

Contributors

Key Knowledge Points Developed

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- Use humor in the workplace; it helps you say things that may otherwise be difficult to say.
- Speak up. You were hired for a reason; you are at the table for a reason. People expect you to talk. Do not wait until after a meeting to share what you wanted to say, by then it is too late.
- Decisions do not happen in meetings, they happen before (and after) meetings take place. Pick out people to discuss your ideas with beforehand. Sell them before you walk into the room.
- Be confident enough with what you have to say in meetings that you are also comfortable with silence. Do not fill the silence with unnecessary verbiage.
- Do not think you are not qualified for a job because you do not know how to do the job. You can learn new things. Take on hard challenges; they can define you. When opportunities arise, even if the responsibilities are out of your comfort zone, throw your hat in the ring and figure out how to do the job after you get it.
- Take on projects that make a difference; be a change agent for your organization.
- Find male and female mentors. Seek out a mentor that you have a personal relationship with to help you decide how you can best work within an organization. Be a mentor to someone else.
- Deal with people as people, not as job titles. Even if you are the youngest or most junior person, you do not have to be serious all the time; it is important to be social, too. Identify what your role with that person is going to be.
- Help everyone (male and female) in your organization get to know you. Help them know and trust you so that they are comfortable talking about things in front of you. Know your audience and balance your communication style accordingly.
- Talking to people goes a long way. Network and make social connections. Learn people's stories. Know something about their personal interests and lives away from work; ask them about their family. If you are interested in other's stories, they'll leave the interaction maybe not knowing you really well, but thinking, "What a great person; she was interested in me." The more people you know, and the more you know who the players are, the more you can be comfortable talking to them.
- Be known for adding value to your networking interactions. Rather than, "How can these people help me," go into new networking situations thinking, "How can I provide value for the people I meet?"
- Manage your time well. Be a person outside of your job. Leave work on time and take lunch. You may produce more by working through lunch, but you may not always be recognized for it. Use lunch time for networking and gaining new perspectives. Networking augments the extra work you do that is necessary to get ahead.
- Networking provides an opportunity to let other people know how you have contributed value. Manage your story. It is not about what you know; it is about who knows you know. Be proud of your accomplishments.