

APA Washington Chapter Conference



Making Yourself Indispensable: Planning Managers and What They Want a Planner to Bring to the Table

TODAY'S PANEL MEMBERS



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TODAY'S SESSION

- 8:40 to 9:15 – Panel Discussion
 - Group 1: Skills and Assets That Managers Look for When Hiring
 - Group 2: Hints to Help You Shine After You Have the Job
 - Group 3: Evolving Challenges and Keeping Yourself Relevant
 - Group 4: Your Boss Cannot Live Without You - You Are Indispensable
- 9:15 – 9:45 – Audience Questions

PANEL DISCUSSION

Group 1: Skills and Assets Managers Look for When Hiring

1. What skills and assets helped you land your first job? Do you have a sense of why they picked you?
2. What are the valuable skills that you wish you'd had prior to beginning your first job? What did you learn on the job?
3. How did you find the balance between being a generalist and specialist? Are there pitfalls to being just a generalist or being too much of a specialist?

Group 2: Hints to Help You Shine After You Have the Job

4. Is there a good rule of thumb to follow when managing your time? How do you balance the expectations of your boss, co-workers, time spent on assignments, time spent keeping current, and outside influences?
5. What interpersonal skills are important for interacting with your boss, peers and the public?
6. How can you adapt to new and challenging leadership styles?

Group 3: Evolving Challenges, Keeping Yourself Relevant

7. What challenges do you face when working in a small office environment vs. a large corporation or agency? What opportunities does each present?
8. How do you remain current and relevant? How can you keep reinventing your career?
9. How do you know when you should move on?

Group 4: Your Boss Cannot Live Without You – You Are Indispensable

10. In addition to everything we have already discussed, what other assets, skills, and qualities will make you indispensable?



AUDIENCE QUESTIONS

THANK YOU!

