

2022

NEXT STEPS HEAD of UNIT

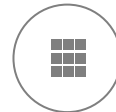


Day 1

Adapt your Screen for Maximum Engagement



Speaker view

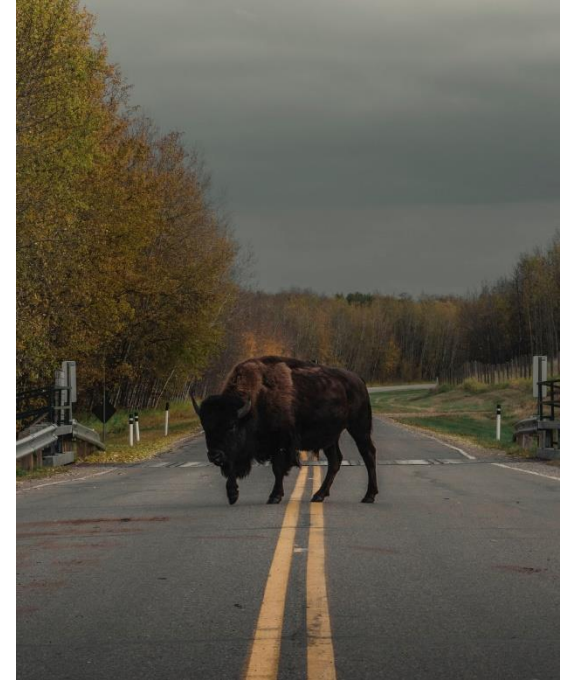


Gallery view



Programme Objectives

- gain insights and develop techniques & approaches in how to **prepare oneself for success** when applying for a HoU position
- **identify obstacles** (potential) in your path so that you can **make progress** towards being appointed to the right post for you
- develop an understanding of how you can **deal with set-backs** you may face e.g. being rejected for a post you really wanted



Programme Timings & Content

DAY 1 (9 – 16:30)

Is there a Fit?

Introductions & Knowing Myself

Knowing My Future Unit

LUNCH (12:30 – 14:00)

Baking my P.I.E: Image

Assessing my Fit with the New Unit

Non-Verbal Comms & On-line presence

Interim Work: SWOT, Gap Analysis

DAY 2 (9 – 16:30)

Getting There ...

STAR Stories

Interviewing Practice

LUNCH (12:30 – 14:00)

Interviewing Practice (cont...)

Baking my P.I.E: Exposure & Networking


Action Planning


The Handout/Map: Pages 1 & 2

Page 1

Next Step Head of Unit

OBJECTIVES

My 




Preparing for Success


Identifying Obstacles


Making Progress

Dealing with Set-Backs

IDEAS







Page 2

KNOWING MYSELF

Individual Reflection

Motivators

Demotivators

Strengths

Saboteurs

Inner Dialogue

Becoming A

Situation

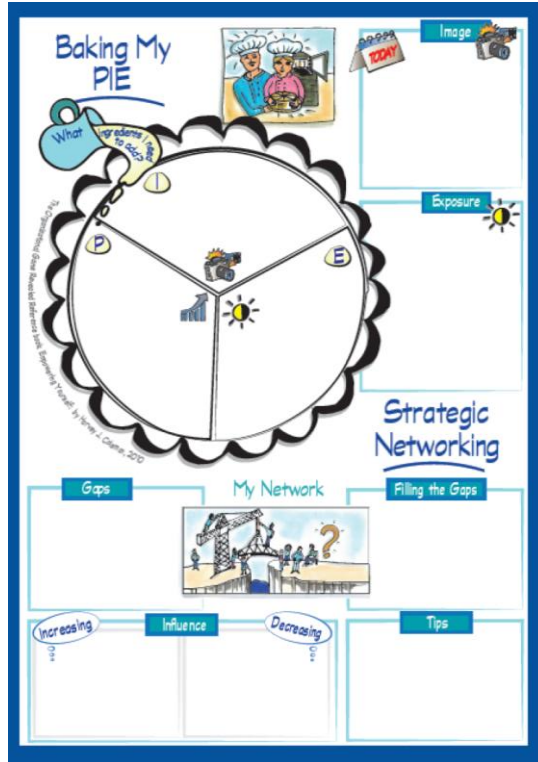
Task

Action

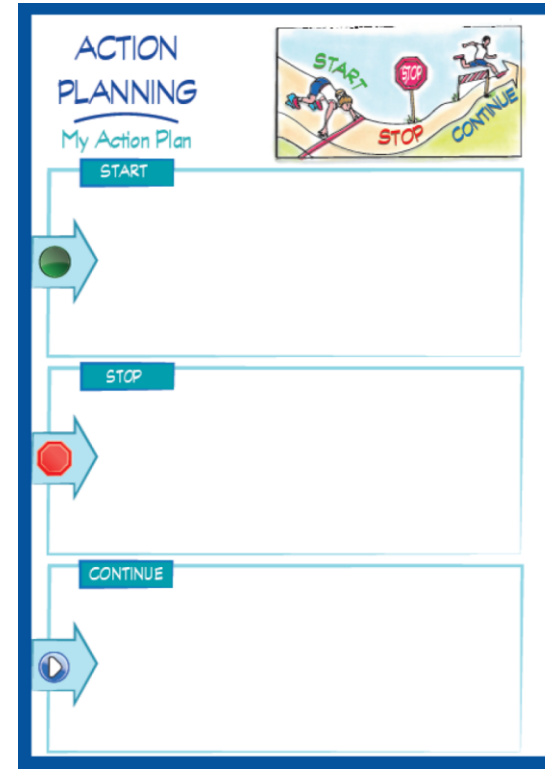
Result

The Handout/Map: Pages 3 & 4

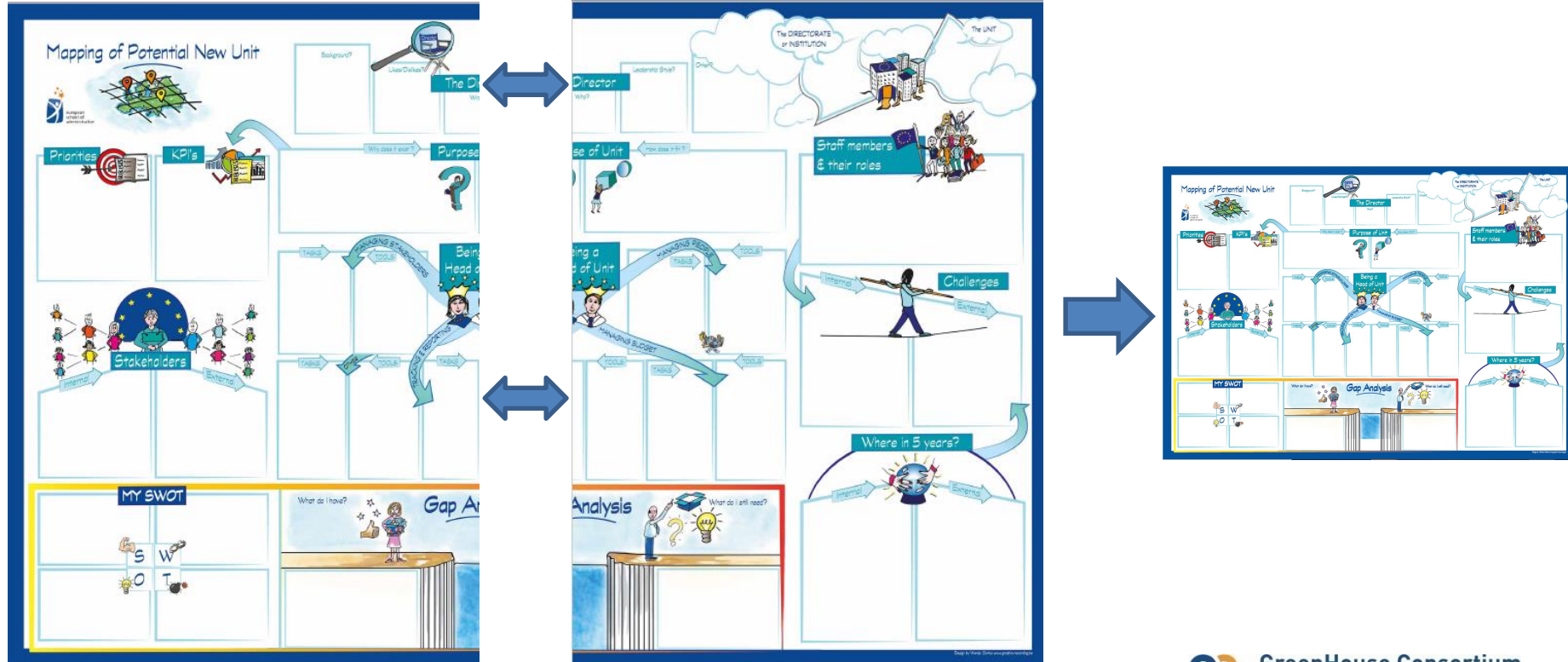
Page 3



Page 4



The Handout/Map: The Inside



Exercise Instructions:

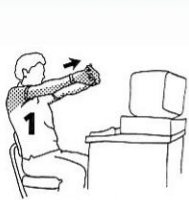
Knowing Me, Knowing You



1. Individual preparation – Page 2 in Handout – Strengths, Motivators, Demotivators, Saboteurs (5')
2. Interview each other (15')
3. Present each other (2' per person)
 - Name & Current Position
 - Why that person would be a “great” HoU(strengths & motivation)
 - What is the one thing that holds/may hold them back from being successful in applying for a HoU position (saboteur and/or demotivation)
 - Your first impression of the person



COMPUTER DESK STRETCHES



10–20 seconds
2 times



15–20 seconds



3–5 seconds
3 times



10–12 seconds



10 seconds



10 seconds



8–10 seconds
each side



8–10 seconds
each side



10–15 seconds
2 times



Shake out hands
8–10 seconds

DESKFIT

Research shows that working professionals who exercise during the day feel healthier and experience positive associations with job performance, including improvement in time management skills and mental performance. Employees are more likely to demonstrate better moods, increased motivation, greater stamina to complete work, less stress, and better interactions with coworkers.

Ten Tips To Stay Healthy at Work or While Working from Home:

- 1 Ensure that your workspaces in the office and at home are ergonomically set up to prevent injuries.
- 2 Take a break from sitting every 30 minutes. A brief 5–10-minute break can help rejuvenate your mind and prevent chronic pain.
- 3 Walk and use the stairs whenever possible.
- 4 Alternate sitting and standing throughout the day.
- 5 Offer walking meetings as alternatives to sitting in conference rooms.
- 6 Schedule time to exercise daily as a priority—as you would plan other important work responsibilities.
- 7 Break up physical activity into smaller durations of time—such as 10 minutes before work, 10 minutes at lunch, and 10 minutes after work—if longer durations of exercise do not fit within your schedule.
- 8 Incorporate microbreaks of 1–2 minutes every 30–60 minutes to stand up and stretch your entire body.
- 9 Use a hands-free headset for your phone so you can move around easily.
- 10 Eat nutritious meals and keep healthy snacks available.

For further information or assistance with staying healthy, please contact the NASA Headquarters Fitness Center.

Your Jamboard Functionalities

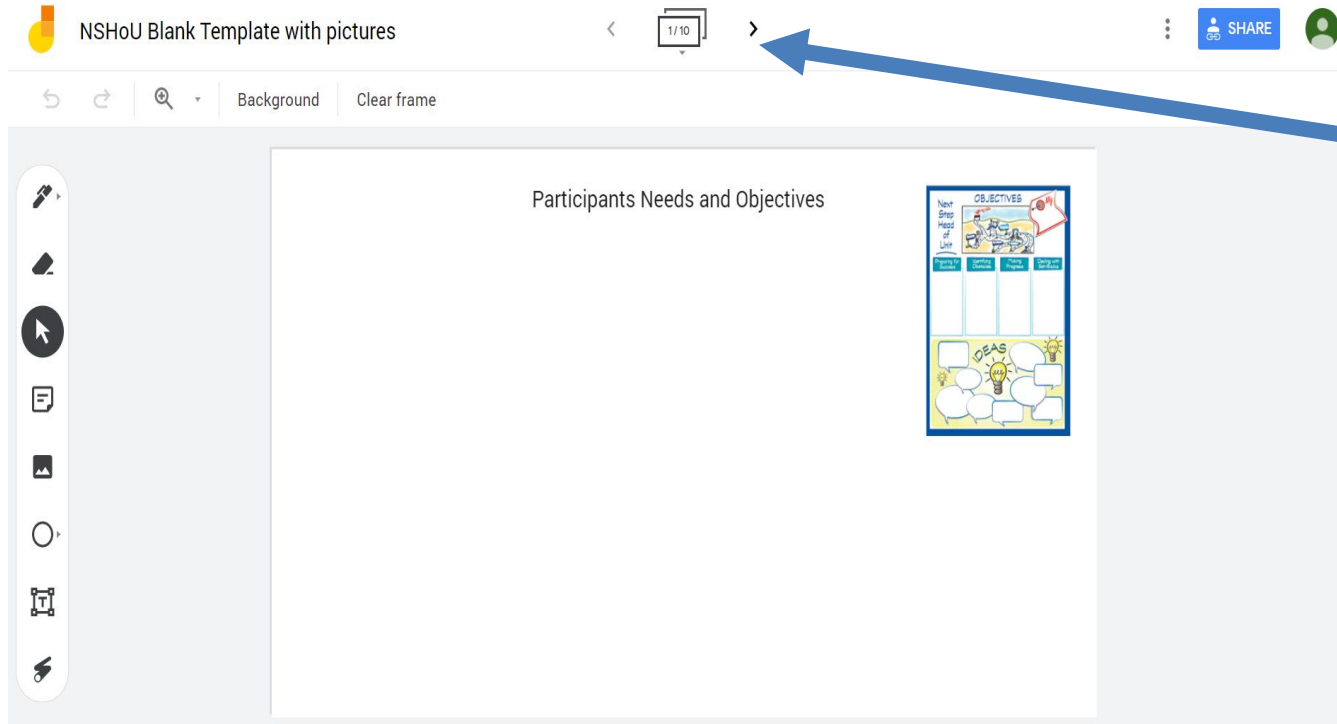
Pen to Draw

Eraser

Add postit

Add
pictures

Add text
box



The screenshot shows a Jamboard interface with a title bar at the top. The title bar includes a logo, the text "NSHoU Blank Template with pictures", navigation arrows, a thumbnail of the current page (1/10), and a "SHARE" button. Below the title bar is a toolbar with icons for undo, redo, zoom, background, and clear frame. The main workspace is a large white area with the text "Participants Needs and Objectives" and a small diagram. The diagram is a flowchart with a central box labeled "OBJECTIVES" and a box below it labeled "DEAS". The diagram also includes a section for "Next Step of Unit" and a section for "Objectives".

Move to the
next page

House Rules/Good Practices

- Same as for face to face sessions +
- Mute microphones except when speaking
- If the connection is not good, stop video
- Use the chat box for written communication: I will not look at it all the time but very often
- If you need to leave for one reason or another: please notify in chat
- During breaks: do breathing/self care exercises
- Anything else?

Click to add text
Click to add text

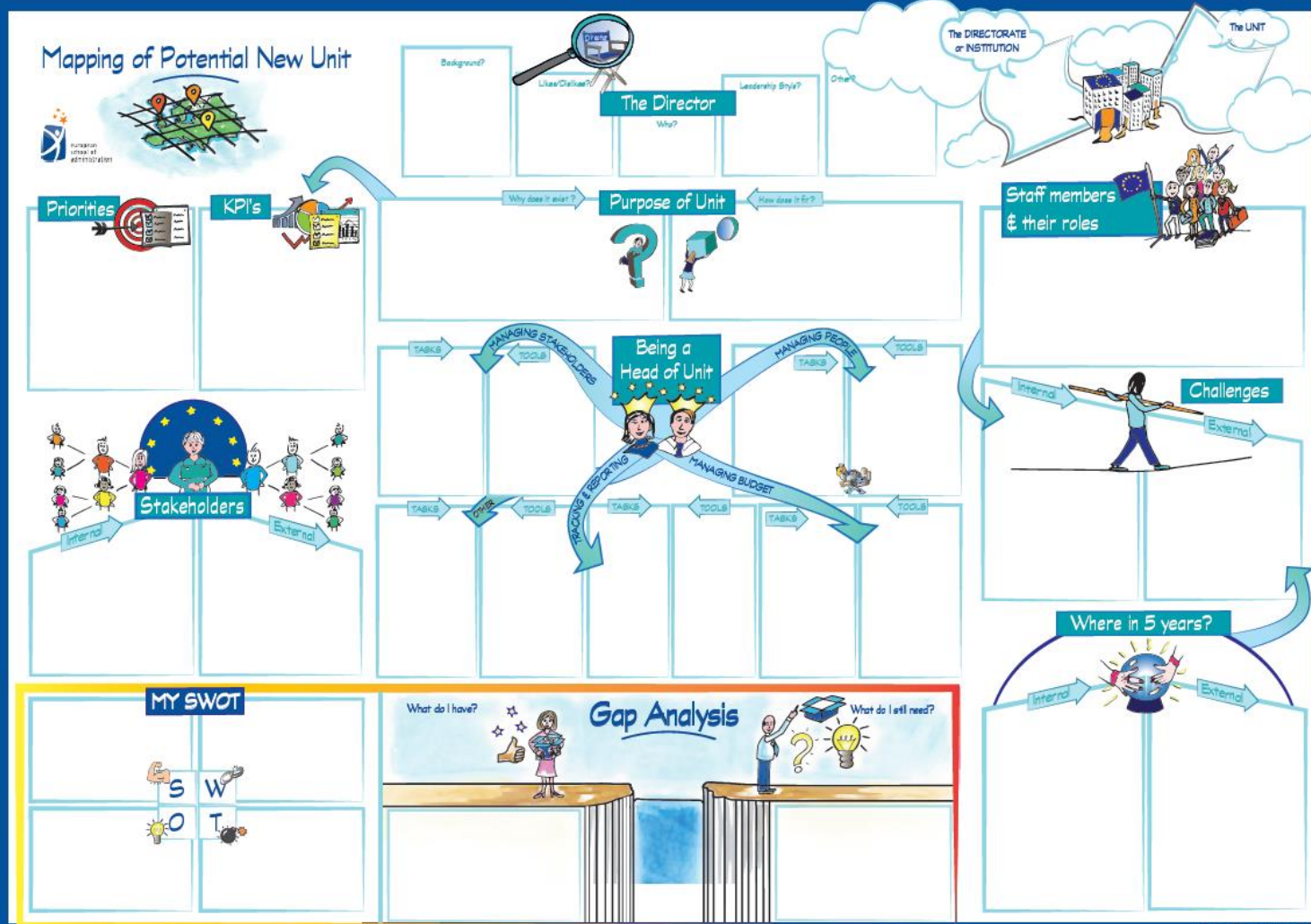


Think of a position you would like to apply for (or have applied unsuccessfully for in the past) - PREWORK

Being a HoU refers to generic processes/tasks e.g. task – performance appraisal, tool + CDR or equivalent

DO NOT fill in MY SWOT
or the GAP Analysis –
that's for later

You will be asked to share these in small groups after the break



Sharing Maps



45
Mins

1. In groups of 3, each present your map. Listeners “listen” and ask questions for clarification & to probe for additional areas of research/information that might be missing
2. What do you notice about the others’ maps which is helpful for you?

approx
12
Mins/
person

5-10
Mins

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Interviewing Practice (cont...)

Baking my P.I.E: Exposure & Networking

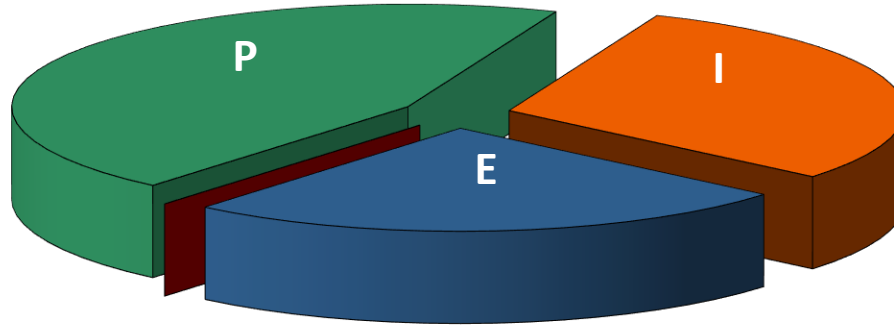
Action Planning

Baking My P.I.E

The P.I.E Model examines the relationships between 3 key dimensions that impact an individual's career performance:

PERFORMANCE

Perform
exceptionally
well (Results)



IMAGE

Cultivate the proper
Image (Personal Brand)

EXPOSURE

Manage your Exposure so that the right
people know you for the right things
(Network)



IMAGE:

“The mental impression that you have of yourself or that someone else has of you”







Charli D'Amelio

TikTok # 1
16 years old
6.5 Billion Likes
85 Million
Followers
(Sept 2020)



Our Image is made up of

- **Our Reputation** - great in a crisis, tough on the problem soft on the people, decision maker, decision avoider, complainer who we hang out with ... a potential HoU, what others say about us
- **Our Behaviour** - verbal & non-verbal
- **Our Results** - past & present
- **Our Appearance** (dress for the career you want, not the job you have!)
- **Our Savviness** (informal connections & understanding of processes & people)



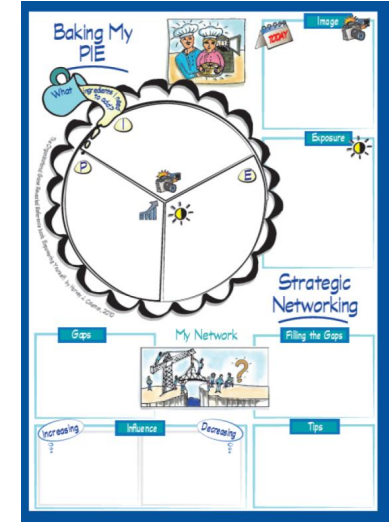
Exercise: My Image

Choose a picture from the selection below and on the next 2 pages which best represents your image - the mental impression you have of yourself - in the work environment. Copy (Ctrl C) & paste (Ctrl V) it onto Page 5, "Our Images", with your name next to it.



Part I – Choosing a Picture (5')

Choose a picture from the Jamboard (or from your own library) which represents your image – the mental impression you have of yourself – in the work environment.





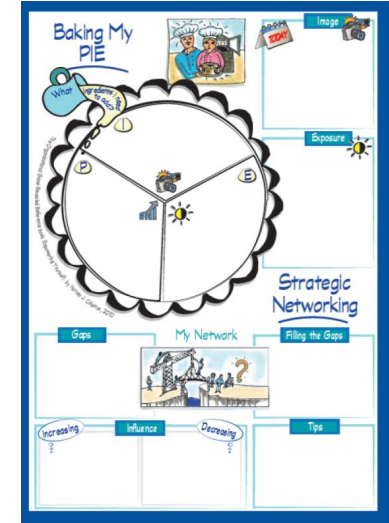
Exercise: My Image

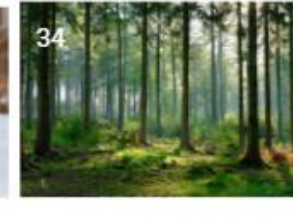
Part I – Choosing a Picture (5')

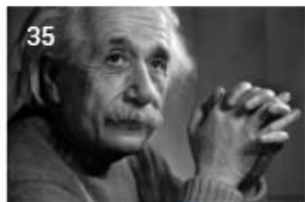
Choose a picture from the Jamboard (or from your own library) which represents your image – the mental impression you have of yourself – in the work environment.

Part II – Individual Reflection (5')

1. What are the positive characteristics of the image you have chosen?
2. To what extent do you think that others see this image of you?
3. Are there differences between the image your peers, your team, your hierarchy have of you?
4. To what extent is your image of yourself in-line with that of "HoU" in the Institution where you would like to become a HoU?

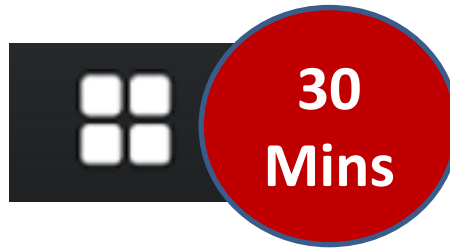








In Small Groups:



1. Describe what you see of yourself in the picture you have chosen
2. “Listeners” share what they recognise of you in the picture
3. Discuss how does this fit/not fit with being a HoU in the European Institutions and/or the specific post you are interested in

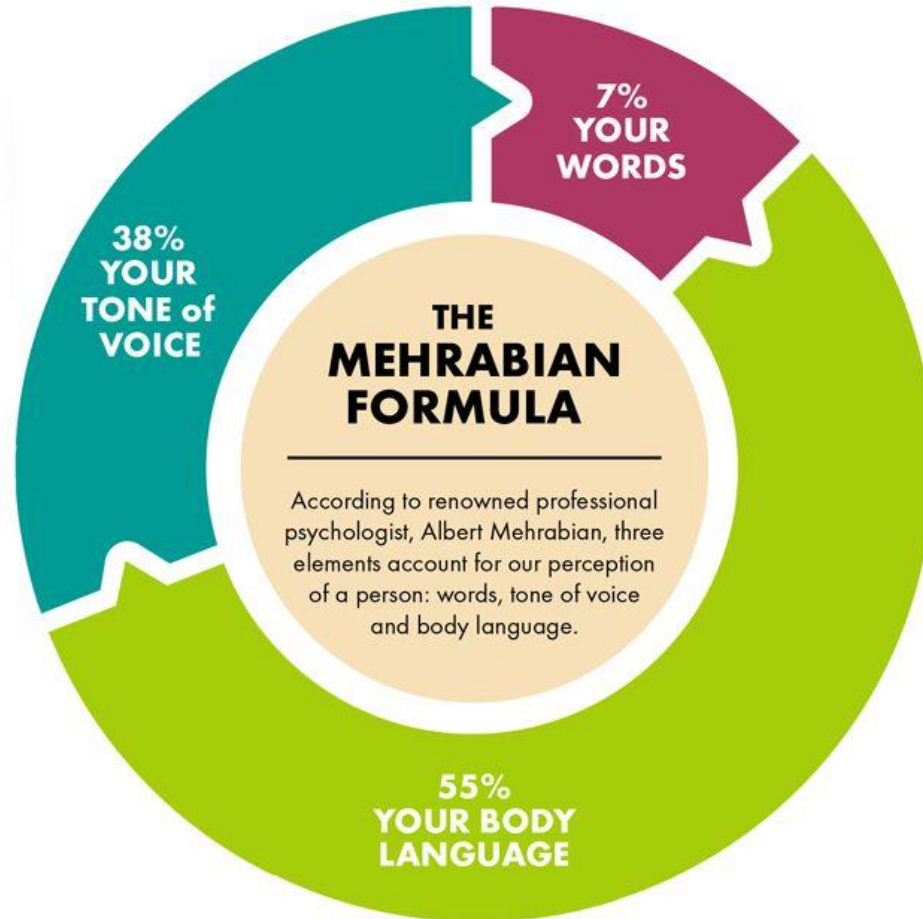
Your On- Line Image

On-Line Image Considerations: *Making conscious choices*

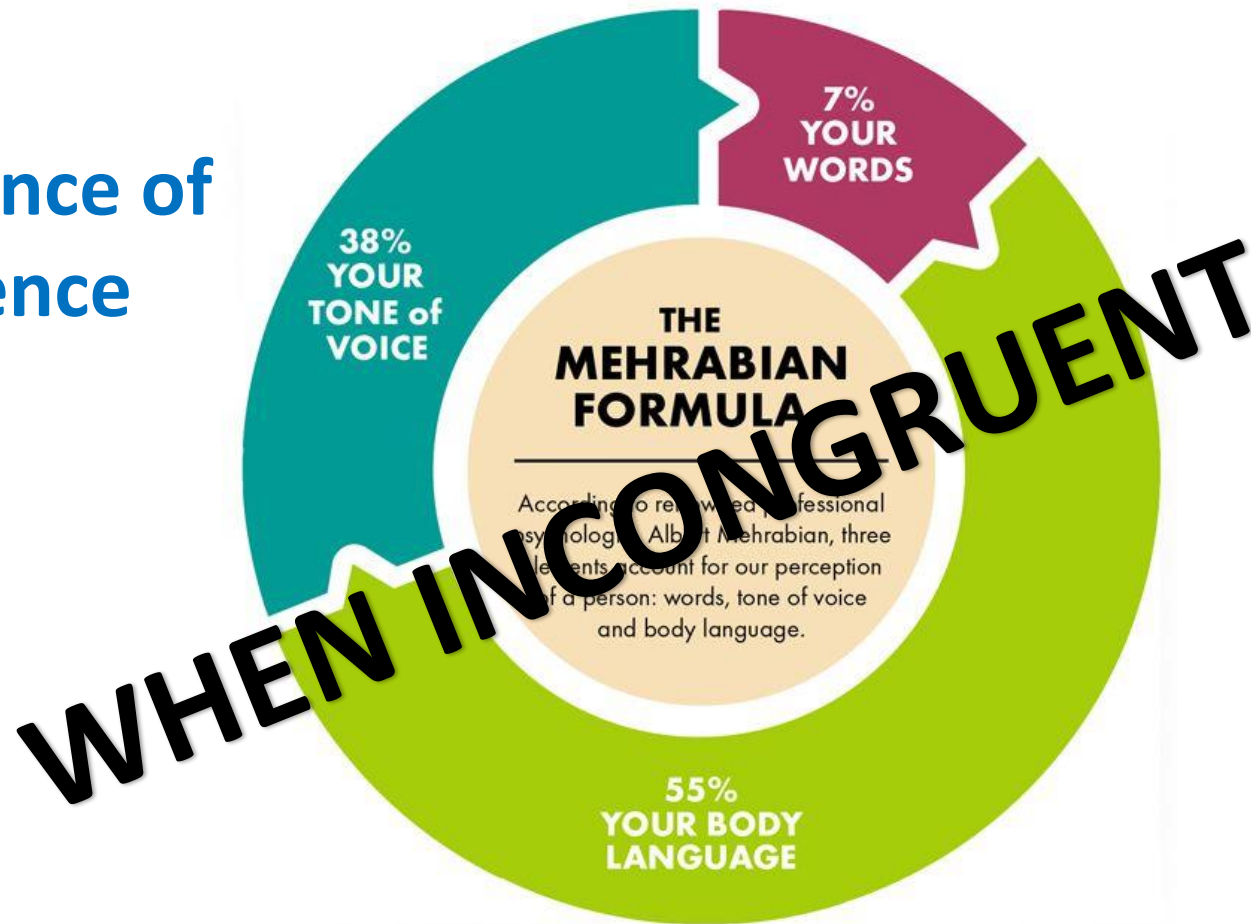
- Appearance – because you are working from home does that mean you change your clothes/hair/make-up ... ?
- Can people hear and see you clearly – lighting, headphone, camera quality Do you have your camera on or off? Where are you positioned on the screen? Hands? Background? Have you recorded yourself to check how you appear?
- How comfortable do you feel in your home-office environment?
- Are you the first or the last to arrive/leave the meeting?
- Do you multi-task in remote meetings?
- What collaboration tools do you use? How do you use/not use the technology to support your meeting objectives?
- How do you let people know you care on line?
- How do you keep connected with people and your network on-line?



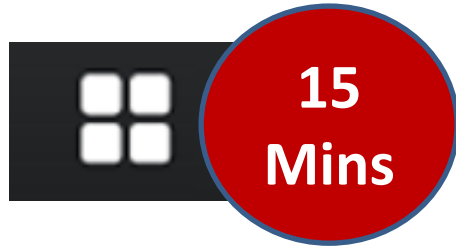
The Importance of Congruence



The Importance of Congruence



In Pairs



Give feedforward to your partner on their on-line image based on what you see now/have observed during the day (vs. image of a potential HoU)

I like

What if you were to



Body Language Impact on Ourselves



Body

Language

Low Power

Pose mirrors

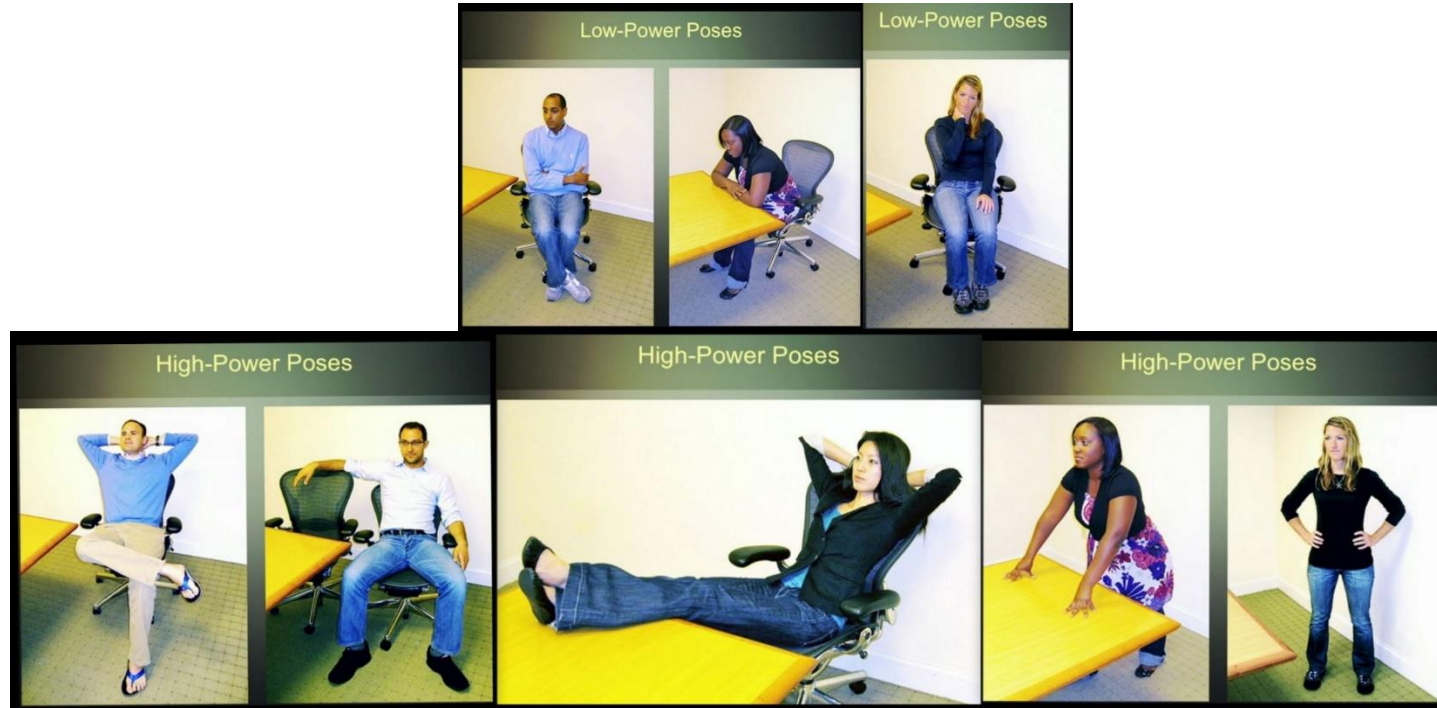
High Power

Pose



Body Language

High & Low Power Pose Experiment



**Body
Language
What Not
To Do –
Low Power
Poses**



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Action Planning

SWOT & Gap Analysis

What right do I have to be successful in an interview for this post?

What is my motivation for the post? Individually, From a mgmt. pov, from an organisational pov?

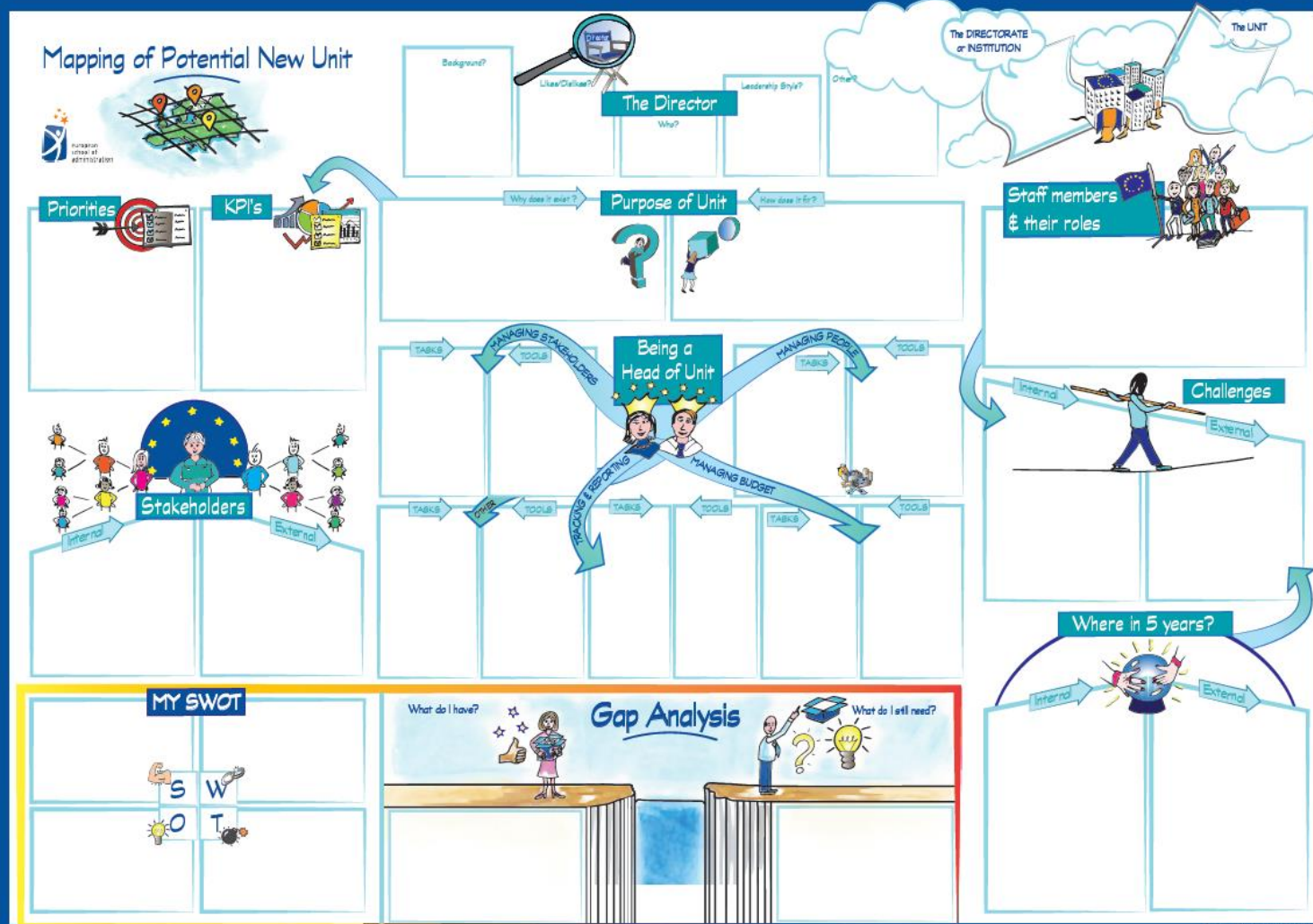
What is my USP (Unique Selling Point), my key strengths which fit for this post?

What info or skills do I miss?

Which of strengths can help me?

What opportunities do I have to close the gaps

Is there a good fit?



Overnight Considerations

Complete the SWOT (Strengths, Weaknesses, Opportunities & Threats) and Gap Analysis for yourself vs. the position you have considered. Reflect on:

- *What right do I have to be successful in an interview for this post?*
- *What is my motivation for the post? Individually, From a mgmt. pov, from an organisational pov?*
- *What is my USP (Unique Selling Point), my key strengths which fit for this post?*
- *What info or skills do I miss?*
- *Which of my saboteurs might hinder me?*
- *What opportunities do I have to close the gaps*
- *Is there a good fit?*

