

advancing
women in business

every
woman
NETWORK

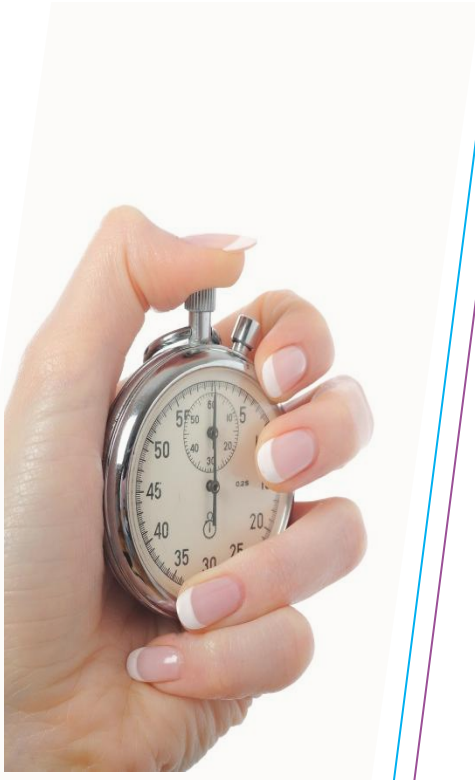
The everywomanNetwork Ambition Hour Campaign



Getting Started

Accelerate your career progression

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Introduction

Whether you work for an organisation or run your own business, taking charge of your own development will help you accelerate your career progression.

Whatever level you're at, if you drive your own development and work towards clear goals, you'll be better equipped to navigate your way towards a long and fulfilling career.

In many roles qualifications are key; but there are other skills you need to develop to stand out from the crowd. Ask any successful person and they will tell you they have generally focused on developing core skills to make them the great leaders, speakers, time managers, presenters, negotiators and delegators that they are today.

That's why the everywomanNetwork has created the 'Ambition Hour' Campaign, so you have a ring-fenced hour each week when you focus on you and your development to drive your ambition - being in charge of your own development is so empowering and rewarding.

We do hope you will rise to the challenge and join us by taking part in Ambition Hour each week.

Wishing you a successful future.

Karen, Max and the everywoman Team

Your First Hour

Commit to an hour this week, and put it firmly in your diary - this is your time to start your plan for Ambition Hour.

Setting objectives, priorities and milestones will help you focus on the important areas of your development; those that will support you as you navigate your way to success.

Many of us don't plan our development because we don't know where to begin so we've included some ideas to get you started.

Brainstorming

If you don't have a clear idea of where you want to be or the development areas you need to work on, it might be useful to start your planning session with the following exercise:

EXERCISE ONE

Role Models

Think of five people you admire in business and write down their names.

- 1.
- 2.
- 3.
- 4.
- 5.

Now think about skills or characteristics your role models demonstrate to make you admire them - jot them down e.g. they give charismatic presentations, they are great at handling difficult situations, they are great networkers, they are great leaders.

EXERCISE TWO

The Present

Outline your current role, thinking about your key areas of responsibility and the core skills you have.

The Future

Now think about where you would like to be in three years time e.g. running my own business with x employees, managing a team of x, a grade higher. **Note:** If three years is too long choose a shorter time period.

Bring the two together e.g. I am currently managing a team of 2 and in x years time I want to be a director with a team of 10+ / I currently run my own business with a turnover of £50,000 and want to be turning over £250,000 in x years.

Now think about the areas you need to develop to get there: e.g. be able to give great presentations, raise my profile, build strong networks and lead a team.

Are you being realistic? If you're not sure, speak to someone you trust and if you have a mentor most definitely speak to them.

Your Second Hour

Now you have an idea of where you want to be and how to get there, you need to build your Ambition Hour plan.

Think again about the areas that you need to develop to reach your long-term goals.

Explore how you will get there i.e. the activity you will commit to, this may be a series of small steps. For example, if presentation skills is one of the areas you need to focus on you may start by presenting to small internal groups. Then build up to speaking at your old school, and ultimately at a client event or conference.

Now think about what you can do to prepare and develop yourself for the activity - this is where you will use your Ambition Hour each week. This may be by using the Personal Development tools and resources you have access to on the everywomanNetwork, spending time with a mentor, or reading relevant articles.

Create your Ambition Hour plan - here is a simple framework to ensure your plan is Specific, Measureable, Achievable, Realistic and Timed.

Goal: I am currently managing a team of 2 and am a manager. In x years time I want to be a Director with a team of 10+

I need to develop my presentation skills, leadership skills and negotiation skills - if there are specific business skills you need to develop to reach your goal, for example budgeting, it's a good idea to include them in your plan too. Although you won't be using your Ambition Hour for this, you need to have a goal for these things too.

Objectives (Area of Development)	Activity Type	By When	Who can help	How can I prepare in my Ambition Hour	When
Presentation skills	Present at a team meeting	26 April 13	Line manager	Work through the everywomanNetwork 'Giving Great Presentations' workbook Run through my presentation with my mentor/trusted advisor. Review my presentation, build on my successes and work out how I will improve.	
Next objective					
Next objective					

When you have completed your plan, share it with your mentor or a trusted advisor who will support you to fine tune and develop it further.

If you don't have a mentor now is the time to find one. Your mentor could be within your organisation or someone from outside. However there are some characteristics to look for:

An ideal mentor should:

- ❖ Be supportive - encouraging you to take reasonable risks resulting in your professional and personal development
- ❖ Be nurturing - creating a trusting environment where you can share critical issues in confidence
- ❖ Be protective - providing you with all the information needed to make informed decisions
- ❖ Give feedback - providing criticism as well as praise
- ❖ Understand boundaries - setting limits and understanding that his or her job is not to create a clone, but to share knowledge
- ❖ Give you enough time - your mentor should devote time to the relationship based on your original agreement.

Driving Your Ambition Hour

You should now have a plan that directs what you will cover in your Ambition Hour each week and it is important that you follow it.

There is a great saying ‘what gets measured gets done’ so at the beginning of each hour take time to review your goals, celebrate your achievements and explore the improvements you can make. If you need to make changes to your plan then that is fine - but don’t miss your hour.

The resources you have access to on the everywomanNetwork will keep you inspired, motivated and support your development, so if you haven’t used them yet why not start today - login at www.everywoman.com/network and go to the development area.



Join others taking part, share your progress and learn, motivate and support each other through [Twitter](#) (#AmbitionHour) and our [Facebook](#) and [LinkedIn](#) pages or via our Ambition Hour Group on the everywomanNetwork.

This workbook has been produced by everywoman and is part of the everywoman portfolio of resources that have been specially created to support and develop women as they advance their careers and businesses.

www.everywoman.com

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