

Intro to
the Career Autobiography
Essential Webinar Series
presented by Pat Wagner

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#CA101essential

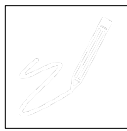
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Essential Webinar Series

Introduction to
practical ideas
that support workplace
and career success

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Interactive Icons



Time to take notes
and participate in
written exercises!

Introducing Pat

40 years
workplace education

Interdisciplinary approach

**Known for practical
and good-humored programs**

Agenda

Pick Your Tools

From Whiteboards To Slide Decks

Create Your Timeline

Chronologies, Skills, Accomplishments

Decisions: Choices and Surprises

Mapping Patterns

Writing Your Narrative

Outcomes

Create a chronological **record** of your **job history**.

Review **past decisions** that can impact current and future **choices**.

Capture forgotten **experiences** and learning.

you need to

write it down

What is the chart?

a visual representation of your work history

electronic • paper • display

create your career narrative

who • when • where • what

*However, the Thing most like
living one's Life over again,
seems to be a Recollection of
that Life; and to make that
Recollection as durable as
possible, the putting it down
in Writing.*

from The Autobiography of Benjamin Franklin

What is the narrative?

*story of your work indicating
choices and surprises*

places
experiences
accomplishments
growth

SECTION 1

Pick Your Tools:
From Whiteboards To Slide Decks

Why a chart?

physical timeline can trigger memories and are easily updated

display patterns

how long did you stay?
was there growth?

1971-1975

1971 move to Milwaukee, WI

1971-1975 performance poet

1971-1972 Sickroom Service

1972-1973 The Dark Room

1973-1975 Wisconsin Speed Press

1972-1974 @ UW-Milwaukee

1975 move to Denver, CO

1975 temp jobs

1975-1976 Speedi-Print

example
chart column

Traditional

large sheets of paper

white board or tile board

flip chart

corkboard with index cards

wall to write on

21st century

- text document
- spreadsheet
- chart or table
- project management software
- slide deck

Tips

- Start simple; don't overengineer.
- Begin with the chart.
- Let the chart grow organically.
- Plug in facts.

my favorite method
wall with sticky notes

SECTION 2

Create The Timeline:
Chronologies, Skills, Accomplishments

Chronologies

five-year intervals
draw out the lines

start with known facts
paid and volunteer work
formal education

**Work with
a friend**
to fill in
the blanks

Skills learned and applied

customer service

technical clerical professional

leadership

administrative **supervisory** committees

teams **governance**

Accomplishments



How did you impact your workplace?
How did you help other employees grow?
What problems did you solve?
What changed for the better because of you?

Tips

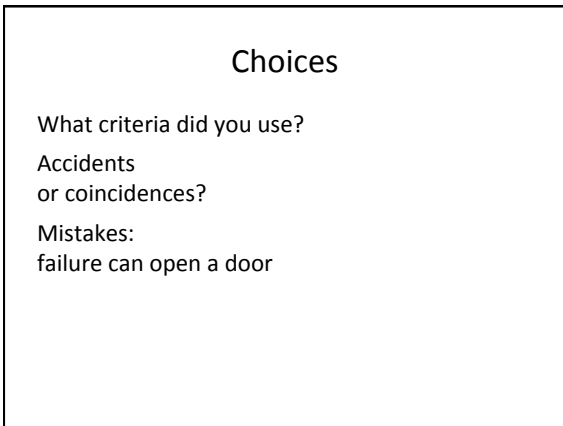
Research your archives.
Check employer websites.
Contact old bosses and co-workers.

my favorite search site
LinkedIn®

SECTION 3

Decisions: *Choices and Surprises*







then it
happens
again

you are creating
private
and
public
documents

Tips

Gather your stories from different sources.
This isn't therapy.

my favorite method
Tell your stories to an audience.

SECTION 4
Mapping Patterns

What was the
original plan?

what were the
turning points?

Decisions

- achieve a goal, however unrealistic
- please a family member or boss
- fulfill unspoken expectations
- avoid conflict or failure
- prove something

what
**patterns do
others see?**

Turning Points



What changed?

If you could go back in time,
what would you do differently?

Tips

be a reporter first: no blame or guilt
work with a partner
phrases and bullets

SECTION 5
Writing Your Narrative

Why a narrative?

nails down facts
encourages reflection and awareness
expands ideas: more than bullets
required by potential employers

Tips

1 page: important job or work choice, with anecdote or example

half page: lesser job

Use a writing coach, not an editor.

my favorite advice

Be honest.

Resources

Purdue Online Writing Lab (OWL)

owl.english.purdue.edu/owl

cover letter resources

www.cover-letters.com

your friends and family

Credits

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