

# ° Planning and Documenting your Career



Prepared by  
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# Career Planning



## Objective

- ⑩ Tips to help achieve your professional goals
- ⑩ Explore strategies to balance personal & professional life
- ⑩ Examine planning styles & efficient use of time

# Setting Goals

Tell me about YOUR future plans

- Your Personal goal?
- Your Professional goals?

# How did you get to where you are now?

- As a child, did you explore the wider environment?
- As a youth, were you fortunate enough to attend good schools?
- Were you helped by having good role models and guides?

# How will you get to where you want to be?

Final success can depend on three factors:

- Chance to explore the wider environment,
- Ability to go to the best career/academic centers you can find,
- Finding a good mentor(s)

# Roles of a “mentor”?

## Teach YOU the Steps towards Attaining Career Success

- *Learning the Processes*
- *Documenting Performance*
- *Plan your activity*
- *Developing a Career Network*
- *Cope with setbacks*

# How do you find a mentor?

- MR can connect you to a ‘coach’
  - Stay connected via LinkedIn, email and Skype,
  - The relationship of coach may be a mentor
- You need to find a mentor,
  - work with someone who is ‘at arms length’,
  - knowledgeable on the way things work  
and on your area of interest

# Planning Effectively

Make meaningful plans

Use SMART Goals

- ★ Specific
- ★ Measurable
- ★ Achievable
- ★ Realistic
- ★ Timely



# Long-term Planning Exercise (5–10 years)

- Where do you want to be in **5 years**?
  - identify milestones and when you must achieve them
  - include a timeline
- Write your long term plan:
  - Decide what activities motivate you the most
  - Formulate a plan to help you evaluate goals

*Medium & short-term goals will logically flow from the long-term ones*

# Medium-term Planning (6 to 12 months)

- Achieving medium-term goals can make your career a success
  - writing papers, research grants
  - setting up a clinic, developing a program etc
- Each goal is made of many short-term mini-goals
  - e.g. draw the figure, write the methods section for a paper
- Challenges
  - Competition from lower priority (but still necessary) activities

# Short-term Planning (next few weeks)

But, once you get started ...

- perfectionism
- to perform as well as possible
- to establish a reputation

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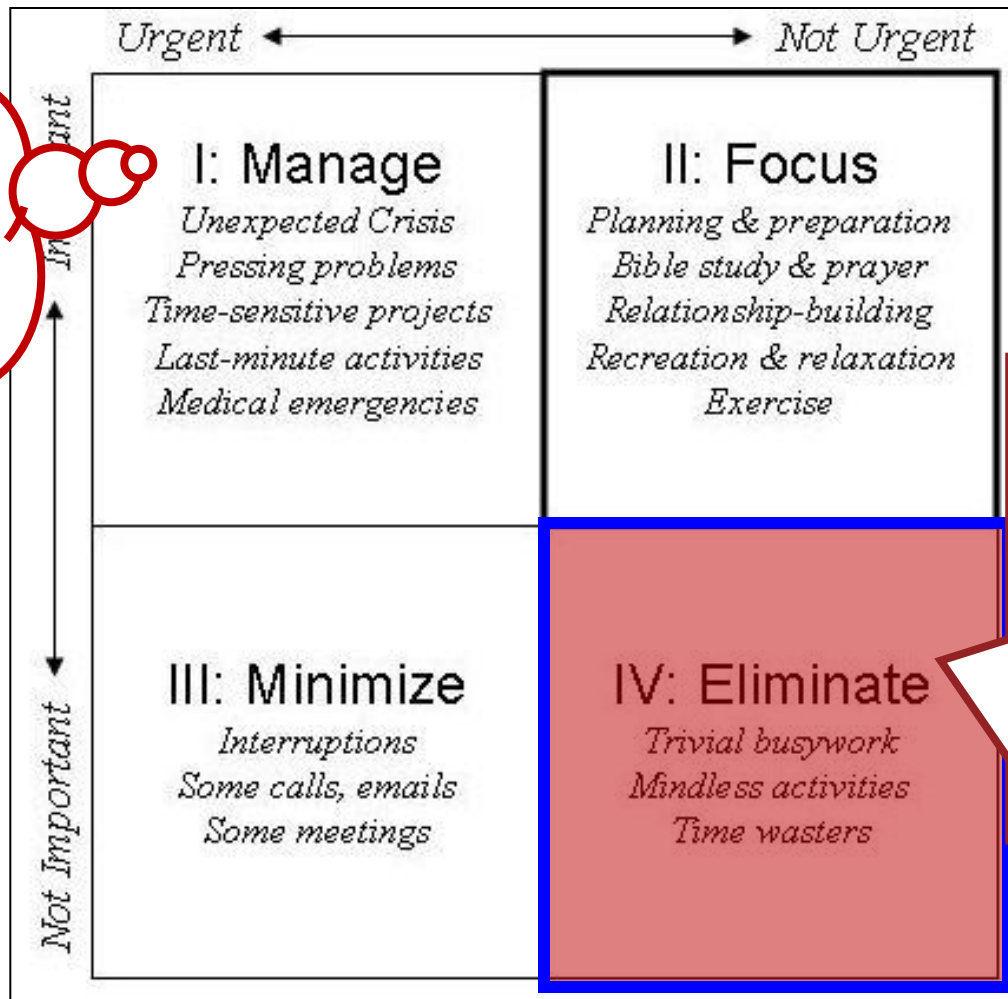
*“I’ ll schedule a time-management seminar ... as soon as I can find the time for it!”*

**Only some things you do are critical to your career:**

- strive to do these the best way possible
- for others, doing an outstanding job won’ t matter
- may hurt, by taking you away from your main focus

# Urgency/Importance Quadrants

Break the task into smaller components, each one doable in 2-3 hours



Ignore all requests to do these time wasters. (Select which items to work on carefully.)

# Short-term Planning (next few weeks)

The pitfall of saying “yes” !

Why do we say ‘Yes’ ?

- natural reaction to help
- ambition
- fear of antagonizing somebody important

Learn to say “No”?

- Polite, respectful,
- Firm
- Give alternatives...



# Which tasks should you do?

## Seek out tasks and committees:

- Internal grant review panels
  - Skills learned can't be learned elsewhere
- Editing requests from colleagues
  - for reviews of manuscripts, posters, power point presentations, abstracts etc.
- Other review panels
  - Especially ones to which you may apply to

# Key Points: Time Management

- Develop long-, medium-, and then short-term goals (in that order)– and then the strategies to achieve them.
- Learn how to meet commitments without sacrificing your (career/ academic & personal) goals.
- Select tasks carefully, learn when and how to say “no”!
- Develop efficient working strategies:
  - Learn how and when to delegate
  - Learn how to use downtime
  - Learn how and when to use electronic tools
- Guard your protected time!!!

# Collaboration...

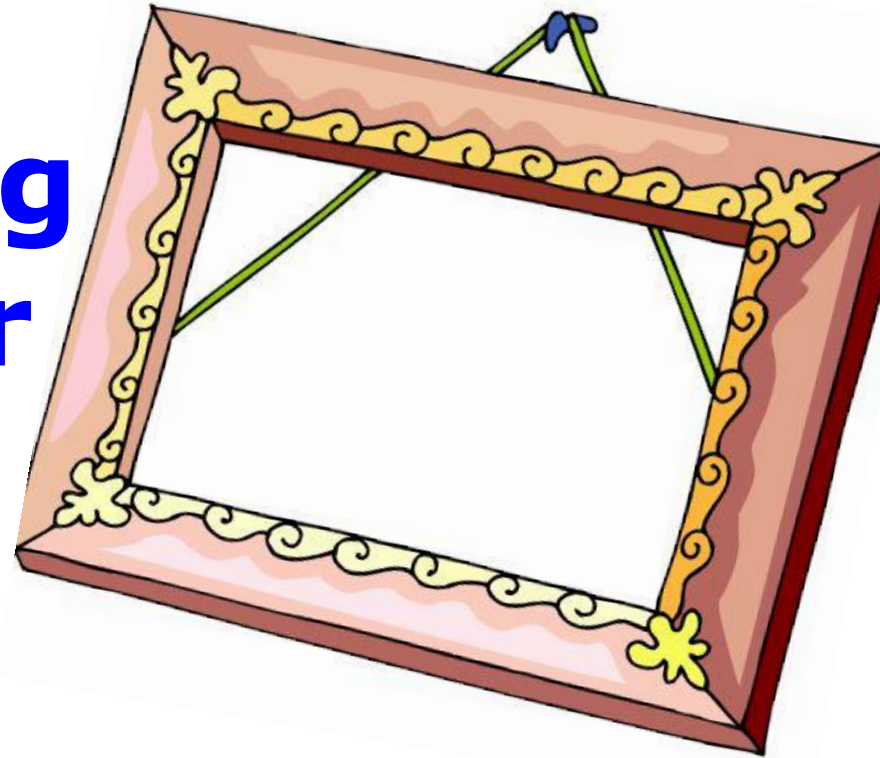
- Seek out collaborators who offer skills you need
- Nurture positive collaborations
  - Give at least as much as you receive
- If collaboration doesn't work, end it professionally



# Managing Resources

- Ask mentor for help to negotiate your **contract** and to understand the opportunities and difficulties.
- Learn how to **manage and monitor** research funds and who to approach for assistance.
- Be knowledgeable on the **regulatory** requirements of your institution and country

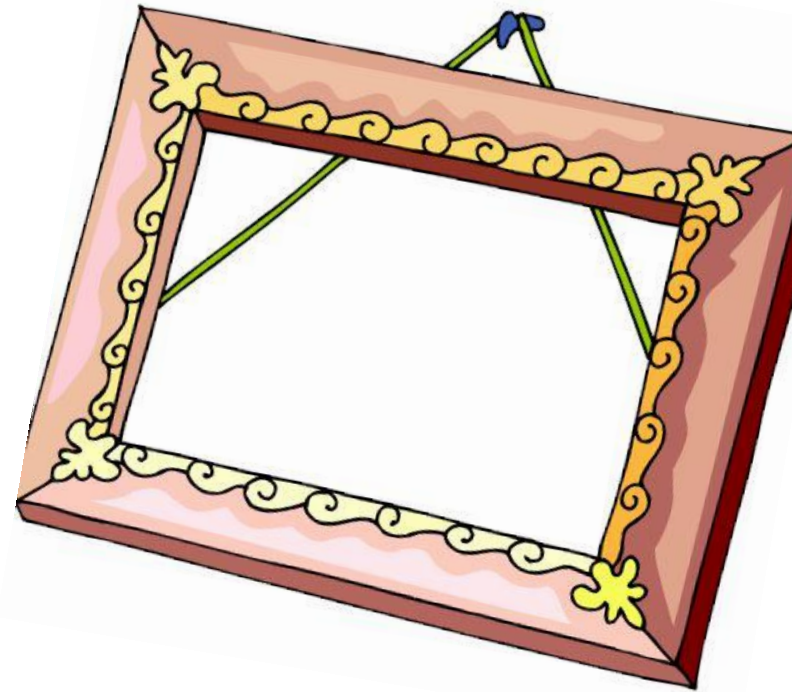
# Documenting Your Career



# Objectives

At the end of this Section you will know:

- Difference between a **Resume**, a **Bio** and a **CV** and when to use them.
- How to prepare a quality CV.



# Resume vs a “Bio”

## **A “resume” is to get an interview:**

- Include interests and activities,
- Can be more informal,
- Can use “I”,
- 2 pages only.

## **A “Bio” is about who you are.**

- Usually short and personal
- May be used to publicize a talk or workshop
- May have many bios, each tailored to event
- Less than 1 page (usually 2 paragraphs)
  - Includes main points only

# Curriculum Vitae [CV]

## **Purpose of a C.V. is to get a job:**

- Presents a detailed summary of your academic activity and career
- 
- A CV is a formal document, not a personal one (No politics or religion)
- Everything must be accurate and up to date (check and revise frequently)
- Follow the format used for the country you are applying to

# What belongs in a CV ?

- ✓ Personal information
  - Place of birth
  - Contact information
- ✓ Education qualification
  - Academic awards
  - Research experience
  - ✓ Teaching experience
- Work experience
- ✓ Publications
  - Academic service
  - Leadership
- ✓ References:  
“on request”

# Curriculum Vitae

## Robert (Bob) Bortolussi MD, FRCPC

### Contact Information:

- Telephone: (902) 470-7901
- Fax: (902) 470-6767
- E-Mail: [Robert.Bortolussi@Dal.Ca](mailto:Robert.Bortolussi@Dal.Ca)

### Personal Information:

Birthplace: Toronto, Ontario, Canada

Languages: English (conversational French and Italian)

### Education and Training:

- 1998 Cellular Research Certificate Iowa University
- 1985 Basic Research Certificate Utrecht University
- 1975 Fellow of Royal College of Physicians and Surgeons of Canada

# Education



- Spell out name of the degrees  
(and the equivalent name used elsewhere).
- List degrees in reverse chronological order (most recent first)
- Thesis or dissertation
  - Supervisor and committee members
- Present Research interests
- List awards that were offered even if you did not accept them (state “declined”)



# Teaching experience

- Title of position, name of organization
- Dates of position
- Give details of what you did, don't include obvious

*Example:*

Lecturer: Dalhousie University, Halifax Canada,  
Sept 2004 - June 2006 classes for medical  
students:

- Structure and molecular biology of bacteria
- Viral genomic classification
- Parasite homeostasis

# CV Section: Publications

## Publications:

### I. Refereed journals:

- a. Published
- b. in press
- c. under review

### II. Non refereed journals:

### III. Editorials:

### IV. Books and book chapters:

Use chronological order in each section

# Publications

- List publications in chronological order
- List authors (underline your name), title of article, journal listing and year

*Example:*

Jones C, Smith J, Bortolussi R. Role of Toll like receptors in neonatal host defense. J Neonatology 12: 322-329 (2007)

# Publications

- “Under review”: this means it has been submitted and you are waiting for a reply
- “In press”: this means you have heard from the journal, you made all requested changes and you have an email/letter says has been accepted. You can indicate the name of the journal

# Presentations

This usually refers to a presentation you made of your research work at a national or international meeting.

- Authors
- Title of presentation
- Name of meeting or organization and place
- Date (month and year)

**BEWARE: Do not overuse !**

# Personal References

- Include references as “*on request*” basis.
- Bring reference information with you to the interview to provide when requested
- Ensure you have their permission
- Try to find out what the referees are saying about you. Ask them what he/she will say.
- Tell referees what the job requires
- Use 3 references and be sure they will be available with contact information

# More sections

- Professional memberships (Societies etc.)
- Invited lectures
  - Title, location, date
- Students supervised and their accomplishments
- Research grant funding
  - Show sponsor organization
  - Title of grant
  - Amount of award
  - Indicate if you are PI, Co PI, Co-investigator etc







# MR Team Work Day 9:

## Polish and Practice

1. Finish polishing PPT using yesterday's homework
2. Review every slide and section
3. Remember not too many words/slide, bullet points not sentence, font size  $\geq 24$  and no gimmicks!
4. Review timing – title, introduce team (include any COI) then 10 minutes only. Have your orator practice
5. Review questions judges might ask, team answers and who will do this. Remember to show all team members involved
6. Get a good night's sleep!

- Title Slide (1)
- List MR Team members, their background, COI (1)
- Background (3)
- Research Question(s) or Objectives (1)
- Method Slides (3)
- Budget (1)
- KT plan (1)
- Next steps (1)

Total= 10 slides (excludes title and team member slides)

## Judges Evaluate

- ❖ Relevance: to local & the wider community (*35 points*)
- ❖ Feasibility: time, budget (*35 points*)
- ❖ Other (*10 points each*)
  - ❖ Importance to Africa
  - ❖ Novelty
  - ❖ Team participation

# Day 10: Presentations Followed by

# CELEBRATION!

INVITE FRIENDS AND COLLEAGUES

SHOW EVERYONE WHO WE ARE

DRESS UP IN YOUR AFRICAN BEST

