

## **Career Planning and Development- How to Plan and Build Your Career Portfolio and Coach Yourself to Success**

### **Synopsis of Career Planning and Development**

As an individual, have you defined your unique personal purpose? Are you planning to do what you love to do as a career? Do you know what you would like to be doing in 5, 10 even 20 years or more from now? In this workshop, you will learn how to chart your career path and how you can scale the corporate ladder with your intuition and leadership skills. In short, you can plan, develop and take your career paths to greater heights!

### **Benefits of the Workshop on Career Planning and Development**

Students will benefit and learn/apply from the following at the end of the workshop session:

- 1) Identify their Personal Profiling and what is required of them
- 2) Identify their Natural Talents and Abilities
- 3) Identify their Passions and Values – Knowing what they want (Their Career Choice)
- 4) Understanding Career Risk (Pitfalls to avoid and why you need a Career Plan)
- 5) How to Achieve Your Dream Job- What must you do to achieve it?
- 6) Putting It All Together: Create Your Career Profile and Life Plan

### **Learning Points for Career Planning and Development**

What students will learn from this workshop session will stand them in good stead in their careers and professional development

#### Your Personal Profiling

- Understand Your Learning Strengths and Personality
- Plot Your Talent Graph
- Discover Your Multiple Intelligences
- Focus on Your Strengths and Not on Your Weaknesses
- Your Personal Investment Strategy
- Secrets to Overcoming Communication Barriers

#### Identify Your Natural Talents and Abilities

- Understand your values and beliefs system
- Giving more than what is expected of you
- Understand your leadership behaviors
- Importance of the Role Concept
- Signs that You Have found Your Unique Talent

- What's Your Personal Style – Extrovert versus Introvert; Tactical versus Strategic Thinker; One Thing at a Time Versus Multitasking; Hands-On (Practical) versus Hands-Off (Abstract)
- How to Make Your Natural Talents and Personal Style Work for You

### Identify Your Passions and Values

- The Six Hidden Motivators – Money/Practicality; Power/Influence Over Others; Beauty/Harmony; Service to Others; System for Living/Principles; Knowledge/Truth
- Identify Your Core Values – The Core Values and Passions List
- Use Your Core Values and Passions to Assess Your Career Options
- Are your values compatible with your prospective Employer's Values?
- Take ACTION now!

### Understanding Career Risk and why you need a Career Plan

- What is Career Risk and Understanding It? - For Example, Becoming Obsolete and Getting the Axe
- Career Crossroads, Career Crisis, Career Wealth and Career Payoffs
- How Can You Mitigate Risk?
- What to do if you face a Career Crisis?
- Why Career Planning and what must you do to come up with a Plan?

### How to Achieve Your Dream Job – What must you do to achieve it?

- Defining Your Goal and Goal Setting
- When The Promise is Clear, You Will Pay the Price
- Take Action in Your Pursuit of your Dream Job- Life Rewards Action Takers
- Evaluate Current Market Opportunities
- Acknowledge Jobs and Industries That Interest You
- The Power of Focus and with the Right Mindset and Aptitude
- Remain Confident and Courageous in Difficult Market Conditions

### Putting It All Together: Your Career Profile and Life Plan

- What's Important to Me Now?
- Create a Visual Map of Your Life Plan
- Create "Life Without Regrets" List
- Annual Life Plan and Career Goals
- My Career Profile
- Design the Ideal Career and Action Plan for the next few years

## Team Games and Participation

- Leadership Skills Test (**Activity: Self Assessment Test**)
- Exercises to Plot Your Talent Graph and Identify Your Multiple Intelligences (**Activity: Groups given a Talent Graph to work on**)
- Exercises to Work In Teams and Display Team Spirit and Team Building Activities (**Activity: The Human Spider Web**)
- Discussion on Your Life and Career Plan (**Activity: Groups given Flip Charts to work it out**)