

Career Advancement

如何獲得晉升



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January 30, 2016



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Topics

- Objectives for Career Advancement
- Asian Americans in Corporate America
- Our cultural backgrounds
- The ineffective approach, or the effective approach
- How to get there, and stay there?
- Keep your current job
- Move up
- What if...

Objectives For Career Advancement

- Increase of job responsibilities
- Job recognition and appreciation
- Prestige
- Career fulfillment and satisfaction

Objectives For Career Advancement

- Increase of job responsibilities
- Job recognition and appreciation
- Prestige
- Career fulfillment and satisfaction
- Promotions
- Higher compensation



Asian Americans in Corp America

- Bamboo Ceiling; Asian-Americans represent roughly 5% of the professionals in US companies, but only 0.3% of corporate officers, and less than 1% of corporate board members
- In the Bay Area's 25 largest tech companies; 30% of engineers are Asian, and yet they make up only 6% of board members, and about 10% of corporate officers (mostly Indians)
- A survey of Asian-American employees in Fortune 500 companies showed that 80% reported they were judged **not as Asians but as individuals**.

We can break through the bamboo ceiling. There is blue sky for all of us.

Our Cultural Backgrounds

- Family oriented – our family is the first priority
- Smart
- Hard working
- Demeanor: detached and conservative. 沉默是金
- Reserved; not outgoing, nor that humorous or funny
- Verbal communication skills (English) is weak
- Reluctant to learn the western culture
- Friends in the office are mainly other Chinese coworkers
- More dependent on good educational background than communication and managerial skills

The Ineffective Approach

- A typical day in office -

- In the morning; get into office and check/respond emails, write reports, do lab work
- Attend morning meetings; stay quiet for most of the time
- Eat lunch alone in office with home-prepared lunch box, or eat with fellow Chinese coworkers
- Get back to office; check/respond emails, write reports, more lab work
- Attend afternoon meetings; stay quiet for most of the time
- Go home after work
- Hang out mostly with Chinese friends



The Effective Approach

- A typical day in office -



- In the morning; exchange greetings with coworkers, check/respond emails, or answer email by phone calls, write reports, do lab work
- Attend morning meetings fully prepared; actively engage in discussions, making recommendations
- Meet with colleagues in their offices for work related issues, develop strategies together
- Eat lunch with colleagues; talking about company, work, sports, community, politics, etc.
- Repeat the same process as in the morning
- Go home after work, or occasionally have a drink or two with colleagues

How To Get There?

- Set ambitious career goals
- Improve English speaking capabilities
- Enhance Communication skills
- Be Assertive
- Adapt to American culture
- Know your company and business
- Ensure good performance
- Enroll in managerial/leadership training
- Find a mentor



Set Ambitious Career Goals

- Decide what you want to do, to be, or to accomplish in life
- What are your dreams and aspirations for your career?
 - Become a famous researcher, scientist, or professor?
 - Get promoted to senior management? CEO?, CFO? CTO?
 - Own a business? Be an entrepreneur?
 - Make tons of money?
- The following are not “career goals”:
 - Another day, another dollar.
 - 走一步算一步, 順其自然, 不必勉強.
- Develop a step-by-step plan for achieving your goal



Improve English Speaking Capabilities

- Attend English proficiency classes:
 - Speak with clear pronunciation and enunciation. Pay particular attention to the “L” and “R” sounds.
 - Hire a one-on-one tutor. It is worth the money! The cost may be reimbursable from your employer
- Practice English more often at home:
 - Watch national and local news, talk shows; emulate their words in real time
 - Spend less time on 連續劇, 中天新聞, 中央電視, 世界日報, etc.
 - Read English books; documentaries, novels. etc.
- Make friends whose native language is English. Practice with them regularly



Enhance Communication Skills

- Spend time interfacing with other colleagues; visit their offices often
- Talk more, practice is the best way to improve your communication and idea exchange skills
- Try to be humorous, it can dissolve many tense situations!
- Learn effective presentation skills
- Get to the point
- There are four levels of communications
 - Bad - no communication
 - Good – emails, 微信, text messages, twitters, or memos, etc.
 - Better - phone calls
 - Best - face to face meetings



Be Assertive



- In corporate America, **you don't get what you deserve, you get what you ask and negotiate for**
- Tenacious and persistent; but not aggressive or obnoxious
- Use poise; do not lose your temper
- Collaborate on a TEAM vision; use “we” instead of “I”.
- Radiate self-confidence; preparation and more preparation
- Learn how to sell your ideas through training
- Improve EQ (emotional quotient)

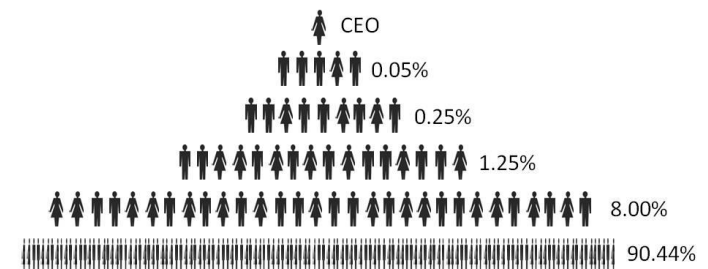
Adapt American Culture

- Understand western and global mainstream popular culture.
 - Gain knowledge on entertainment, sports, news, politics, jokes, fashion/clothes, technology, slang, etc.
 - Learn through participating in social activities with American friends
 - Watch TV news, talk shows, documentary films, movies, comedy series, etc.
- Participate in cultural activities (打成一片)
 - Engage in volunteering and community work; PTA, Red Cross, etc.
 - Host holiday or sports parties at your home for colleagues
- Agree to job relocations with the support of family members
- Does not mean compromise our own Chinese culture



Know Your Company And Business

- Company business, vision, value, products, technologies, services, competitors, financials (P/L), major customers, issues, and challenges
- The organizational structure and the power structure; they may be quite different
- Corporate culture; work ethic, manager's traits
- Conformity; try to be one of them
- Most companies offer **dual career path** as the dual-career ladder; for either technical or managerial advancements
- 知己知彼, 百戰百勝



Ensure Good Performance

- Establish challenging but achievable annual goals/objectives with your supervisor
- Drive to excel; show passion for excellence, work really hard to achieve those goals and objectives
- Enhance job knowledge through education, on the job training and interacting with other professionals
- Know your strengths and weaknesses; work on them
- Improve **critical thinking** skills; reasoning, problem identifying and solving, innovating, decision making, etc.
- Get your name on manager's talent pool, and on their "**Succession Plan**".
- Get yourself on the company "**High Potential**" list.



Department Number 102

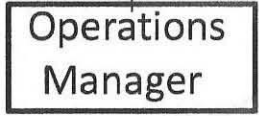
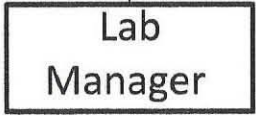
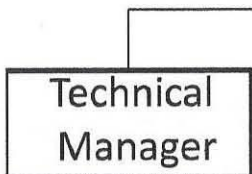
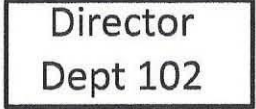
Department Name: _____

Dept. Manager _____

Title Director

Date _____

Jog Title / Grade	Candidate	Current position	Grade	Length at this job (yr)	Currently in this Department	Perf. Rating	Readiness	Notes
Director for Dept 102	Mike T.	Operations Manager	13	2.0	Yes	9.1	1 year	Hi-Pot
Grade 14	Brett H.	Production Manager	12	2.0	No (in Department 05)	8.5	2 years	Hi-Pot
Technical Manager								
Grade 12	Brett H.	Engineering Group Leader	11	2.0	Yes	9.2	Now	Hi-Pot
	Mary W.	Senior Engineer	10	3.0	Yes	8.3	1 year	
	Ted S.	Principal Engineer	11	2.5	No (in Department 12)	7.9	1 year	
Lab Manager								
Grade 13	David R.	Lab Supervisor	12	2.5	Yes	8.7	Now	
	Amy C.	Scientist	10	4.5	Yes	8.1	2 years	
	Kurk L.	Senior Scientist	12	4.2	Yes	6.8	2 years	
Operations Manager								
Grade 13	Jennifer C.	Quality Manager	12	1.5	Yes	9.1	Now	Hi-Pot
	Brett H.	Production Manager	12	2.0	No (in Department 05)	8.5	1 year	



Submitted by _____

Date _____

Approved by _____

Date _____

Mark...

Enroll in Managerial/Leadership Trainings

- Enroll in company sponsored training sessions
- Read related books and articles on internet
- Attend local college or vocational school classes
- Enhance time management skills
- Learn from watching, listening, or reading about the successful business leaders in your company and around the world
- Participate in cross training; gain broader experience
- Get a MBA degree; is it worthwhile?





Get A Mentor

- A mentor is a person in your company whose position is two or more levels higher than yours, and who can directly influence your career advancements
- Processes:
 - Identify a potential mentor who you admire & respect
 - Introduce yourself or get a referral
 - Know as much as you can on your mentor;
 - personalities, career expectations, pet projects, habits, hobbies, families, friends, hot and soft spots, etc.
 - Become an avid supporter for his/her projects and directions
 - Gain his acceptance and trust as a protégé
- Share your aspirations with your mentor. Let your mentor know what and how you are doing

Continue Your Journey

- Maintain all the attributes that have helped you, and keep on improving
- Build an highly effective team around you
- Ask for feedback often
- Focus on results:
 - Many workers are watching your performance closely
 - Your compensation package will be based on your goal achievements
- Seek further career advancement
- Broaden your professional network
- Change jobs (Job hopping); weight pros and con
- **Follow your career goals, chase your dream!**



Derek Cheung 張大凱

Goal 1: Keep your current Job

.....and be *happy*

- Dedicated (敬業樂業)
 - Competent (能力)
 - Reliable (可靠)
 - Flexible (彈性, 通才)
- Continuous improvement (與時俱進)
 - Good team worker (團隊精神)

>> Be valuable & indispensable

Goal 2: Move Up ...realize your full potential

The real key is to:

Win the “Trust” of the Management

– **Privately** (個人)

- *Share common personal value, philosophy & style*
 - *Major challenge for 1st-generation immigrants; come out of comfort zone*
- *Achieve cross-culture person-to-person 信任, 尊重。(非個人忠誠度)*

– **Professionally** (僱員)

- *Demonstrate exceptional performance*
 - *Capabilities (能力), crisis management (擔當), integrity (誠信)*
 - *Align with the spirit of company mission & strategy*
- *Develop a symbiotic relationship: 欣賞, 互動*

➤ **Test questions**

If you want to move up, but....

- Company culture/management is not compatible
 - **Leave**
- Direct boss is incompetent or obstructive
 - **Transfer** to another group with better match,
 - **Or leave**
 - Or be **stay-put** and be happy (goal 1)?

-
- Other options:
 - Start your own business here
 - Go back to Asia & do it there.....
 - Always build your network & hone your skill while you can!
 - Be decisive when making decisions; and never burn bridges!
 - **Integrity** is priceless Once lost, can never gain back

Q&A