

## **5-year Professional-Development Plan and Self-Promotion Strategy**

The next five years are going to be the most important years in my life; that's why it's important to create a 5-year plan. When it comes to the next 5 years I have a few professional goals that I would like to accomplish. One of the goals is to get a job in my field. This is because I want to move on from the Food industry and move onto something else that interests me. Another goal I would like to accomplish is being able to network myself better. The last goal I would like to accomplish is achieving my Security+, Network+, and other important certifications. To accomplish these goals there are five actions I can take to accomplish these goals. To accomplish getting a job in my field I'm going to start going to job fairs and achieving the certifications I need. To network myself better I can keep my LinkedIn profile up to date; another action I can take is to being prepared to pitch myself. To achieve my certifications the only action I can do is take the time to study for them. Five of my strengths that I have is being flexible, having good customer service, being able to have good time management, being determined at what I do, and being honest. An example of me being flexible is when I was training someone at work and in the middle of the day the managers gave me another trainee I was able to train both employees with no problem. An example of me having good time management skills is when I train a new employee knowing when to move onto something else so everything that needs to be covered is covered. An example of me having good customer service is my entire time working at Universal because as a trainer I need to make sure I'm setting a good example and giving guest good customer service. An example of me being determined at what I do studying for my associate and bachelor's degrees for Cybersecurity. Lastly an example of me being honest is if something happens at work and I'm involved I take responsibility for my actions. Five self-promotion strategies I could use to broadcast my strengths would be keeping my professional online appearance updated regularly, making sure it

mentions my strengths in my bio, leaving a link to my E-portfolio, and keeping it updated regularly. Another couple of strategies I could use would be creating a website so jobs can research me and find out more about me and creating business cards. Lastly I could promote my expertise internally and externally of work. Five areas I could improve in order to achieve my goals would be learning to be more sociable, improving my consistency when it comes to studying for my certifications, learn how to receive constructive feedback, learn how to prioritize what's important to least important, and lastly learn how to communicate more clearly. A strategy I can try to become more sociable is going to job fairs so I can pitch myself. To strengthen being more consistent in studying for my certifications I can create a schedule to help set away some time every week to study for my certifications. To learn how to receive constructive feedback a strategy I can use is learning how to listen and ask questions. When it comes to prioritizing tasks a strategy I can do is writing down the tasks, determine what tasks are truly important, create a schedule, and focus on one task at a time. Lastly a strategy I can do to communicate more effectively is listen, be brief and specific, and think before I speak.