

Establishing Your Personal Board of Directors



Claremont Graduate University
Career & Professional Development

What is this Presentation About?

Common Questions:

- What is a personal board of directors?
- Why does this presentation matter to me?
- Is a personal board of directors necessary at this point in my life?
- How do I fit time into my schedule to build and maintain my board?



Personal Board of Directors

A personal board of directors is a small group of people that help support and advice one within their career journey. Generally, the board will consist of 3 to 10 members.



The **Benefits** of the Board

Insights and Strategies

- Career trajectory
- Educational trajectory
- Networking and industry connections
- Advice and wisdom
- Pursue publishable research
- Encouragement and accountability
- Challenge and force you to grow
- Casual conversation and coffee

Establishing Your Board

- Colleague or former colleague
- Professionals within your industry, company
- Peer in similar industry
- Long time support peer
- Someone you admire professionally
- Older or younger than you
- In state or out of state



Before You Start



- Identify people that you admire and respect, that have specific competencies that will positively contribute.
- Keep in mind the kind of advice and wisdom comes in all shapes and sizes
- Create “warm leads” for networking and introductions.

How to **Build** your Board?

PHASE 1

IDENTIFY YOUR CURRENT
STRENGTHS AND
CHALLENGES

PHASE 2

DETERMINE YOUR PATH

PHASE 3

IDENTIFY WHO CAN
SUPPORT AND GUIDE

PHASE 4

REACH OUT, CONNECT
AND REQUEST

PHASE 5

MAINTAIN AND NURTURE

Reaching out to Your Board

- Introduce yourself (if necessary) and establish your connection
- Be direct and respectful for what you're asking
- Set up a time to chat (if applicable) to set expectations moving forward

Example:

Hi Kevin,

My name is Jon Doe, and I am a first-year graduate student at CGU studying Economics. I saw that you are a CGU alumnus and work as a manager at ECONWORLD.

I am interested in learning more about your time at ECONWORLD, specifically the impact you're having on your clients.

As someone who is interested in entering this field, I am also interested in any advice and wisdom you may have for someone in my shoes.

I would love to pick your brain!

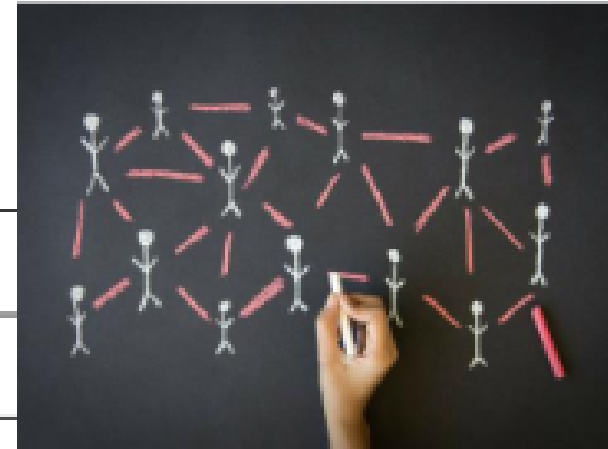
Things to Consider

- Only including people "above" you
- Only including friends and people who share your opinions
- Neglecting to include a support system who can provide sound advice and wisdom

STEPS TO CREATE YOUR PERSONAL BOARD OF DIRECTORS

WHAT DO YOU WANT TO ACCOMPLISH?

This is your space to think about the purpose for your board of directors.



MAKE YOUR LIST

Who will make the list? This area is fluid. Feel free to add and omit people on your list.

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CREATE YOUR INVITE

How do you want to share with your connections that you are seeking mentors?

Dear (hi, hello),

I'm reaching out to you as I seek to develop a team of mentors in my life..... _____

SHARE YOUR DOCUMENTS

As you connect with your mentor team, make sure you share your experiences. Some ways to connect:

- ✓ Share your updated resume
- ✓ Connect on LinkedIn
- ✓ Share your accomplishments
- ✓ Discuss your challenges

FOLLOW UP AND MAINTENANCE OF YOUR CONNECTIONS

- ✓ What is the best way to follow up?
- ✓ Connect quarterly (January, March, June, September)
- ✓ Share accomplishments
- ✓ Find time to connect in person
- ✓ Be authentic
- ✓ Be open to advice and wisdom
- ✓ Share challenges
- ✓ Ask how you can help your mentor

themuse


JOB SEARCH CAREER PATHS SUCCEEDING AT WORK DIVERSITY AND INCLUSION MORE

GETTING AHEAD

Building a “Personal Board of Directors” Can Transform Your Career—Here’s How to Do It

by *Aliza Knox*

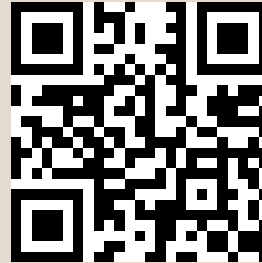
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JasonDoiy/Getty Images

When Suzy Nicoletti, a successful account manager, was passed over for a promotion, it didn’t make sense to her. “It didn’t fit with the stories I was telling myself,” she says.

Nicoletti sought input from a former colleague, someone more senior, outside her immediate



Building a “Personal Board of Directors” Can Transform Your Career – Here’s How to Do It



The 5 People You Need on “Your Personal Board of Directors”



Your Personal Board of Directors

Summary

Your Personal Board of Directors is meant to help and support you during your career journey so that you can adapt and thrive in your career. It's never too early or too late to begin building and nurturing your board!



CAREER & PROFESSIONAL DEVELOPMENT TEAM



Michelle Ponce
Director



Ro Lee
Associate Director



Rebecca Grim
Peer Career Consultant



Chris Varano
Peer Career Consultant



Kaajal Sheth
Social Media &
Communications Specialist



Ciara Hernandez
Campus & Industry
Partnership Specialist



Vaishnavi Mansabdar
Campus & Industry
Partnership Specialist



Kasturi Gavali
Data & Analytics
Specialist



Jason Sun
Data & Analytics
Specialist

Future Awesome Workshops

Teacher Philosophy Statement Prep. Workshop

**September 30 | Friday
Noon to 1:00 PM (PT)**

In Collaboration: Preparing Future Faculty

Diversity Statement Workshop

**Oct 7 | Friday
Noon to 1:00 PM (PT)**

In Collaboration: Preparing Future Faculty

Your Digital Brand - THRIVE - Scholars of Color

**Oct 8 | Saturday
Noon to 1:00 PM (PT)**

In Collaboration:
Office of Student Engagement

Industry Summit

**Oct 27 | Thursday
4:30 - 6:30 PM (PT)**

In Collaboration:
Office of Alumni Engagement

Marketing Leadership Experience

**Nov 1 (Tue)
Noon - 1:00 PM (PT)**

In Collaboration:
Student Life, Diversity & Leadership

Interviewing | Strategies to Articulate your Accomplishments

**Nov 9 | Wednesday
Noon - 1:00 PM (PT)**



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