

## Supercharge Your CAREER

## AOC FY15 Career Week



December 1 – 5, 2014

Kristen Martyka, project lead

Chad Guldin, project lead

Kathie Taylor, marketing strategy and execution

Lyndsey Kemper, event management



# We Heard you!

Career Week was the result of the 2014 MS Poll – the annual workgroup health index study. The purpose of the MS Poll is to develop an understanding of employee attitudes about their experiences working at Microsoft so that actions can be taken that lead to improved engagement and retention, which in turn drive business success.

### **Focus Areas**

Manager Excellence

Career Development

Performance Feedback

**Career Opportunities** 

### What We Did







LinkedIn



**GM Panel** 



**Career Speed Dating** 

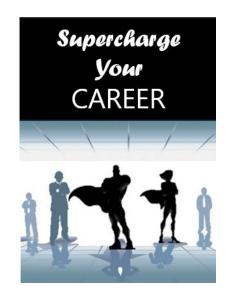


Women in Technology



**MEC Training** 

## Career Week – December 1 - 5





## Career Speed Dating

Career Development

Collaboration/Education Referral



### CareerLeader Assessment

Learn your critical satisfaction factors to develop your career



## The Energy Project

Inspirational!

Change the way you work for higher performance



### LinkedIn

Maximize your profile

Become a Microsoft ambassador to attract top talent



### Q2 MEC

Get the best from your people



### Mentoring Relationships

Selecting a mentor

Being a mentor/mentee



## Wired for Success

Assess the current state of your career

Create your action plan



### Women in Technology Networking

Career Development

Mentorship programs



### Panel: Career Path of a Leader

Hear the career stories of our GMs



# Marketing Assets

Objective: Drive traffic to central SharePoint site for event registration

Strategy: Leverage all available channels of communication to create impressions, increase awareness and drive registration

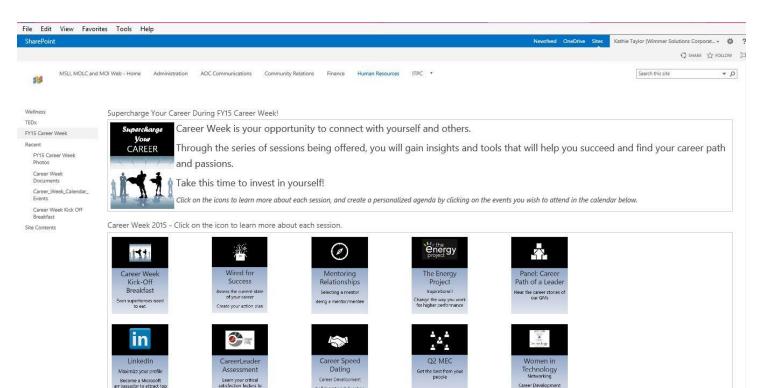
### Tactics:

- SharePoint
- Yammer
- Site plasma TVs
- MSLink Blog
- Email
- Registration table in MS Café
- Posters

### Obstacles:

New event – had previously done one half-day event in some years prior Week long – to ask MS employees to give up several hours in a work week is indeed a big ask! Virtual – AOC employees in Ft. Lauderdale, Fargo and field needed to have a great virtual experience





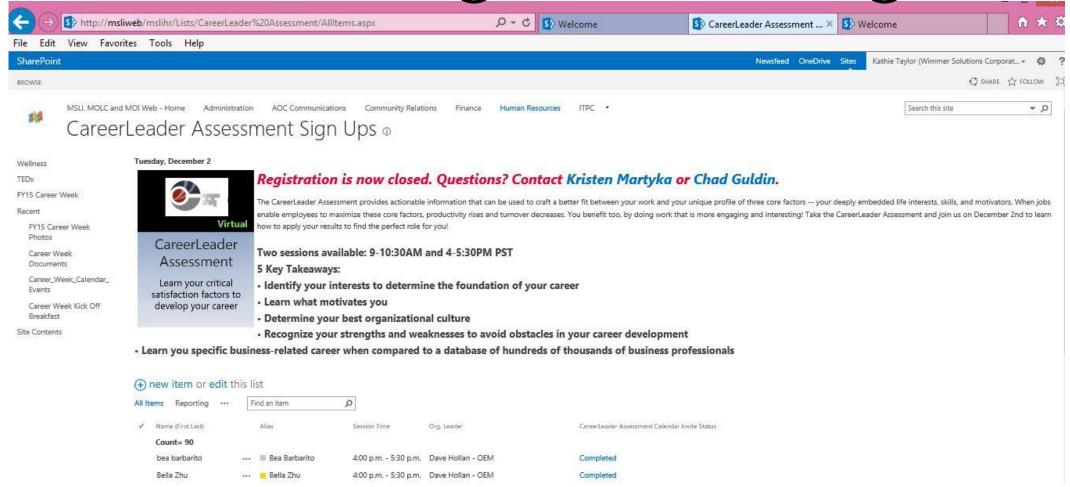
#### Your Action -- Create your own personalized agenda here by clicking on the activity to register.

te.	Time	Room/Location	Activity	Facilitator	Audience
neres 1 hanke 200	7:30 am + 8:30 am	MS Calle	Kick Off Breakfast and Registration	Kriston Martyka	All FTEs, Rano
	8:30 am = 12:30 pm	MS Cafe	Kick-Off Event: The Energy Project	Laurie Colo	All FTEs, Rano
	1:00 p.m 2:00 p.m.	Virtual	The Energy Project Keynote - Virtual	Laurio Colo	All FTEs, Virtual
2 2 Meaning 2011	9:00 am = 10:30 am	Training Room/Virtual	CareerLeader Assessment	Dr. Jim Waldrop	All FTEs
	11 am - 12 p.m	TSO	Mentoring Relationships	TBD	All FTEs, Virtual
	400 p.m 5:30 p.m.	Training Room/Virtual	Career Leader Assessment	Dr. Jim Waldrop	All FTEs, Virtual
microssi 3 Securice 2011	8:00 am. + 12:00 pm.	MS Cafe	Career Strategies: Wired for Success	Brooke Lovery	All FTEs
	100 pm - 200 pm.	NS Cafe	Career Strategies: Wired for Success Keynote - Best Practices	Brook Lowry	All FTEs
	1:00 pm - 3:00 pm.	Training Roomy/Virbual	Q2 MEC - Getting the Most of Your People: Delegation and Empowerment	Owen Roberts Dave Hollan	All Managers, Virtual
	400 p.m 5:30 p.m.	Training RoomyNirtual	Linkedin	Shira Appell	All FTEs, Virtual
**************************************	8:30 am - 10:00 am	Training Room/Virtual	LinkedIn	Shira Appell	All FTEs, Virtual
	10:00 am 11:00 am.	Training Room/Virtual	GM Career Panel	TBD	All FTEs, Virtual
	11 am = 12 p.m.	TBO	Mentoring Relationships	TBO	All FTEs
	3:30 p.m 5:30 p.m.	MS Cafe	Women in Technology Event	Owen Roberts, Lacee Thomas	All FTEs
5 5	9:00 am - 11:30 am	NS Cafe	Career Open House (Speed Dating)	Erin Krug	All FTEs, Rano

## SharePoint

- Each icon linked to a description page with a registration list
- Messages posted in top section
- Calendar invites were automatically sent upon registration
- The calendar links were also directed to the description page and registration list

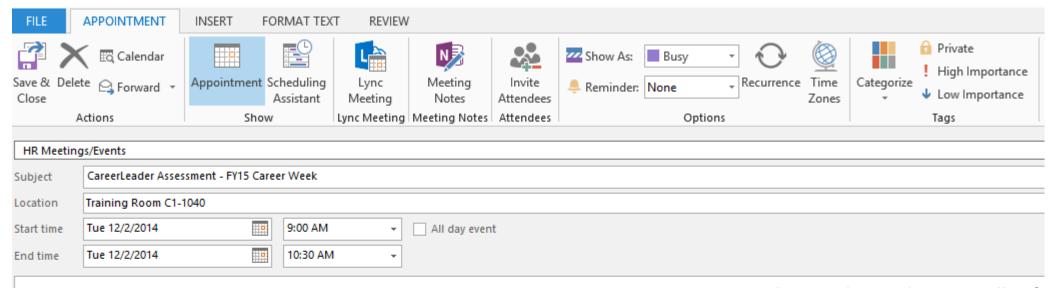
# SharePoint Registration Page



Each event had its own registration page with session description. Once an employee registered, a calendar invitation was sent to his/her Outlook calendar through a back-end workflow. Registrations were tracked by org leader to drive participation through the site leadership team. Weekly reports were sent to each org leader and event owner to track registrations.



## SharePoint – Calendar Invite



#### Congratulations on registering for CareerLeader Assessment!

#### 5 Key Takeaways:

- Identify your interests to determine the foundation of your career
- Learn what motivates you
- Determine your best organizational culture
- Recognize your strengths and weaknesses to avoid obstacles in your career development
- Learn you specific business-related career when compared to a database of hundreds of thousands of business professionals

Lesson learned – make sure all information is complete before sending invitations from SharePoint as they cannot be modified after. Our PMs did not have their virtual Lync information ready for the site launch so we had to recreate the Outlook invites with the updated information, which created some confusion.



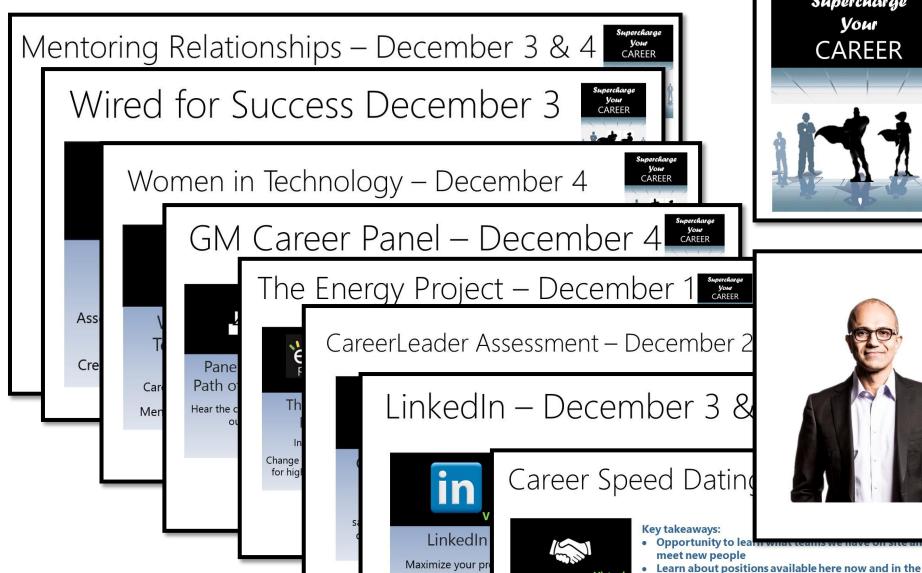
## Registration tracking

Overall event registration tracked by LT member to drive participation.

OrgLeaderValue 🔻	Count of Alias	Unique aliases	FTEs	% unique to FTE	By Event	Count	Max Capacity	% registrations to	capacity
Anna Becker - AdOps	44	14	20	70.00%	Breakfast Kickoff 40				
Annona Loughnane - Finance	67	20	25	80.00%	Career Leader Assessment	90			
Dave Hollan - OEM	100	31	60	51.67%	Career Strategies Energy Project GM Career Panel LinkedIn Mentoring Relationships	64	80	80.00%	
Gene Purschwitz - MOPR	38	11	160	6.88%		135	100	135.00%	
leff Hensel - MBS	25	10	25	40.00%		73			
lulie McNamara-Dahl - Enterprise Services	84	28	63	44.44%		100	72	138.89%	
Mark Creighton - WWCS	25	7	51	13.73%		48	36	133.33%	
Other	34	10	N/A	(E	Speed_Dating	35	30	116.67%	
Owen Roberts - AOC Commercial	121	42	281	14.95%	Q2 MEC	5			
Caroline Charter - LOC	51	11	24	45.83%	WIT 46		50	92.00%	
blank)	47	6	N/A		Grand Total	636			
Grand Total	636	190	709	26.80%					
Average session per unique alias	3.35				Registrations with capacity Capa		Registrations to	capacity	



## Plasmas Week One



Become a Micros

ambassador to attra

Career Speed

Career Week Supercharge Your CAREER

It's Powerful!

It's Inspiring!

It's Career Week!

Coming to AOC December 1-5, 2014

Details coming soon!



Get 1:1 face time with the manager(s) of your choice to

discuss...anything you want

I fundamentally believe that if you are not learning new things, you stop doing great and useful things.

Satya Nadella

## Plasmas

Week Two

### Career Week Kick-Off Breakfast



Monday, Dec. 1 7:30 a.m. – 8:30 a.m. Even superheroes





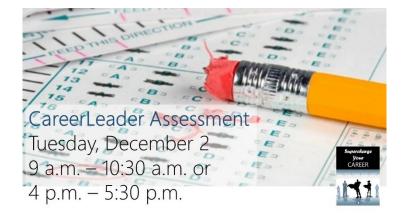




GM Career Panel Career Path of a Leader Thursday, Dec. 4 10 a.m. - 11 a.m.









Career Speed Dating Friday, December 5 9 a.m. – 11:30 a.m.



## Career Strategies – Wired for Success



Wednesday, Dec. 3 8 a.m. – 12 p.m.



## Yammer

Yammer was used to market the event as well as a place to distribute session decks and documents. Lesson learned: encourage PMs to market their own events on Yammer and MSLink – WIT was the only group to do this.



#### Lyndsey Kemper

To Americas Operations Center (AOC)

Be sure to sign up for Career Week! Sessions are filling up and registrations will be locked Monday, November 24 or before if the session is full. See the Career Week SharePoint site for more info! http://msliweb/mslihr/Pages/Career\_Week.aspx

http://msliweb/mslihr/Pages/Career\_Week.aspx msliweb





Unlike - Reply - Share - More November 19, 2014 at 12:05pm

📤 You and Sara Darsky like this.



Write a reply...



#### Jenna Poinier

To Americas Operations Center (AOC), Kristen Martyka, Sandy Wall, and Shaemus McCrory

Miss the LinkedIn session? You can still learn how to optimize your profile, build your network, and be a brand ambassador for Microsoft!

Session deck and recording below. Sandy Wall please connect with Shaemus McCrory. He knows how to include rich media elements within your profile! http://help.linkedin.com/



#### LinkedIn Help Center

help.linkedin.com

LinkedIn Help Center - Need help using LinkedIn? The LinkedIn Help Center is here to help you get answers to your questions.



#### Microsoft\_Be a MS Brand Ambassador\_Reno Profile Session FINAL

Uploaded to Americas Operations Center (AOC) » Files



#### LinkedIn Session 1 Recording 12.03.2014

Uploaded to Americas Operations Center (AOC) » Files

Like - Reply - Share - More December 4, 2014 at 1:53pm

1 share



#### Sandy Wall

Out of all the sessions this week so far, this was the best! And there have been some really great sessions! Very informative, interesting and helpful to maintain one's social and business presence online.

Like - Reply - Share - More December 4, 2014 at 2:26pm



#### JOHN TAO

cc: Jenna Poinier

Thanks for the sharing Jenna Poinier!



# MSLink Blog

The MSLink blog is a great place to communicate a lot of information too big to post on Yammer. A weekly digest email is sent to all AOC employees with top Yammer posts and MSLink posts.



#### Pillar/Category

Citizenship/Outreach

Communications and PR Economic Development

Education

Health & Wellness

Internal Communications

Site Experiences/People

Site Infrastructure/Planning

Technology

ADD CATEGORY

#### Archives

December

November October

September

OLDER POSTS

Other Bloas

The Commons MSW Blogs

OEM Channel Management

AdOps AOC Soap Box

ADD LINK

### Supercharge your career! -- FY15 Career Week

#### December 1-5

Tuesday, November 4, 2014

#### Take Control and Supercharge Your Career December 1-5<sup>th</sup>

- · NINE Sessions both on-site and virtual
- . Get 1:1 Time with Managers and learn about open positions in Career Speed Dating
- · Meet with LinkedIn and become your own Brand Ambassador
- . Find out in 'Mentoring Relationships' best practices and benefits of having a mentor
- Registration opens Thursday, November 6!





Ø

Mentoring

Relationships

Selecting a mentor

Being a mencor/mentee



Learn your critical

satisfaction factors to

develop your caree.

Wired for

Success

essess the current state

of your career











Panel: Career Path of a Leader



Mentorship program



by Kathie Taylor (Wimmer Solutions Corporation) at 8:55 AM in Education, Site Experiences/People

@ 1 Like Comment ...

O2 MEC

Get the best from you

### Women in Technology Network Event

Wednesday, November 5, 2014



Sign up today to attend our annual Women In Technology Networking Event where you will hear from our very own Owen Roberts as the key note speaker! This will be held in the Reno site Café on Dec. 4th from 3:30-5:30. Attendance is done on a first come basis, so don't delay and sign up today by adding yourself to the sign-up list (please note you must be able attend this event in person): http://msliweb/community/Pages/WomenTech.aspx

### Sign up now for Career Week! Registration closes Nov. 21!

Monday, November 10, 2014



Nine sessions both online and virtual to choose from!

Get the tools you need to build the career of your dreams!

Hear from experts, our own LT, and assess your own strengths, energy and choices.

Don't miss out on a single session - invest in your future today!

Click here to learn about each session.

Problems registering? Contact Chad Guldin chadgul or Kathie Taylor v-katta.



# Weekly Yammer/MSLink Update

- To AOC FTE All; AOC Host Reno; MOPR All FTE; Reno Site All Vendors
- Cc AOC Office of the GM; AOC Chief of Staff; AOC Admin

Who's Who

Suggested Meetings

Microsoft Operations

**Americas Operations Center** 



## Yammer Top 5 & MSLink Update

### Top 5 Yammer posts

Week ending 11/10/2014



**Dave Hollan** on Americas Operations Center group – A special thank you to all our Veterans and the freedoms you have made possible.



**Anna Lemus** on Americas Operations Center group – <u>Don't forget to elect your 2015</u> benefits. Deadline is December 1.



Jim Kennedy on AOC Commercial group – When Operations makes the news – Ingram Micro wins Microsoft's Excellence in Operations Gold Level Award



**Erin Krug** on AOC Commercial group – <u>Check</u> out the article on Wired.com – Microsoft's <u>Dropbox deal Shows It's Finally Starting to Get</u> Mobile

### **MSLink Posts**

Week ending 11/10/2014

Sign up now for Career Week. Registration Closes
Nov. 21!



Supercharge YOUR career by attending the great transformative sessions planned for FY15 Career Week. Learn more <u>here</u>.

Having trouble registering? Contact Chad Guldin < <a href="mailto:chadgul">chadgul</a> or Kathie Taylor < <a href="mailto:v-katta">v-katta</a>>.

#### Women in Technology Networking Event



Keynote speaker will be our very own Owen Roberts. Sign up <u>here</u> for the event on Thursday, Dec. 4 from 3:30 to



MS is very email dependent. We struggle to drive adoption of the other channels.

Fri 11/7/2014 1:11 PM

**Americas Operations Center** 

ACTION REQUIRED | Supercharge YOUR Career During Career Week - Registration End

To 🕀 AOC FTE All; 🗄 MOPR All FTE; 🖶 MOI FTE All; 🖹 LOC FLL FTE; 🕀 AOC Host Reno; 🖟 Amy Alexander; 🎇 Daniel Bahula; 🕷



Americas Operations Center

Supercharge YOUR Career During Career Week December 1-5 Deadline to Register is 5 p.m. Friday, November 21!

Attend Career Week to Uncover Your Career Super Powers!



NINE Events - both on-site and virtual!

Walk away with career-changing insights, tools, and contacts.

Close gaps between your deeply-held values and

Determine your best organizational sulture

your behavior to fuel motivation, connection and

Identify your interests to determine the foundation of



Change the way you work for higher performance

Get out of the Survival Zone and get into the Performance Zone, where you're most effective, most engaged, and do your best work.

FTEs who participate in at least 3 events will earn an opportunity to win a career-transforming reward

Click on the icons below to register and learn more about each

session.

Scroll all the way down - you won't want to miss a thing!

#### Session Description Key Takeaways: Pick up your Passport to Career Transformation and power-up for the best week of your career! Track your attendance with your Passport to earn Career Week attendance credit! Kick-Off Even super heroes need to eat. Breakfast Even superheroes need Key Takeaways: energy project Increase focus, engagement, motivation, and ultimately sustainable high performance by more effectively managing energy The Energy · Align behaviors with your body's natural rhythms in Project order to produce at a higher level of quality and

Key Takeaways:

Learn what motivates you

#### Dates/Times

Reno On-Site Live: Monday, December 1 7:30 a.m. - 8:30 a.m.

MS Café

#### Reno On-Site Live:

Monday, December 1 8:30 a.m. - 12:00 p.m. MS Café

#### Virtual Keynote session:

Monday, December 1 1:00 p.m. - 2:00 p.m. Link TBD

#### Reno On-Site Live and Virtual

Tuesday, December 2 9:00 a.m. - 10:30 a.m. Training Room/Virtual (Link TBD)

Fri 12/5/2014 1:57 PM

Americas Operations Center

Thank you for attending Career Week!

To 🗎 AOC FTE All; 🖹 MOPR All FTE; 🗎 MOI FTE All; 🖹 LOC FLL FTE; 🗎 AOC Host Reno; 🖟 Amy Alexander; 🌌 Daniel Bahula; 💆 Jessica Segura; 🔲 Jevan Burchfield; 🎉 Sig Wawdo; 💆 Kristi Schaffner;

■ AOC Office of the GM: ■ AOC Chief of Staff: ■ AOC Adm



Americas Operations Center

## Thank you for attending Career Week!

#### And That's a Wrap!!

Thank you to all who participated in Career Week. We hope that you received some good insights, helpful tips, and an opportunity for selfreflection. If you missed any sessions or simply wanted access to resources, everything is posted to our Americas Operations Center Yammer.

Please take a moment to complete our overall event survey. Your feedback is extremely valuable and helps us improve events like these!

## Instructions for Career Week



For Reno site employees, if you managed to attend at least three sessions and you have your stickers, you can drop your passport in the box located at the building C reception desk. Please complete this by **Tuesday, December 9**. We will have a drawing on December 10, and one lucky winner will receive a 30-minute career mentoring session with each of our Site LT members, along with a TEDx ticket for Friday, January 23.

For our virtual attendees, we will be doing a drawing with all those that participated in a session for the chance to win a \$50 American Express gift card.



## Posters

Sign up NOW for Career Week! Registration ends Friday, Nov. 21 Posters were hung in the lobbies of each building and in the MS Café by the registration table.

After the event, the posters were changed to "Thank you for attending Career Week."









## Event Feedback

Requests to spread events out over a longer period of time

Attendance was really good for all events except mentoring – least attended session

12-20 per session?

50% fall off attendance from registration in some sessions

More thoughtful about recording and Lync sessions

Remote registrants may be on site – don't assume they aren't here!

Plan for second week of December to get between month end and half-end

More education to leadership community to drive their participation

Have all details ready for SharePoint site ready prior to launch

Keep SharePoint structure – made it really easy to register

Guest speakers (LinkedIn/Energy Project) were very popular – bring in Redmond or other business groups as well as outside speakers

Coaching on networking as part of the curriculum to help participants – incorporate into breakfast and throughout the week

WIT networking event – set questions, card matching

Incorporate with LT/All Hands as kick-off to drive participation

Theme throughout the week to tie all events together

More information on how to use the passports – more communication with event leads on how to do it LT really pleased with event and surprised we pulled it all off



## Potential Sessions for next time

Get feedback from people to see what they'd like to attend

Mentoring – people thought they were going to walk away with a mentor. Some kind of mentoring speed dating?

Why I want a mentor/what I want to work on pre-work

Having conversations with their managers – manager introductions

Weave mentoring into other sessions

Teaching what a mentorship is about – reflections

MEC – session on preparing people for mentorships

Wired for Success was excellent – have takeaway packets – Career Week Playbook

Managing Your Brand (Greg Thomton has a deck ask for it!)

Change Management (Stella Farm speaker?)

What does having impact mean – how does it work in practice? Instruction on new P&D – writing impactful priorities, communicate impact statements, helping others succeed

Leadership input on theme – what do we need to work on?

It's your career to drive

CareerLeader Assessment – push assessment, but use the decks for self-study. Probably should not use that presenter

Push free tools/self-service on HRWeb – add this as part of the campaign leading up



# Event Photos



Keynote speaker – Women in Technology



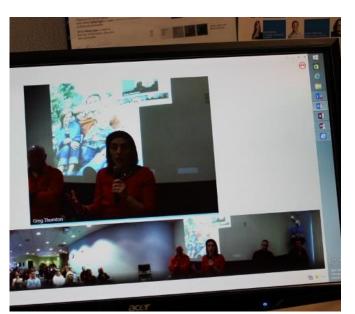
The Energy Project



Women in Technology



**Career Speed Dating** 



GM Panel – Remote version