

The image features a green highway sign with white text, mounted on two silver poles. The sign is set against a blue sky background with a landscape illustration at the bottom showing green hills, a winding road with a dashed yellow line, and grey mountains. The text on the sign is centered and reads:

# Creating Your Professional Development Plan: A Roadmap to Success!

**Teresa Beacham, MBA, C-TAGME**  
&  
**Charlene Larson Rotandi, AA, AB**

# Disclosures

We have no financial relationships or conflicts of interest to disclose.



# Ice Breaker

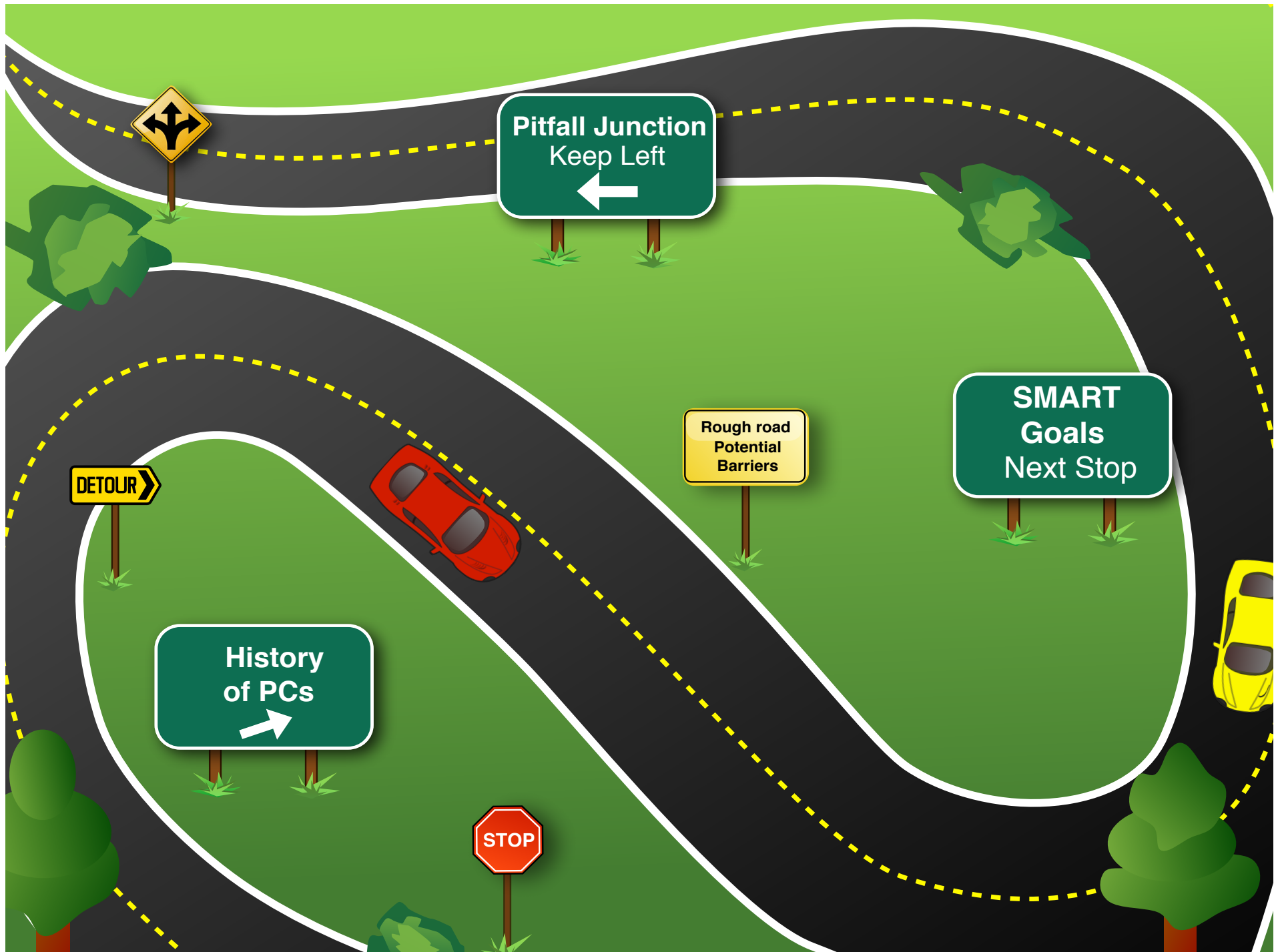
Penny for your thoughts!



# Objectives

- History of Coordinators
- Developing SMART Goals
- Identifying Barriers & Simple Solutions





# Who are we?

- Secretaries
- Administrative Assistants
- Program Administrators
- Manager of Academic Programs
- Assistant/Associate Program Directors!!!!



# Ways to Develop Professionally

- Start small...
  - Attend APPD meetings
  - Join a taskforce
  - Accept a nomination for Executive Committee
  - Submit an abstract for a future meeting
- Start by setting goals...



# Setting Goals

- What you want
- Never contradict
- Positive vs negative
- Detailed
- Set the bar
- Write them down





# SMART Goals

- **What is a S.M.A.R.T. goal?**
  - **Specific**
  - **Measurable**
  - **Attainable**
  - **Realistic**
  - **Time-bound**

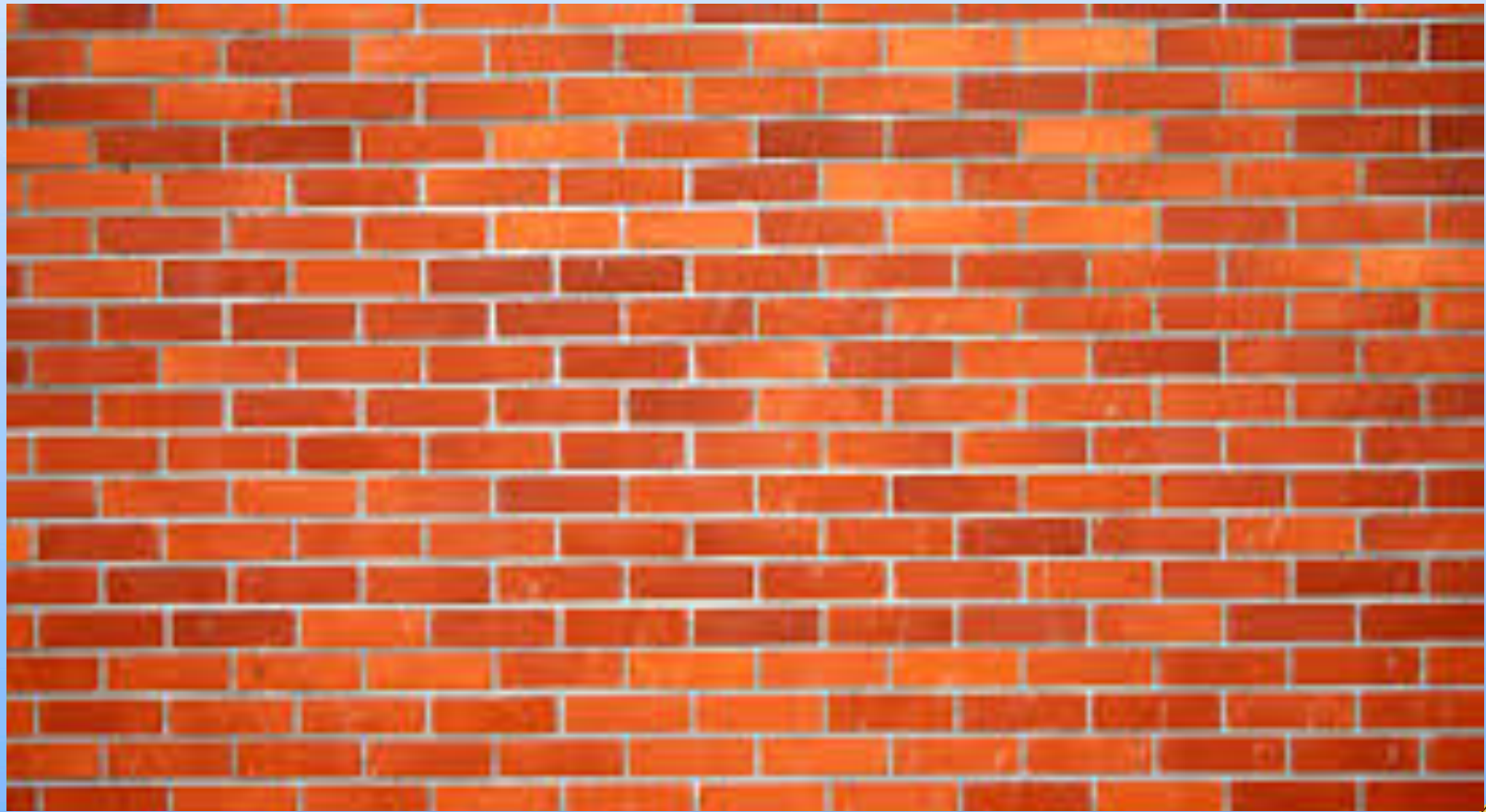


# Developing SMART Goals

- Please take a few minutes to write down a SMART goal
- Afterwards, share with your neighbor (he/she can help to provide some insight)



Goals are written...  
what's stopping me?



# Potential Barriers

- Lack of support
- Lack of time
- Lack of opportunity
- Lack of desire



# Lack of Support

- **YOU** are the “glue” that keeps it all together
- Do they really know what **YOUR** work entails?
- Who is supporting **YOU**?



# Finding Support

- Find your champion and nurture the relationship.
- Find or create a support system.
- Become a mentor!
- Deficiency in supportive working environments.





# More Support

AND having a supportive network outside of work is critical for your happiness and success.



# Lack of Time

- **YOU** wear many hats and **YOUR** work pulls **YOU** in multiple directions
- **YOUR** to-do list is never ending
- Where do **YOU** find the time to participate in activities outside of **YOUR** daily work?
- Work/Life Balance





# Creating Time

- Can you realign your days to make time?
  - Time management/Set Scheduling
  - Stand your ground
  - Organize by importance
  - Release control
- Are you willing to work more to get it done?
  - Before 8 am
  - After 5 pm
  - Weekends
  - Holidays



# Lack of Opportunity

- Opportunities in Graduate Medical Education
- Where do **YOU** go from here?
- Who are the trailblazers?



# Opportunities

- Determine advancement opportunity
- Locate openings
- Leave your comfort zone
- Shortage in advancement opportunities
- Finding other opportunities



# More Opportunities

## **Executive Committee**

Chair-elect

At-Large Member

## **Regional APPD Groups**

## **Task Forces**

Assessment

Curriculum

Faculty and Professional Development

Learning Technology

Research and Scholarship

## **Pediatric Education Groups (PEGs)**

Healthcare Simulation in Pediatrics

LGBTQA

Pediatric Global Health Educators

Under Represented Minorities in Pediatric Graduate Medical Education



# Lack of Desire

- Do **YOU** have the desire?
- Are the other barriers so overwhelming that they are deflating **YOUR** desire for advancement?
- How can **YOU** change **YOUR** mindset, if **YOU** want to?



# Igniting Desire

- Intrinsic motivation
- Willingness
- Reignite desire
- Overcome perception
- Become a change agent



# Final Thought

Personal development  
is the **CONSCIOUS**  
**CHOICE**  
to improve one's **LIFE**  
to become a **better person**  
and to grow as an **INDIVIDUAL**



The background is a stylized road map with winding grey roads, dashed yellow lines, and green grassy areas with some trees. Several road signs are visible: a yellow diamond sign with three arrows pointing up, down, and left; a green rectangular sign with the text 'Pitfall Junction Keep Left' and a white left-pointing arrow; a yellow rectangular sign with the text 'DETOUR' and a right-pointing arrow; a green rectangular sign with the text 'History of PCs' and a white right-pointing arrow; a red octagonal sign with the text 'STOP'; and a partially visible green rectangular sign on the right with the text 'START', 'Goals', and 'Next Stop'. A yellow car is visible on the right side of the road.

# Questions?

Pitfall Junction  
Keep Left

DETOUR

History  
of PCs

STOP

START  
Goals  
Next Stop



# Many thanks..

- Pamela Carpenter
- Michelle Brooks
- Kelley Pike
- Teresa Hudson
- Beth Payne
- And all the other amazing PCs

