MAYFIELD VILLAGE

Adopting A Versatile Toolbox Approach To Your Career

The A.M. Quote Trivia Game...

You must fail a hundred times to succeed once...
Sylvester Stallone

Time goes on. So Whatever you're going to do, do it. Do it now. Don't wait.
Robert De Niro

There are no regrets in life. Just lessons.
Jennifer Aniston

You must see it. You must believe it. And then you must never stop working to make it happen.
Arnold Schwarzenegger

OPRA 2025…

What did you think about the conference?

What did you learn from the conference?
Did it add value?

Questions + Listening + Perspective

Perspective!

Opening Quote

"By understanding leisure as an ideal condition with the potential for great good, leisure suddenly has great value. This understanding implies recreation management is more than providing places and activities to entertain visitors during their leftover time. The focus becomes providing settings, conditions and opportunities that enrich individuals, communities and society."

Discussion

Reframing leisure

Shifting focus

Enriching individuals

Strengthening communities

Contributing to society

How do we apply this concept to...

Community Centers:
Examples of community centers offering diverse programs and services that cater to the needs and interests of residents, promoting inclusivity and social cohesion.

Parks and Green Spaces:
Highlighting the role of parks and green spaces as vital resources for recreation and relaxation, fostering physical and mental well-being while also providing ecological benefits.

Recreational Programs:
Showcase successful recreational programs aimed at empowering individuals, fostering community engagement, and promoting social equity and inclusion.

It is not about the **DRILL** _ _ _ _ , but what it **DOES**_ _ _ _!

Adopting a "toolbox" approach can guide career growth and success

Adopting a versatile toolbox approach to your career involves embracing diverse experiences, understanding people, and remaining adaptable to change.

- By continuously learning, growing, and leveraging each experience to enhance your skills and resilience, you empower yourself. Recognizing the value of collaboration, effective communication, and seizing opportunities for innovation, you position yourself as a valuable asset to any organization. Ultimately, your career journey is about making a meaningful impact, enriching lives, and contributing to the betterment of communities.

- With an open mind, a commitment to learning, and a dedication to making a difference, you can navigate the challenges and opportunities ahead with confidence and success.

- Highlight that adaptability, collaboration, and continuous learning are key to thriving in a dynamic workplace.
    - Example: Adopting new skills, like learning project management or financial planning, gives you a toolkit that helps you handle diverse responsibilities and manage complex projects.
    - Example: In a job market that increasingly values flexibility, adding skills like conflict resolution can make you adaptable, allowing you to move between different roles and departments as needed.

Versatile Toolbox Concept

Diverse experiences, skills, and adaptability create a valuable, resilient career "toolbox."

Example: Learning budgeting in one job can apply to managing resources in another role, even outside of finance. Every skill or experience is a tool you can use later in unexpected ways.

Emphasize that each role, skill, and challenge contribute to career growth, making you a more indispensable asset.

Example: Developing public speaking skills through leading meetings can later help when you need to present projects to senior management confidently.

Reflecting on Personal Career Journey

Career Growth Story – From Lifeguard to Director:

- **Each experience creates value, insight and skills.**
  Example: Starting as a lifeguard might teach responsibility and customer service. Moving up to roles like Program Coordinator or Assistant Director can build management, budgeting, and program development skills.

- **Patience in career progression, as each role offers learning experiences that shape professional development.**
  Example: Emphasize that skills like leading a team or understanding department budgeting often come with time and experience.

Each Position has skills to be learned!

Community center management
- Value of understanding costs and revenue generation
- Learning that the success of a program often depends on how well costs are managed can help you when planning new programs.

Learning how various funding and cost-recovery methods informs program development and resource management.
- Knowing when to use grant funding or when to use a cost-recovery model can ensure programs are sustainable and continue serving the community.

Building and Leveraging Your Career Toolbox

Treat Career Experiences as Tools

Classes, educational sessions, mentors, co-workers, and past positions all serve as tools for personal and professional growth.

- Example: A conflict management class, for instance, provides you with techniques that are useful in both workplace disagreements and client relations.

Describe how each experience brings different skills and knowledge that contribute to career versatility.

- Example: Working in customer service helps build people skills; project management classes provide organizational tools.

Diverse Skill Set for Well-Rounded Development

- Broad skill set prepares you for varied challenges and enhances career resilience.
- Having both technical and people management skills can help you navigate challenging projects with ease.
- Specific skills, skills just learned, or skills you are learning now may not be needed immediately but can often become valuable in future roles.

Future Value of Learning Experiences

- Knowledge not directly applicable to your current role builds a foundation for future growth.

    Example: Attending a seminar on digital marketing may not apply immediately, but it may benefit you later if your role expands to include promotional activities.

- Be open to learning and embracing new experiences, as they may be key to seizing future opportunities!

    Example: Adopting a mix of models allows you to select the best fit for specific community needs and resource availability

Building and Leveraging Your Career Toolbox

Different Perspectives in Financing or Programming

Multiple approaches can be correct and effective, even if they differ.

Example: One team may favor a community-funded program model, while another uses a revenue-generating approach. Both models can be successful depending on the program's goals.
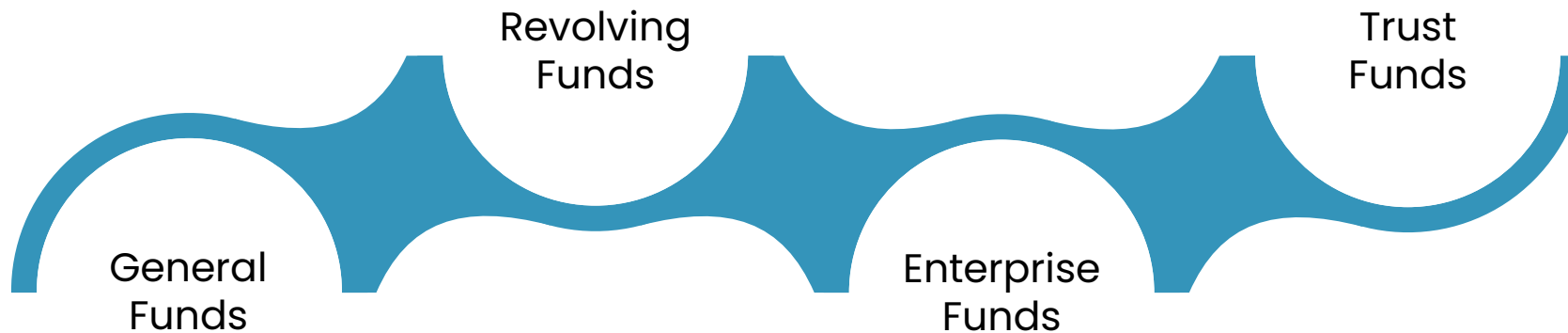
Have an open to enhancing adaptability and perspective

Example: Adopting a mix of models allows you to select the best fit for specific community needs and resource availability.

Finance and Funding Models

Each government agency or department you work may have a variety of funding models:

Revolving
Funds

Trust
Funds

General
Funds

Enterprise
Funds

How does understanding different funding methods prepares you to manage programs more effectively?

Knowledge of grant funding can expand program options, particularly in underserved areas where resources are limited.

Revolving Funds enable program expansion through reinvested profits.

General Funds may support essential programs

Essentials and Desirables in Community Roles

- Our we essential? Who is essential? Who is desirable? Who is desirable and essential?

- Defining Essential vs. Desirable Services:

  o Essential services (e.g., police, fire) and Desirable services (e.g., recreation).

  o Emphasize the role of Parks and Recreation in creating vibrant communities, making them indispensable.

Icing on the Cake" – The Woody Palmer Story

- Parks and Recreation, while often viewed and begin as "desirable," adds immense value to communities.

- Programs like senior recreation not only enhance the community experience but also play a role in the well-being and social inclusion of residents.

- Highly valued, Parks and Recreation services become essential in enhancing community well-being.

  o Example: Recreation programs that encourage exercise help reduce healthcare costs, adding to the community's overall health.

Mastering Mindfulness and Stress Management

Managing Daily Noise and Perspective

Minor distractions if allowed can become major distractions

- Learn how to filter out the "noise"
- Don't get caught in other people's noise

5+5 Rule

Limit time spent dwelling on minor issues, freeing up mental space for meaningful tasks.

- If it won't matter in five years, don't spend more than five minutes stressing about it.

Mastering Mindfulness and Stress Management

Perspective Scale for Mistakes

Scale mistakes to their actual impact to gain a balanced perspective.

- What was your last mistake you made and how did it effect you?
  - Compare that to something on a large scale and how does that compare?
- Example: Misplacing a file may feel stressful, but in the grand scheme, it has a minimal impact and can be quickly resolved.

Daily Reflection and Goal Setting

- Take the beginning of your work-day to reflect on the day before and determine your goals for the day.
- Take the end of your work-day to reflect what you accomplished and transition from work to your personal life.
  - Example: Silent Drives for Mental Reset - silent drives as a mindfulness technique for clearing the mind and transitioning smoothly between work and personal life.

Mastering Management and People Skills
"We all play in the same sandbox!"!

The value of Understanding People

Surrounded by Idiots by Thomas Erikson

- A study about learning more about understanding and engaging others effectively.
- Recognizing our own characteristics will teach us to engage with a variety of different personalities
- Recognizing a co-worker's style as "Supportive" (S) may guide you to communicate with more patience and attention to their preferences.
- Adapting to personality differences enhances team cohesion and effectiveness.
  - Example: Learning time management from a mentor can help you set achievable goals early in your career.

Mentorship as a Career Tool

- The mentor's role is to shape individuals while creating a lasting positive impact.
- We will have many mentors in our life that create a painting of who we are...
- The mentor relationship creates a cycle of knowledge-sharing and personal growth.

Mastering Management and People Skills – "We all play in the same sandbox!"!

Building Cohesive Teams – "It Begins with We!"

- Shared vision
  - A vison where each team member feels part of the mission and values.
- Leading by example, supporting the team, and empowering team members.
  - Sometimes you are going to lead the way, other times you are going to give support, while other times you are going stand side by side.

Importance of Listening and Adapting Vision

Active listening as a fundamental management skill that fosters empathy and responsiveness.

- As humans, we tend to be poor listeners.
  - We spend more time thinking about what we want to say versus what we are being told.
  - Always take a moment to listen, before speaking to learn what is being ask.
  - We can learn from about anyone, if we take the time to listen.

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Every Second Counts

Time is a precious, non-renewable resource, making every minute of your day valuable. Building an efficient, tailored time management approach empowers you to make each day more productive and fulfilling. This guide covers how you can leverage technology, organize your workspace, and adopt eco-conscious habits, resulting in a streamlined, sustainable, and personally satisfying approach to time management.

Embracing Technology for Efficiency

Today's technology offers robust tools that allow you to make the most of your day.

○ **Outlook Calendar:** Use calendar blocks to designate focused work sessions, meetings, and breaks. Color-coding by task type or project can provide at-a-glance clarity on what each day holds, helping you allocate time effectively.

○ **Task Management:** Set up task lists and reminders in Outlook or Excel to prioritize daily responsibilities

○ **Excel for Project Tracking:** Excel's formulas and organization capabilities make it ideal for managing multiple projects – Check out "The Excel Guy" on TikTok

○ **Automated Notifications and Integrations:** With automatic reminders and integration options, these tools can prompt you to start and finish tasks on schedule, helping you keep your day structured.

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Shortcut	Use
Ctrl A	Select all data
Shift Space	Select entire row
Ctrl Space	Select entire column
Ctrl Home	Go to top left cell
Ctrl End	Go to bottom right cell
Ctrl ↑ ↓ ← →	Jump across table
Ctrl Shift ↑ ↓ ← →	Select across table
Alt HOI	Autofit column widths
Alt HOA	Autofit row lengths
Ctrl Shift L	Insert filter
Ctrl T	Insert table
Ctrl Shift +	Add rows

Shortcut	Use
Ctrl Shift +	Add rows
Ctrl -	Delete rows
Shift & Drag	Move rows
Fn 11	Insert Chart
Ctrl 0	Hide column(s)
Ctrl 9	Hide row(s)
Alt ;	View hidden columns/rows
Ctrl Shift ;	Insert current time
Ctrl ;	Insert current date
Alt A M	Remove duplicate rows
Alt =	Autosum
Ctrl E	Autofill
Ctrl N	Open new notebook
Ctrl Shift $	Format currency
Ctrl Shift %	Format Percentage

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Benefits of Moving Towards a Paperless Office

Transitioning to a paperless workspace isn't just about reducing clutter – it's about increasing efficiency, accessibility, and environmental responsibility. Here are some of the key benefits:

Easy Access and Organization

Eco-Friendly Impact

Backup and Security

Reduction of Clutter

While some still find comfort in handwritten lists, gradually embracing digital note-taking or planning apps (like OneNote or Evernote) can help you enjoy these benefits without drastically changing your habits all at once.

The Power of a Tidy Workspace

Starting and ending each day with a tidy desk can transform your work environment, helping you stay focused and prepared for the day ahead. Here's why it matters:

01.

Minimizes Distractions

02.

Boosts Productivity and Creativity

03.

Supports Efficient Workflow

04.

Establishes Routine and Discipline

Take Ownership of Your Approach

Choosing a time management style and sticking to it is about more than just picking tools or techniques – it's about building an approach that works specifically for you and your workflow. Here's how to ensure you're in control:

Commit to Your Method

Own the Outcome

01

02

03

04

Adapt Your Strategy as Needed

Reflect on Your Progress

Developing Programs and Special Events

Understanding Community Needs

Assess and adapt programs based on the unique demographics and needs of each community.

Types of Programs – Money-Making, Break-Even, and Loss-Making

- **What purpose does each of them serve?**
  - ○ **Example: Money-making events, like summer camps, can fund loss-making ones, like community after-school programs.**

Learning from Failure –
Do not be afraid to throw it against the wall and see if it sticks

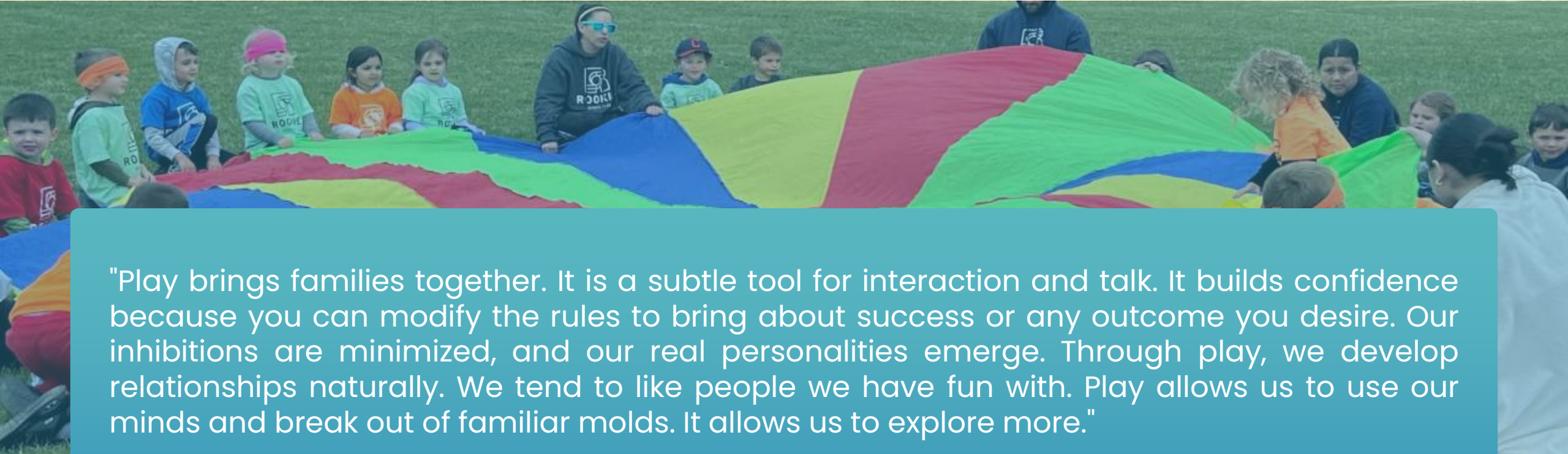**View failures as learning opportunities, use setbacks to refine and improve future programs.**

- **Rule of three times to get it to work!**
  - **Ask yourself why it did not work and what can you and cannot change?**
  - **Example: A low turnout at a music festival could lead to changes, such as adjusting event timing or selecting a different genre, based on community feedback.**
- **My biggest failure and what I learned.**

Special Events that Attract the Community

- It is important to understand community preferences rather than personal tastes when designing events.

- Use technology to create targeting and market campaigns to increase engagement and attract the right audiences.

- Facebook – Create an event page but do not forget that you have it!
  - Share, share and share again
  - Find pages that want to learn more!

- Google Business – Create a listing for your department!
  - Monitor and update it

- Other opportunities
  - All Events
  - Local Event Pages – The list goes on and on!
  - News Articles and releases

Quotes for Lifetime Toolbox

"Play brings families together. It is a subtle tool for interaction and talk. It builds confidence because you can modify the rules to bring about success or any outcome you desire. Our inhibitions are minimized, and our real personalities emerge. Through play, we develop relationships naturally. We tend to like people we have fun with. Play allows us to use our minds and break out of familiar molds. It allows us to explore more."

"Recreation's purpose is not to kill time, but to make life, not to keep a person occupied, but to keep them refreshed; not to offer an escape from life, but to provide a discovery of life."

Summarization Conclusion

A Tool Box approach to your career

Toolbox Approach to Career: Equip yourself with a diverse set of skills and experiences to thrive in a rapidly changing professional environment.

Non-Linear Career Path: Recognize that career growth is a dynamic, evolving process of continuous learning, growth, and adaptation.

Diverse Experiences: Embrace varied experiences to gain new perspectives, insights, and opportunities for personal and professional development.

People Skills: Build strong relationships, foster effective communication, and navigate interpersonal dynamics to propel your career forward.

Summarization Conclusion

A Tool Box approach to your career

Collaboration & Innovation: Appreciate others' strengths to collaborate effectively, drive innovation, and achieve collective goals.

Adaptability: Stay flexible and agile to succeed in a fast-paced, ever-evolving work environment. Embrace change and new challenges.

Making an Impact: Focus on contributing meaningfully, enriching lives, and making a positive difference in your community or industry.

Open Mindset: Approach your career with a commitment to learning and making a difference, which will help you navigate challenges with confidence and success.

Scan Me!

Thank You