



Career Development Planning

Workshop Duration: 1 Day

Facilitation in English

Workshop Description

Looking to advance your career? Gain insight into your skills, abilities and experience that are attractive to potential employers?

This workshop will help you define your career direction and career goals. It will provide you with tools and techniques to identify your key strengths, demonstrate your essential and asset qualifications and help you plan for a job transition or career change.

During this workshop, you will also have the opportunity to develop a personal career development plan to help you achieve your objectives.

Who Should Attend

This course is for all whom want to gain the knowledge and skills needed to successfully plan a transition and or career change.

What You Will Learn

- Assess your strengths: Identify your skills, traits, and interests that are attractive to potential employers.
- Choose a suitable field: Identify the careers and jobs in which these skills and traits can be best applied - what kind of work best fits you.
- Develop a job search strategy: Learn how to approach the job market to find the right job in the shortest amount of time.
- Market yourself: Present yourself on paper and in person to get interviews and impress employers favorably.
- Close the deal: Compare offers and negotiate the best terms of employment for yourself.

And, you will gain some lifelong benefits:

- Self-esteem: As you identify your strengths and express them to others, your sense of self-worth will increase.
- Control of your own future: This is your opportunity to take charge of your career direction and your future.

Course Outline

Getting Started: A Structured Approach

- Current Situation
- Expectations - A unique Opportunity
- Plan of Action

The Self-Assessment Process

- Your Satisfiers and Dissatisfiers
- Accomplishments - Past Contributions
- Skills, Traits, Functional Knowledge
- Personal Characteristics & Job Preferences

Preparing Your Resume and References

- The Resume
- Application Forms
- Professional Profile



Course Outline (Cont'd)

Assessing the Job Market

- The Questions?
- Research the Answers

Job Search Strategies and Tools

- Networking
- Using Agencies
- Answering Ads
- The Direct Approach

Preparing for the Job Interview

- Types of Interviews and Interviewers
- Managing the interview
- Following Up

Managing Your Campaign

- Planning Your Overall Campaign
- Other Tracking Forms

Negotiating Successfully

- Know What You Want
- Know What the Employer is Willing to Offer
- Decision Interviews
- Negotiating the Job Offer
- Accepting or Rejecting the Offer

Succeeding In Your New Job

- Reviewing "Lessons of the Past"
- Preparing for Success in Your New Job
- Keeping Up With the Job Market