



Career Planning: Preparing for Success

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Overview


- What is career planning and why is it important?
- Career gap analysis – where you are now versus where you would like to be
- Identifying potential challenges and opportunities
- Next steps – making a plan and accessing support



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Learning Objectives

- Be able to assess where you are now versus where you would like to be in your career and identify the steps required to get there
- Have a framework and structure to help plan your career progression
- Understand the key elements of an effective career plan
- Build awareness of the support available to you at UCD to assist your career planning and progression

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What to expect.....

- Time out to reflect
- Practical – focus on tangible next steps
- Opportunity to learn from experiences of others



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Career Planning

- About being in control?

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**‘Careers are seldom planned but
are often developed by being
aware of and acting on the
landmarks that appear on the way’**

Kathleen Mitchell: The unplanned career 2003

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Reflection....

- Being open to opportunities (however random they seem)
- Saying yes
- Keeping in touch
- Trying to make the most of difficult situations

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“Planned Happenstance”

Chance.....

- inevitable
- if managed appropriately, as a spark for creative career development

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Key Features

Curiosity: exploring new possibilities


Persistence: exerting effort despite setbacks

Flexibility: changing attitudes and circumstances

Optimism: viewing new opportunities as possible



Risk taking: taking action in the face of uncertain outcomes

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What is your 'Career Story'?

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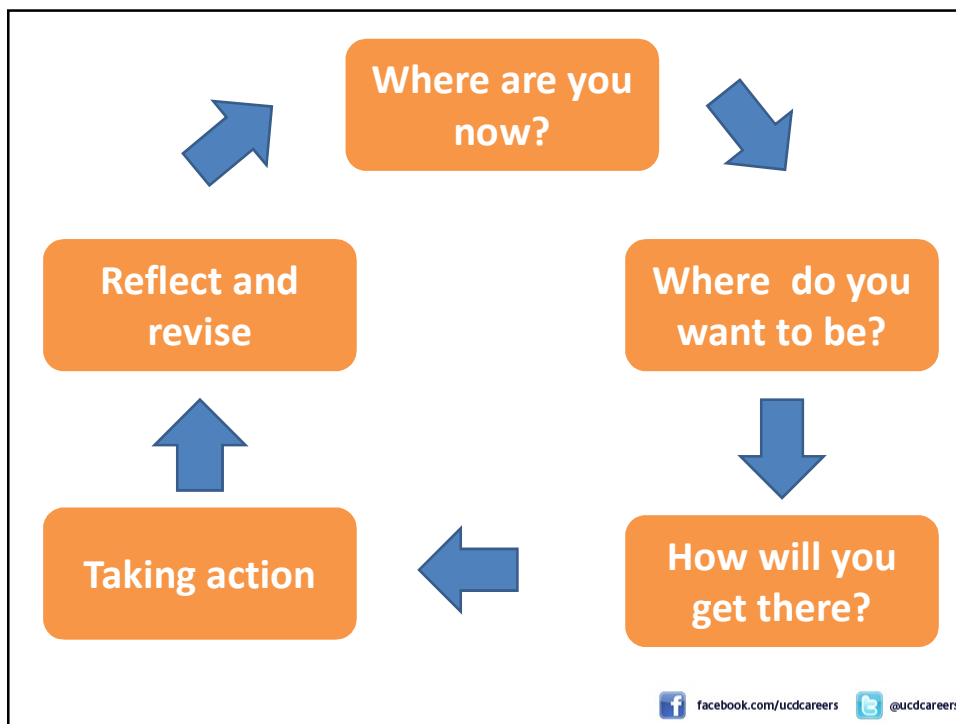


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Career Planning/Management


- A continuous & fluid process over your lifetime
 - sometimes geared to developing in your current role
 - sometimes aimed at preparing you for promotion
 - sometimes directed at finding a new job.

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Where are you now?

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Personal SWOT Analysis


Strengths – what you have to offer

Weaknesses - potential areas for personal development

Opportunities for career development in the external environment that you could take advantage of

Threats to your career development in the external environment - outside your control, to take into account when planning



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Why is Self-Awareness important?

- Helps ensure your career decisions are right for you
- Raise self-awareness through:
 - your own reflection and self-evaluation - to gain personal insight
 - feedback - to gain insight from other people.

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The Iceberg Model

The diagram shows an iceberg with six levels. The top two levels, Skill and Knowledge, are above the water line. The bottom four levels, Social Role, Self-Image, Trait, and Motive, are below the water line.

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The Iceberg Model

<p>Dr. A Technically capable Board certified</p>	<p>Dr. B Technically capable Board certified</p>
<p>Expert I'm intelligent Using technical language Personal achievement</p>	<p>Healer I help people to help themselves Empathy Enabling others</p>

The diagram shows an iceberg with six levels. The top two levels, Skill and Knowledge, are above the water line. The bottom four levels, Social Role, Self-Image, Trait, and Motive, are below the water line.

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Self-Awareness Audit

- Skills - What do you do well?
- Motives & Values - What is important to you?
What do you find fulfilling/rewarding?
- Interests -What do you enjoy?
- Personality preferences - What are your attributes/characteristics?



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Skills Audit

- Identify existing skills and knowledge
 - Behavioural, technical/professional,
- Identify skills and knowledge required in the future
- Rate your ability
 - 1 = No current knowledge or skill
 - 2 = Some awareness but not sufficiently competent to use it,
 - 3 = Familiar with and able to use the knowledge or skill
 - 4 = Proficient in the knowledge or skill and able to show others how to use it
 - 5 = Expert with a high degree of skill and/or comprehensive knowledge
- Review your ability ratings
- Identify strengths and gaps

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Possible Next Steps....


Profiling for Success

- Career Interests Inventory
- Values-based Indicator of Motivation



MBTI

- On-line questionnaire + 1-2-1 consultation
- staffdevelopment@ucd.ie.

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Motives & Values = Career Priorities

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Constraints

- Mindset or attitudes
- Responsibilities/commitments
- Health issues
- Resources
- Other people
- Lack of information

**Where do you
want to be?**



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What is your current goal?

- Improving/developing in your current job?
- Preparing for a more senior role?
- Moving to a new area or employer but similar job?
- Making a fundamental career change?

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What is required to achieve your goal?

- Opportunity awareness / information gathering
- Identifying development needs

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Opportunity Awareness – Key Aspects

1. Be clear about what you need to know
2. Find relevant, credible information
3. Consider the information you have collected

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Managing Self to Managing Others - Skills

Individual Contributor	Vs.	First Line Manager
<ul style="list-style-type: none"> • Technical/professional proficiency • Teamwork • Relationship building for personal benefits/results • Using company processes, procedures, methodologies etc 		<ul style="list-style-type: none"> • Planning – projects, budget, workforce • Job design • Selection (of people) • Delegation • Performance management • Coaching & feedback • Rewards & motivation • Relationship building up, down, sideways for unit's benefit

Ram Charan's Leadership Pipeline



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Managing Self to Managing Others – Values

Individual Contributor	Vs.	First Line Manager
<ul style="list-style-type: none"> • Getting results through personal proficiency • High quality technical or professional work • Accepting the company's values 		<ul style="list-style-type: none"> • Getting results through others • Success of direct reports • Managerial work and disciplines • Success of team/unit • Self as manager • Visible integrity



Ram Charan's Leadership Pipeline

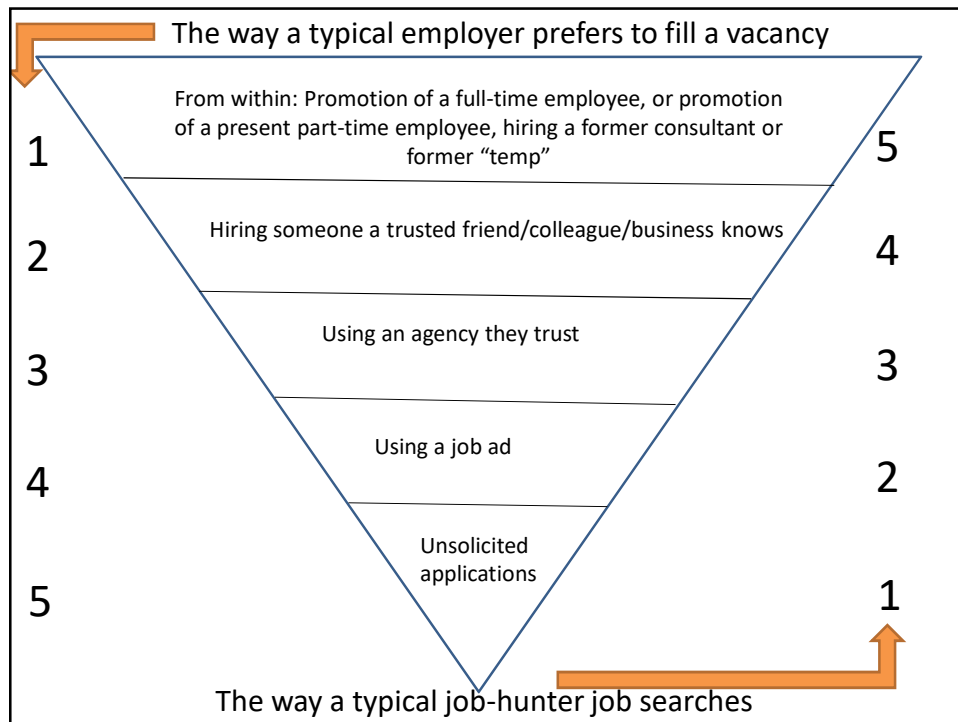
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Opportunity Awareness/Information Gathering

- Use your network
- Informational interviews
- Work shadowing
- Find a mentor
- Industry and professional associations
- Online resources
 - Vault Career Insider
 - 10 minutes with.....



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Decision Making

- Does the role meet your career needs and priorities?
- How closely does it fit with your work and lifestyle preferences?
- Are there any significant gaps in your skills and experience?
- What skills will be the priorities for your development activity?
- Can you identify your long-term goal? Can you break this down into shorter-term development goals?



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Plus, Minus, Interesting

Plus	Minus	Interesting
Higher income (+4)	Much more responsibility (-2)	Challenge myself professionally? (+4)
Get to meet new people (+3)	Likely to be more stress (-4)	Will be living in a new area (+3)
Self-Confidence improves (+5)	Have to sell house and move (-5)	
	Must learn how to manage others (-2)	
+12	-13	+7


Adapted from Edward de Bono 1982 book "De Bono's Thinking Course" and www.mindtools.com

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How will you get there?



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Figuring out how to get where you want to be

Some combination of Development + Action Planning

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Selecting Development Activities that work for you

Depends on:

- Your goal
- Your preferred learning style
- Time and resources
- Availability of opportunities
- The skills you need to develop

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Development Opportunities

- Work-related learning opportunities
- Formal training /development
- Recreational



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Action Planning

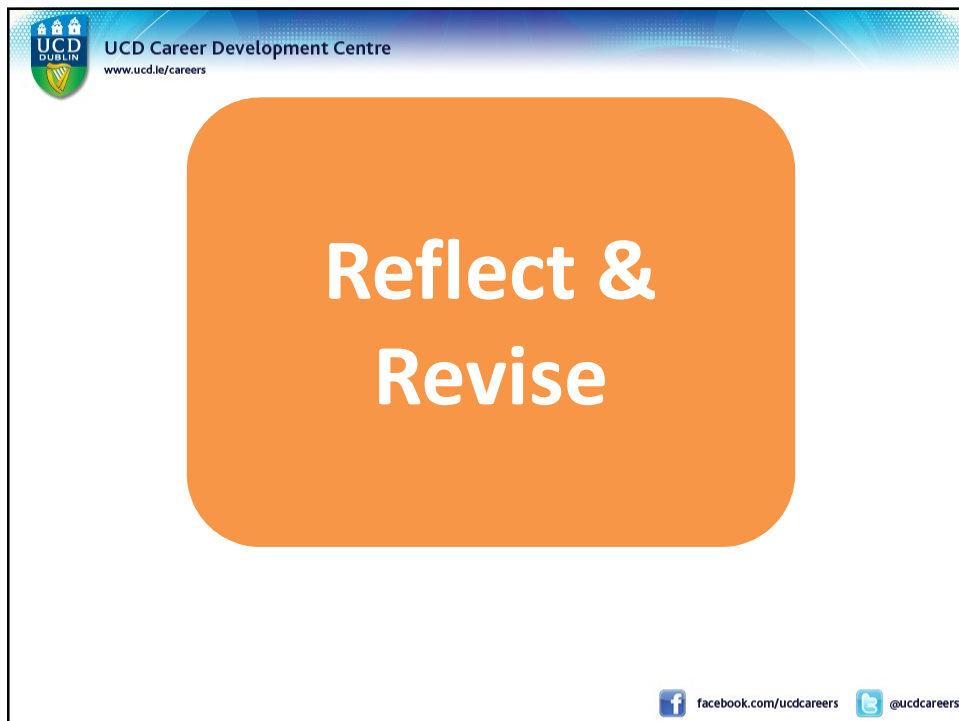
- Break the overall goal down into manageable objectives and tasks (long, medium, short term)
- Ensure your targets are SMARTER (Specific, measurable, advantageous, realistic, time limited and evidence based)
- Write them down / tell somebody
- Identify help and support
- Be prepared to revise these goals if things change.


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**Reflect &
Revise**



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Reflect and Revise

- Reviewing and reflecting
- Getting feedback from others
- Recording your evidence
- Surveying your career horizons
- Revising goals as appropriate
- Planning relevant personal development



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Planned Happenstance - Helpful Factors

- Commitment to ongoing learning and skill development
- Ongoing self-assessment
- Feedback from others
- Effective networking
- Achieving work-life balance
- Financial planning

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