

JOB WON! Worksheet

An excerpt from Phil Blair's Book

Career Search Plan

PROFESSIONAL OBJECTIVE: Learning and Development Professional

PREFERRED FUNCTIONS INCLUDE:

- Organizational Development
- Talent Management
- HR Process Improvement
- Training and Development
- Business Liaison
- Strategic Management

POSITIONING STATEMENT:

Learning and development professional with expertise in talent management, HR process improvement, organizational development and strategic management. My strengths include bringing structure and organization to unstructured processes, assessing talent and training needs and implementing organizational change. I am looking for an organizational development, learning and development, or talent management analyst or manager role.

COMPETENCIES:

Organizational Development:

- Program team assessment
- Employee recognition
- SWOT analyses
- Coaching

Talent Management

- Succession planning & successor development
- Manager/Team assimilations
- Leadership programs
- Mentoring

Process Improvement

- Policy & procedure development
- Business process analysis
- Process mapping
- Balanced scorecard

Training and Development

- Training program development
- Training materials development
- Needs assessments
- In-house trainers

ATTRIBUTES:

- Organized, systematic and thorough
- Strong written and oral communicator
- Analytical and strategic thinker
- Customer service-oriented
- People-oriented
- Problem solver

TARGET MARKET:

Geographic: San Diego, preference for North County

Organizational Culture: Values its employees, growing, service-oriented, values learning and development's contribution to the organization's achievement of its strategic goals.

TARGET LIST:

Biotech:

- Life Technologies
- Illumina
- Genoptix
- Gen-Probe
- Sequenom

Health Care:

- CareFusion
- MedImpact
- AMN Healthcare

Defense:

- Northrop Grumman
- L-3 Communications
- ViaSat
- Cubic
- General Atomics

Communications:

- Cricket
- Qualcomm
- Nokia

Pharmaceuticals:

- Isis Pharmaceuticals

Medical Device:

- Nuvasive
- ResMed

Education:

- Bridgepoint
- UCSD
- CSU San Marcos
- National University

Other:

- Jack in the Box
- Cymer
- Intuit
- TaylorMade
- Websense
- WD-40