

Center for Personal Development Playbook for Success

Living the Lewis Life means going all in. In addition to prioritizing your academic pursuits, you open yourself up to self-reflection and explore your values, mission, and purpose. It means learning more about the world and our place in it. You take advantage of learning more about the world and your place in it. The honors curriculum is rigorous and intellectually challenging, opening many doors for your future. You must be ready to walk through those doors as a confident, healthy, and well-rounded individual.

The Center for Personal Development is dedicated to supporting you through a holistic approach as you realize your potential. Our mission is to partner with you in your exploration of purpose to cultivate self-awareness, wellbeing, and career readiness. Our Playbook for Success outlines the services and programs provided by the Center team (in conjunction with various campus and external partners). The “plays” are suggested strategies and tools to make use of throughout your college career. With the support of your designated personal development counselor, you will clarify your goals, identify barriers, and develop a game plan for success.



PERSONAL REFLECTION:

Self-Assessment

The first step in *exploring your purpose* is to have a deep understanding of what makes you, you! Become more self-aware by assessing your strengths, values, passions, and personality preferences. Identify potential barriers you will face in reaching your goals. Processing this information confirms your sense of mission and empowers you to develop a solid strategy for your academic and professional career.

- Take the *Myers-Briggs Type Indicator* (MBTI) in conjunction with your new student orientation program. Your personal development counselor will also discuss your results with you individually. This inventory provides valuable insight into the dynamics of your personality and daily behavioral preferences, which inform how you interact with others and provides connections to career paths.
- Consider utilizing the *Strong Interest Inventory* (SII) to understand your passions in life. In workshop and individual counseling settings you will see how your interest pattern and skills connect to academic majors, the world of work, and your leisure pursuits.
- If you are thinking about a career in business, you may want to take the *CareerLeader* assessment. This tool digs deep into the world of work within business, connecting your values, interests, and skills to over 30 functional areas.

- Feeling stuck? The *Career Thoughts Inventory* helps isolate where the barriers are, making it easier to remove them. Sometimes our perceptions impair our view of possibilities; considering alternative perspectives can be the key to progress.
- Consider taking the *Indigo Assessment* as part of a reflection workshop and then follow up with your personal development counselor for individualized focus. This tool provides feedback about your strengths, motivators, and behavior styles. The application of your results informs your teamwork and leadership styles.
- *Additional tools* like the Career Construction Interview, Knowdell Career Values Card Sort, and SkillsScan may also be recommended by your personal development counselor.

Self-Awareness

Being self-aware is an important, ongoing goal as you understand your strengths and growth areas, as well as the impact you have on those around you. Taking time for honest self-examination results in increased effectiveness and sensitivity as you engage with your community, on a personal and professional level.

- Participate in an *emotional intelligence* workshop to increase your capacity to be aware of, control, and express your emotions while also learning ways to handle interpersonal relationships judiciously and empathically.
- Everyone has biases about others based upon their backgrounds and life experiences. These biases can be for or against those that are like you and most different from you. Attend an *unconscious bias* training to become more aware of your automatic stereotypes and attitudes and take steps to become more sensitive and deliberate as you navigate daily interactions.

Well-being

Effective *stress and anxiety management skills* are essential for personal, academic, and professional achievement. Brush up your personal tool kit for handling the curve balls and stressors that will inevitably come your way. Attend programs specifically offered for honors students in conjunction with various campus resources.

- It's OK to say no. Honors students get pressured from all sides. Successful individuals get tapped frequently for curricular and co-curricular endeavors. Perhaps the program on *setting appropriate boundaries* is just what you need to balance the demands and expectations you encounter.
- Consider developing your *practice of mindfulness*. KORU Mindfulness groups, facilitated by certified professionals, contribute to your ability to be present in the moment while not overreacting or becoming overwhelmed with your circumstances. This psychological tool just might be for you!
- Commit to staying active! One of the best stress reducers is getting *regular exercise*. Instead of cutting out your exercise routine when your schedule gets overwhelming, prioritize it. Consider joining an intermural team, attend group yoga classes, or commit to your own individual regimen.

- Get creative with your diet. *Healthy eating* contributes to better stress management and can be yummy! Attend a cooking class to build your options of quick, easy, and gourmet snacks and meals you can prepare on the go.



PROFESSIONAL POLISH:

Personal Presence

As you continue to grow in self-awareness and fine-tune your goals, it can help to brush up on *habits of professionalism* and learn additional strategies for making a positive impact with the people and world around you.

- Practice your *public speaking skills* and learn how to manage the anxiety that we all face while delivering a presentation or providing remarks.
- Participate in a movement workshop facilitated by the UK Theatre & Opera. Develop your *non-verbal impact* by working on your posture, how you carry yourself, and helpful stances and breathing techniques for polished public speaking.
- Attend a *dining and business etiquette* event. Enjoy a formal table setting and meal while you refine your dining etiquette as well as review best practices for business customs.

Professional Brand

Practical expressions of your knowledge, experience, and credibility are visible during the application process; whether you are looking for an internship, full-time employment, or graduate school admittance.

- Update and revise your *resume and/or curriculum vitae* to insure your documents are competitive. Attend resume and cover letter workshops and be sure to work with your personal development counselor for further customization given your specific goals.
- Streamline your professional social media presence by having a *robust LinkedIn profile* and learn how to use the platform to its fullest potential. Workshops offered by the center can get you started, but also work closely with your personal development counselor as you develop your profile.
- Even the best communicators can use some *advanced preparation for interviewing*. Enhance your skills and strategies for behavioral based, case, and graduate program interviews. Learn how to analyze job postings to determine the cultural climate of the companies you interview with and prepare accordingly.



EXPERIENTIAL PRACTICE:

Experiential Education

In addition to in-depth studies within your chosen disciplines, you also benefit from the *practical application of your knowledge*. Not only does this practice help prepare you to be a competitive candidate for opportunities, it aids in the career exploration and decision-making process.

- Attend a panel workshop exploring the various options for gaining *experiential course credit*. Students who have completed undergraduate research, internships, education abroad, and service learning opportunities share about their experiences and answer your questions.
- Work closely with your personal development counselor, academic advisors, and Lewis lecturers to *select and plan for your experiential courses*. Consider that there are ways to combine categories, such as international internship experiences which allow you to earn up to seven credits over a summer period.
- Use *Handshake* (UK's career services platform) to find postings for internships and co-ops. You will also use this tool to connect to on-campus recruitment events and interview schedules.
- If you select *internship or co-op opportunities* for your experiential courses, be sure to work with your personal development counselor to learn about opportunities, get referred to employers, develop your application materials, and practice your interview skills.

Leadership Development

Everyone has a *leadership style*. Some prefer to serve behind the scenes and lead by example. Others enjoy a more visible and tangible role in leading teams and organizations. Regardless of your style, it is beneficial to understand and practice it as you prepare for the future.

- Discover more about *your leadership style* and preferences by participating in a workshop series titled "Your Strengths as a Leader." Using the DISC and MBTI assessments as a foundation, you will formulate your personal philosophy of leadership and study proven models of leadership theory and practice.
- Get involved in *campus leadership education offerings*, such as Leadership Exchange, EMPOWER, and IMPACT as you build your leadership experience.
- *Consider running for office* as part of student government or a student organization on campus. The Lewis Honors College also has a student government that could use your input and leadership.

- The university partners with *external leadership development programs* as well. For example, Management Leadership for Tomorrow (MLT) is a competitive program which equips African American, Latino, and Native American students for building a diverse workforce. The Forté Foundation is a national initiative to grow future female business leaders. Consider opportunities both internal and external to UK.



POST-GRADUATE PURSUITS:

Graduate Program Considerations

Considering graduate school or a professional program upon graduation? Consider a multi-year conditioning process and plan ahead.

- Build a *graduate program search strategy* with your personal development counselor, academic advisors, and faculty within your discipline.
- Attend *graduate school panel workshops* with recruiters and current graduate students to ask the experts and get their advice.
- Consider which *graduate admittance exam* you will need to take and make your plan for preparation. Attend test prep workshops and practice sessions.
- Invest your time in developing a strong and unique *personal statement* for use with your applications. Work with faculty, your advisors and your personal development counselor to get feedback and suggestions.
- Attend *graduate school fairs* on campus, held typically in the fall semester each year.
- Remember that a successful graduate school strategy makes *effective use of your junior year* to be ready for applications during the fall of your senior year (for most programs; medical school, for example, is earlier).

Employment Considerations

Entering the job market upon graduation? Alleviate a great deal of pressure and stress by getting your game plan together early.

- Build a *customized job search strategy* with your personal development counselor, based on your preferred job function, industry, and geographic target(s).
- *Update your resume and application materials* with all your accomplishments and be sure to customize them for each opportunity.
- Attend Lewis Honors College *networking receptions* with employers and alumni. Multiple campus *career fairs* are held each semester as well.
- Capitalize on access to companies during *on campus interview schedules*.



- Remember that the *fall semester of your senior year is a critical time* in the recruiting cycle. Be ready to participate as early as August.

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