Thank you to all who attended our professional development panel on Thursday, January 12. Below is a synopsis of the advice, ideas, and thoughts of our wonderful panelists, Kathleen Daniels, Deavon Mitchell, Tara Sadera, Nicole Schneider, and our moderator, Danny Fisher.

Kathleen Daniels
- Meeting people in your area and outside is incredibly important
- Look for opportunities to grow and improve yourself both professionally or personally
- Don’t be afraid to converse with or serve on committees with people at different levels and in different areas, we all have things to teach each other
- Kathy attended the Collegiate Management Institute at University of Ohio- the institute is no longer running, but if you find similar opportunities, take them!
- An important mentor for Kathy was Adair Waldenberg

Danny Fisher
- Introspection is important. Get to know what you want and that you are pursuing the right opportunities for yourself
- If you perform well in your position, opportunities will appear
- Don’t be afraid to take risks

Deavon Mitchell
- Be as open-minded as possible
- Recognize and take advantage of opportunities when they appear
- Know what you like to do and engage people in that area
- Take everything a day at a time
- An important mentor for Deavon is Greg Jue in the Department of Mathematics
- Do your job well- other people will notice

Tara Sadera
- Meet and find people who know the information you might be trying to find
- Ask for informational interviews
- Set goals for yourself
- Get involved in groups or activities available here at Northwestern. Avail yourself of the opportunities that abound here
- Take classes through Workplace Learning
- Be confident in yourself and your position when interviewing

Nicole Schneider
- Networking is key- not only at “networking events”
- Rely on people for their time and give that time back to others
- Research the type of position you want and the people that you want to talk to to get it
- Have your elevator pitch ready
- Nicole has found some of the Exec Ed classes through Kellogg to be helpful
- Don’t stop making connections
Books mentioned by Nicole:

- **“StrengthsFinder” by Tom Rath** – 2007 – (based on Don Clifton’s work) - this is more of a survey/test with a book that accompanies it to interpret your results; I took this as part of a Kellogg Executive Education course but it can be used as a stand-alone tool.

- **“Forget a Mentor, Find a Sponsor” by Sylvia Ann Hewlett** – 2013 – offers specific, real-life examples on how to navigate the more sophisticated process of advancing your career beyond your first job.

- **“Working Identity” by Herminia Ibarra** – 2004 – a colleague/coach from Kellogg recommended this one as I was re-evaluating my career 3-4 years ago; it chronicles a number of people who made significant changes (for the better) in mid-to-late stages of their careers.

- **“Find Your Strongest Life: What The Happiest And Most Successful Women Do Differently” by Marcus Buckingham** – 2009 – this is geared for women only, so may not be appropriate for everyone, but it has some great data; and it addresses some of the work-life balance/family/kids/mother questions and issues.

Simon Greenwold mentioned speaking with the Talent Acquisition division of HR if you are interested in being considered for other opportunities. Evanston campus phone number: 847-491-7507

SAB member recommendations

If you are looking for a mentor:

On campus-
- the WCAS Mentors group is always available. All members of the group are winners of the WCAS Phil Waldenber Mentor of the Year Award. They hold quarterly meetings for new staff, and would love to speak with you about your skills, goals, and opportunities. Contact wcas-mentor@northwestern.edu to set up a meeting.
- The Association of Northwestern University Women (ANUW) has a formal mentoring program with an upcoming Evanston Campus information session on February 7 from 12-1 in Norris Center. More information about that program here: [http://www.anuw.mentoring.u.northwestern.edu/](http://www.anuw.mentoring.u.northwestern.edu/)

Off-campus- The Aspire Foundation is a UK based foundation that matches women in non-profit and public sectors around the world (where formal mentoring often isn’t available due to time and staffing constraints) with mentors in the private sector to provide an outside prospective on careers or other goals. Men are able and welcome to become mentors as well. Find more information at [www.theaspirefoundation.org](http://www.theaspirefoundation.org)

Books: 

- [What Color is Your Parachute by Richard N. Bolles](http://www.amazon.com/What-Color-Your-Parachute-20th/dp/0761144494)