M word

- ▶ The focus has been leadership
- ▶ The lines can be 'blurred'
- ▶ Management role using leadership skills
- ▶ Managers do things right
- ▶ Leaders do the right thing
- ▶ Moving up in your department

## What should I be doing?

- NOT chosen ‘management route’? Still need to manage people!
- Don’t think of it as STUDY
- It IS ‘Me Time’
- Read , listen to Podcasts, watch/listen to webinars
- REFLECT



# If I knew then....

- I'd have learned about myself sooner!
- I'd have been kinder to myself
- I'd have accepted you can't please everyone
- I'd have grown a thicker skin
- I would have challenged attitudes- sooner

# What I DID know however

- a) I like people
- b) I wanted to make their road easier than mine
- c) I wanted them to be the best they could be
- d) I wanted individuals to be seen and celebrated
- e) I wanted us to share our successes
- f)  $A + B = C$

# This is your destiny

- Don't wait for things to be handed to you
- Don't be envious-applaud success of others
- See where you can help-Make yourself useful
- Offer your time and effort
- Get involved

# How to lead & manage well?

- Some of the best tips I identified
- From people who did not manage me well!
- Understand how people tick
- They all make a different sound
- Talk about them...not YOU
- Don't use their precious time
- Be aware when others are busy
- **ASK WHAT YOU CAN DO TO HELP?**
- **Ask WHAT ARE YOU GOING TO DO ABOUT IT?**

# Resilience-8 elements

- Self Awareness
- Determination
- Vision
- Self Confidence

# Resilience-8 elements

- Organisation
- Problem Solving
- Interaction
- Relationships

# Team Resilience

- Depends on personal resilience
- Train your team
- Identify ‘tall poppies’
- Kotter’s Change model
  - Urgency
  - Powerful coalition (influencers)
  - Vision
  - Communicate the vision
  - Remove obstacles
  - Create Short term wins
  - Solidate gains– add more change
  - Anchor change in the culture

## Key Elements

- **Be:**
- **Both a leader AND a manager**
- **Seen**
- **Impartial**
- **Compassionate**
- **Resilient**



Thank you!

▶ Any Q's?