

Career Planning

Course Outline

Learning Outcomes

On completion of this workshop, participants will have...

- Developed some initial personal insights and plans for long term career directions
- Understood how to pro-actively access employment opportunities (including in the 'hidden job market')
- Enhanced their awareness of the critical steps in preparing for a job interview
- The capacity to apply these learning outcomes to situations as they emerge



This workshop will give you an opportunity to become familiar with a process to help with **career planning**. **It is not a workshop about writing your CV.** Participants will be walked through the process stage by stage, and will have opportunities within the workshop to begin some initial thinking. On completion of the workshop, participants will be familiar with the process and in a position to complete the stages and steps in their own time. Participants should come to this workshop with an open mindset – be prepared to explore thinking and ideas about their career- and talk through some of this initial thinking with others learning about career planning.

Workshop Outline

1. Stage 1: Longer term career planning - Working out what I want to do

- Applying a strategic approach - taking stock: performing a SWOT on self
- Setting your long term directions and drafting some initial specific career goals
- Developing initial thoughts about ways to achieve your goals

2. Stage 2: Looking for that next role - How to find the next role

- Preparing your own one page 'pocket profile'
- Understanding your 'target market'
- Developing your networking plan
- Setting some more specific career goals
- Developing initial thoughts about ways to achieve your goals

3. Stage 3: Preparing for and 'acing' the interview

- The 7 steps to help prepare for and 'ace' the interview

4. Next Steps

- Participants leave the workshop with initial thoughts and will need to do further thinking in their workbook post the workshop
- Electronic versions of the Career Planning workbook will be made available after the workshop

4
hours