

Career Planning – some questions to reflect upon

6 steps to Career Planning

Step 1: Motivation / Values (What drives me?)

- What do I find most rewarding about the work I do?
- What makes me come to work?
- What motivates me in my work?

Things to look for / consider: E.g. challenge, respect, successful outcome, regular contact with line manager, educating others, peer recognition, etc.

Step 2: Goals / Vision (Imagine yourself 5-10 years from now)

- What am I doing?
- What does it look like, feel like, sound like?
- What knowledge, skills and behaviours will I need for such a role?
- What competencies will I gain in such a role?
- What are my career goals?
- How achievable are they?

Things to look for / consider: Think of your own career strategically, what steps are necessary to achieve your strategic goals? Brainstorm and record on a flipchart / notepad.

Step 3: Barriers (What could stop me?)

- What could get in my way?
- What will I do about it?

Things to look for / consider: Brainstorm fears & concerns, convert threats into opportunities.

Step 4: Enablers (How am I going to get there?)

- List your most marketable and transferable competencies and skills (i.e. things that I am good at now that I can take with me to other jobs).
- What are my key strengths?
- Where are the gaps in my competency and skills profile?
- How can I develop the competencies & skills I need for future assignments?
- Have I built my development needs into my personal development plan?

Things to look for / consider: Coaching / counseling, projects, networking, mentoring, secondments, job enrichment, work shadowing.

Step 5: Roles (Who does what?)

- What do I see as my role in managing my career?
- What do I see as my manager's role in supporting my career?
- What do I see as the company's role in supporting my career?

Step 6: Feedback / Review (How will I know when I'm there?)

- How am I going to measure success / progress?

Things to look for / consider: Regular feedback from your peers, customers, clients, friends und progress reviews with your manager and mentor.