THE ART OF SELF-ADVOCACY

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Learning Objectives

- Define self-advocacy
- Define strategies for self-promotion
- Explain the role authenticity plays in self-advocacy and creating a personal brand
- Determine ineffective vs effective self-advocacy
- Develop strategies for self-advocating in documents & on social media

Catalyst Study 2011

- 3,000 high potential MBA graduates
- What did not significantly help women advance their careers
 - being proactive
 - requesting high profile assignments
 - and asking for promotions and raises
- What did have a positive impact on women's careers
 - communication of their achievements

• Able to advance their careers and increase their compensation

5 Basic Tips for Self Advocacy

- Be willing to self-promote
- Use data to your advantage
- Aim high
- Build a career-life strategy
- Give your inner saboteur a "time-out"

Self Promotion

- Self promotion is a technique in which one emphasizes their own attributes in order to be seen positively in the eyes of the target individual
- Key to self promotion is authenticity

Authenticity

"Authenticity is the alignment of head, mouth, heart, and feet - thinking, saying, feeling, and doing the same thing consistently. This builds trust, and followers love leaders they can trust."

~ Dr. Lance Secretan

Creating Your Personal Brand

- Is easier when you know yourself
 - What makes you unique?
 - What's your personal brand?
- Who you are and what you're known for. When you interact in person or email, people have an image of who you are.

 **Good news – you have total control over creating and managing your personal brand!

Developing Your Brand Mantra

- 1. Determine your emotional appeal.
 - List words that describe features of your personality. Pick 1
- 2. Describe your emotional appeal.
 - What or who is your brand for? Pick 1.
- 3. Determine your function.
 - What do you do? (e.g. scientist, manager, innovator).
- 4. Put it all together. Combine the words. Is this you?



- "Dependable strategic planner"
- "Supportive woman mentor"
- "Creative professional connector"
- "Driven award-winning researcher"

DEFINING YOUR BRAND

- Understand your brand
 - By default or intention? By you or others?
 - Get a baseline, ask others whom you trust
- Identify your desired brand
 - Discuss with managers and trusted others
 - Choose words that describe your ability
- Align your actions with your brand



I would just like to say that I may not know as much as some of the leadership development experts out there, but I feel that women undermine their credibility time and time again by using minimizing language.

LANGUAGE POINTERS

- Avoid the word "just" "I just called because..."
- Use strong language
 - I'm confident, I'm convinced, I expect
 - NOT I feel, I think, I believe

DON'T TRY TO EXPLAIN YOURSELF

- To check if your listener is understanding don't cast doubt or uncertainty
- Use "Do you have any questions?"
- NOT "Does that make sense?"
- AVOID "You know", "Like I said", "I mean", "To be honest", "I'm like"

ACCOMPLISHMENTS 1/YEAR

- Past ability to contribute to productivity
- Past achievements and successes
- Use data and quantify
- Give examples
- How did you do it differently or better?

A WELL-WRITTEN ACCOMPLISHMENT

- Challenge- under what conditions
- Action- strengths used to execute
- Result- business impact, deliverables
 - Benefit, positive result, changes incurred

EXAMPLES, ACCOMPLISHMENTS

- Implemented cost reduction, productivity and quality improvement programs saving over\$3m.
- Saved \$2m through benefits redesign while maintaining overall quality and employee satisfaction.
- Exceeded annual sales quotas consistently by an average of 15% for three years by initiating a system of follow up contacts with satisfied customers.

IMPORTANT ADJUNCTS

- Wardrobe
 - Bold colors, crisp business, classic- shows power and direction
 - Casual attire, fads send a too relaxed message
- Use of social media
- Elevator pitch

WHAT DO YOU DO?

- Name, job title, crisp overview of responsibilities
- "I am responsible for a, b, c" (c= next desired job)
- Set yourself up as "go-to" for higher level duties
- Shift perception from worker to leader
- Not "work on" something but "be responsible for", or "orchestrate", or "lead it"



CORE MESSAGE

0

- 15 seconds
- 30 seconds



10 TIPS FOR SELF ADVOCACY

- 1. Create your personal brand, maintain it. Or re-brand.
- 2. Put yourself and accomplishments "out there".
- 3. Do not attribute your success to luck.
- 4. Keep a kudos folder.
- 5. Develop a routine for maintaining your resume/CV.

10 TIPS FOR SELF ADVOCACY

- 6. Build positive relationships with people in leadership roles and...
- 7. Listen for opportunities.
- 8. Step up. Volunteer.
- 9. Follow through on your commitments
- 10. Practice, practice practice!!



- What one thing are you taking with you?
- What one thing will you do differently in the upcoming week?