



2018 TWA Conference Preparation for Meet Your Talent Leader

Meet your Talent Leader Participant Readiness Recommendations:

One of the overarching goals of the Xerox Global Talent Leader in 2018/2019 is to increase the visibility of key talent so Xerox can align personal aspirations with future opportunities, enabling development and career growth for our people.

As you prepare for your Talent Leader conversation, the following is geared to prepare and help guide your conversation.

- Your Talent Leader conversation is a 5-minute session.
- We recommend that TWA Members complete/update their Professional Profile and their talent profiles in GEMS before the meeting.

Recommendations and questions to help guide your preparation?

- Define your future personal and professional goals:
 - **Goals:** define your long-term vision for your career. Identify business challenges you are facing currently.
 - What are my future career aspirations at Xerox?
 - Do I have a Development Plan? If not, then start one.
 - Does anyone know what I want to do next? Identify who you want to share your career aspirations.
 - **Observe current reality:** what are the problematic facts and circumstance that you need to overcome? What's not working? What is working?
 - **Access:** what is missing? Look at your vision of the future and your current reality. Assess the gap and then discuss the items to overcome.
 - Update resume/CV.
 - **Develop Your Elevator Pitch (15 to 20 seconds):**
 - **Elevator Pitch Elements:** summary label, professional background, current position/situation, and where you want to go.
 - **Example:** Current position, overview of what you do, professional background, current situation, and where you want to go (big picture).
- Develop a list of questions for your meeting with Kim.

2018 INTERNATIONAL TWA CONFERENCE

UNLEASH YOUR Power

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Meeting with Kim.

- Arrive on time, stay focused, and leave a good impression.
- Bring your resume/CV, elevator pitch, and questions.
- Drive the conversation.
 - Introduction, background discussion, and elevator speech.
- Thank Kim for her time and ask if you can invite her on LinkedIn.

Post-meeting follow-up.

- Establish rapport by reaching out via LinkedIn.
- Send a Thank-you note (via email or handwritten).
- Consider sending an interesting article or news item about a topic you discussed.

This is YOUR opportunity to represent yourself - Space is limited, please sign up.