

Achieving personal and professional success in today's workplace

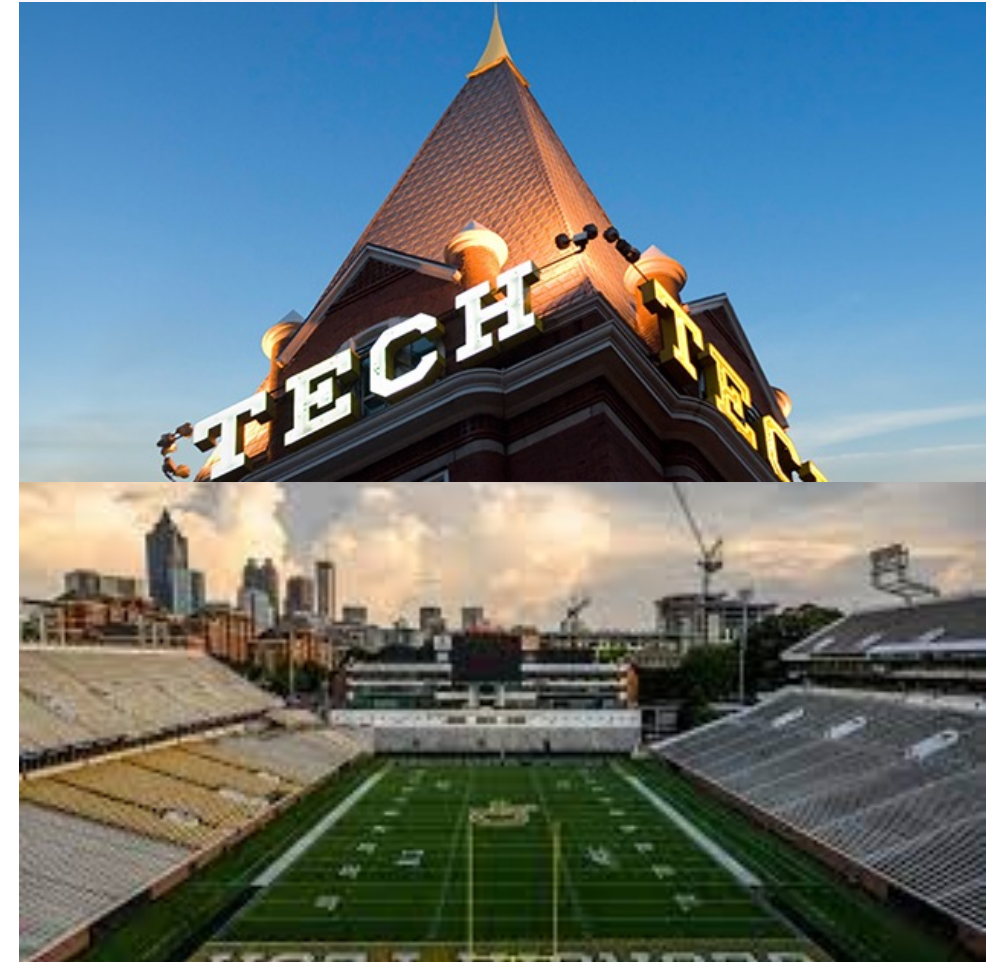
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Outcomes

1. Position yourself for success in your current role and for your aspirational roles
2. Learn what it means to be an indispensable campus resource
3. Learn ways to best “manage your manager” to help position yourself for promotion



Becoming an indispensable resource during COVID.... (or any other pandemic!)

- Identify ways you can assist the University outside of normal operations
- Highlight services and knowledge you provide that others may not be aware of
- Assist institution operations by leveraging your project management and problem solving skills
- Make sure your supervisor knows what you and your team provide the University.
- Make the most of any downtime- Credentials, Lydia/ HR classes, Update manuals, website, benchmark with peers

Promote YOU!

Campus Partner meetings

- Don't sit behind your desk- walk the campus and set up meetings with the head of housing, facilities, the Student center, Dining, The card office, Finance, Admissions
- Consider reaching out to unlikely partners like Risk management, Campus Police, the E- commerce office .

Action Items

- Be Seen on campus- Serve when asked to serve.
- Make contacts and collect information
- Research and answer questions
- Always follow through

Aim High!

One of the best things I ever did for my career at Emory was meet with the VP of Finance for the University.

Who is it on your campus?
Your VP?

Quantify your success!

Remember

- Numbers speak to many different audiences on campus

To

- Prepare a comprehensive end of the year report and distribute it widely

Quantify!

- If you are not doing assessment, you are selling yourself short!

Establish your network

Find a Mentor!

- Pros and cons of an off vs. on campus mentor

Be a Mentor!

- Being a mentor to a new professional pays back in spades

To do your best work, manage your manager!

Tips to support

- Provide your supervisor with support that makes them more effective
- See your manager as a customer- one that deserves a special form of customer service
- Develop empathy for the work your supervisor does

Words to live by

A great relationship with your supervisor can add to your success as a leader. It is difficult to be a superstar without your supervisor's support!

“Employees must have faith. They will never know everything their manager is juggling. It is complete relief to a manager when an employee can take something off of my plate and handle it well”

- How does your supervisor like to communicate?
- Is your supervisor a morning/afternoon person?
- Does your supervisor prefer casual or more formal meetings to talk about changes/ policy/ new ideas?

Remember- YOU can adjust your communication style without compromising principals!

Tips for Success

- Give advance warning about problems. No one likes to be surprised. When presenting a problem, present a solution along with it.
- Always keep your word. Nothing is more important than credibility.
- Learn how to check your own attitude.

Express yourself! To earn advancement, promotion, and opportunity

- Communicate- credibly, regularly, assertively, positively, professionally, and directly.
- Make decisions
- Be a good team player
- Go beyond your job description to achieve

The Power of Positive Public Praise

- When opportunities arise, praise publicly
- Strong managers will also want to hear constructive criticism, too, but keep that direct, impersonal, and private!
- Everyone needs to hear encouraging words occasionally, even your boss!



Questions?

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