

ACHE's CareerEDGE™

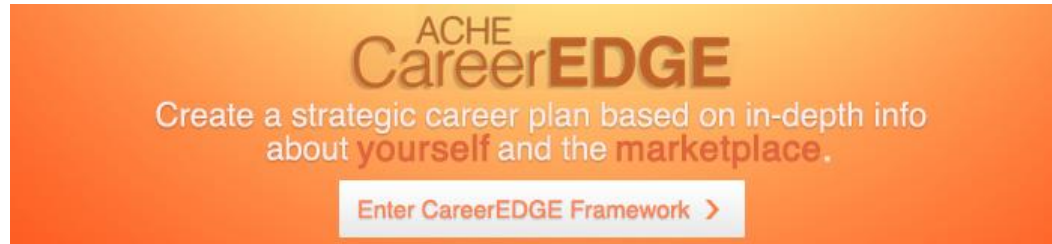
A comprehensive and interactive career planning tool for ACHE Members



American College of
Healthcare Executives
for leaders who care®

What is CareerEDGE?

- A personalized online “Career Dashboard” with a variety of career resources
- Access to several free assessments including a 360° Working Style tool
- An innovative career planning framework to guide your thinking about career success resulting in creation of a solid career plan



CareerEDGE Dashboard

Your personalized “Career Dashboard” includes a variety of career resources:

- Access to several free assessments including a 360° Working Style tool
- A modified version of ACHE’s popular Healthcare Leadership Competencies Assessment Tool
- Links to several healthcare industry databases and articles for comprehensive research

Use free CareerEDGE tools or enter the Framework below.



Return to a CareerEDGE Framework Activity

Step 3:
Career Plan



- 1. Career Plan
- Sample Career Plans
- ACHE Career Plan Article
- ACHE Executive Coaches Directory

Previous

My Career Plan Implementation

Actions	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb
<input type="checkbox"/> Incomplete/due soon	<input type="checkbox"/> In Progress	<input type="checkbox"/> Completed											
<input type="checkbox"/> Not Started	<input type="checkbox"/> On Hold												

Add Goal

- Enhance Sales & Negotiation Competencies
No actions found for this goal.
- Expand Knowledge of Healthcare Industry
No actions found for this goal.
- Improve Business, Financial & Strategic Planning Skills
No actions found for this goal.
- Time Management
No actions found for this goal.

Quick Assessments

Assessments Type	Results
CenterMark	View Results
MatchPoint	View Results
ValueBase	Take Assessment
Working Styles	View Results

View Indeed.com Jobs

[Configure](#)

Upcoming Events

Mar	Career Development Programs at Congress
14	
Mar	The Benchmarks® Plus Emotional Intelligence...
14	

FREE Assessments!

Upcoming Career Development Events

Track your progress towards your career goal(s)

Career Planning Framework

The CareerEDGE framework is organized into three steps:

- 1. Career Goal** Articulate your personal vision and establish your career goal
- 2. Discovery** Refine your career goal and build the foundation for a great career plan by learning more about yourself and healthcare job market
- 3. Career Plan*** Create a strategic career plan designed to guide you as you move forward

Each section will have three basic elements: Exercises, Resources, and a Learning Summary

The Career Plan includes an expanded **Action Plan with linkages to ACHE Products, Programs and Services as well options to **connect with a coach or mentor.***

Sample CareerEDGE Plan

Career Plan – Joan Smith, Director of Quality Management

Career Goal - Next Position

Advance to a V.P. of Quality Management position at my hospital within 5 years.

Personal Vision Statement

Make a positive impact on the quality of healthcare delivery.

Discovery Results

Summarized below are my results and analysis from the CareerEDGE discovery process that I recently completed.

<p>A. What is important to me? What do I need?</p> <ul style="list-style-type: none"> Time for life balance Opportunity to make a difference Have influence Security and financial success/independence to ensure college fund is adequate for children Structure, order Recognition Career growth, opportunity for advancement Further develop Business Process knowledge Need private time Opportunity to mentor team 	<p>D. What does my current or a future role/organization offer to me? (based on the identified goal)</p> <ul style="list-style-type: none"> Opportunity to learn and stay current with quality systems and technology, which will ensure my marketability Opportunity to be exposed to outside experts Probably will provide enough SS Current culture does not provide much encouragement, will it improve? Enough life balance? Opportunity to lead a team of people
<p>B. What do I offer? What is my value proposition? Strengths?</p> <ul style="list-style-type: none"> Calm, self-aware, cool under pressure Intuitive decision-maker Sensitive to people Very high work standards, hardworking Solid analytical skills Good relationship management skills Organized and planful Earlier clinical experience Good on technology but not great Competent level of knowledge in quality improvement, but could be stronger 	<p>C. What does my current or a future role/organization require to be successful? (based on the identified goal)</p> <ul style="list-style-type: none"> Be able to improve quality outcomes for the hospital To be at an expert level on the issues related to quality improvement for the hospital To be current on regulations/standards Understand systems thinking to deal with a more complicated role given requirements in this area Measurement systems will need significant upgrades related to external benchmarks/standards Management skills to lead, motivate and mentor

Comparing A and D, what consistencies and inconsistencies do I see?

- My need for private time will be challenged when I am leading a larger team
- Question on having enough time for family? How to I maintain a reasonable life balance?
- Do personal values align with the organization?
- The ability to mentor and coach people is important to me, this role will help me develop this
- I like structure and order, but this type of role will probably have lots of ambiguity because of all the changes happening in the field
- I want to be seen as a leader and this role should facilitate my leader image

Comparing B and C, what consistencies and inconsistencies do I see?

- Need to continue to increase expertise in quality improvement
- Need to continue to increase expertise in business processes and improvement methods
- Learn how to build a structure related to quality standards and implement an effective measurement system
- Need to study leadership – how can I be a great leader?
- My clinical knowledge is a strength
- I believe I will be good at motivating and leading people

Action Items

What actions will I take to achieve my career goal, based on my CareerEDGE Discovery process?

My Areas of Focus	Action Steps	Target Dates	Notes
Further develop management skills	Review ACHC seminar offerings and books. Begin process toward FACHE	4/15/16	Get FACHE Advancement Packet
Become a more effective communicator	Explore communication training courses	8/1/15	
Pursue a certification in Quality Management	Take certification course from National Association on Healthcare Quality	12/1/15	
Work to gain leadership experience ASAP	Join hospital committee and participate in task force	11/1/15	
Market Research—How do I stay informed?	Join a Quality Management networking group. Set a goal to form one good relationship at each meeting	6/1/15	
Personal Marketing—How do I build relationships?	Find a LinkedIn Quality Group		
Managing Risk—How do I anticipate change and eliminate career barriers	Attend local ACHC Chapter events more often	9/1/15	Meeting next month.
	Stay on top of trends in the quality management area. Subscribe to Quality Journal	Ongoing	
	Schedule regular feedback sessions with manager to ensure I am doing well in current role		
Maintaining Energy—How do I stay motivated and positive	Make sure I have enough time for myself by going to a conference or retreat at least once per year	Ongoing	Can combine need to learn and to recharge in this way
Managing Finances—Can I afford my plan?	Select a personal financial planner	2/1/16	
	Establish a financial plan		
	Check into college savings programs		
Identifying Sources of Support—Do I need a coach, mentor or advisor?	Utilize ACHC's Leadership Mentoring Network	10/1/15	
Process to monitor progress – How do I gain feedback and update my plan?	Use ACHC's CareerEDGE Action Tracker	Immediately	

CareerEDGE^{SE}

CareerEDGE SE is a *complimentary* career management tool specially designed for student associates of ACHE

CareerEDGE SE includes two primary components:

Career Dashboard

CareerEDGE SE opens with a *Career Dashboard* including assessments, tools for industry research, job search boards, and more!

Career Pathway

CareerEDGE SE also includes an easy to follow *Career Pathway* feature to help students navigate their career success.

ACHE
CareerEDGE^{SE}

Use assessments to determine your
career preferences and access industry research tools,
job postings and more!

How to Optimize Your Use of CareerEDGE

- Schedule several blocks of time to map out your career plan
- Plan to track and reflect on your progress quarterly
- Share your career plan with an accountability partner
- Utilize resources designed to support your career planning
 - Sample Career Goals, Career Plans and Areas of Focus
 - FAQs

Use CareerEDGE to Help Others

Managers

Access free assessments to help your team identify strengths, weaknesses, organizational needs and working styles!

Mentors

Help your mentee create a strategic plan for developing skills and achieving career goals

Coaches

Utilize job search tools and help hold your clients accountable with an action plan tracker



For Additional CareerEDGE Questions

www.ache.org/CareerEDGE

(312) 424-9400

CareerEDGE@ache.org