

CAREER STRATEGY TOOLKIT



“OPPORTUNITIES DON'T HAPPEN, YOU CREATE THEM”.

CHRIS GROSSER

BUILDING A CAREER WHERE YOU CAN THRIVE

PREPARATION

- Do some self-reflection using the workbook you completed for your induction coaching session to remind yourself of your values and what is important to you for career success
 - Identify what success looks like to you – short, medium and/or long term
 - Get clear on what you enjoy doing and want to do more of in the future
 - If you don't have a specific career goal, identify experiences which look interesting. e.g. managing a team, leading a project, moving into a functional area, changing discipline or line of business, working in a different country. (Don't think “I haven't done that so I can't do it!”)
 - Identify your transferable skills–What skills do you have which could be used in a different role?
 - Go for a coffee with someone who has a job which might interest you in the future. What do they like/dislike about the job? How did they get there? What skills do they need/use? What experiences did they collect along the way? You can do this with as many different people as it takes to get clarity
 - Use your manager/mentors to help you think about your career plan. What has been useful for them? Where do they see you going? What do they see as your strengths & development areas?
 - Use LinkedIn to look at people you admire. What experiences got them to where they are today? You could even be brave and contact them to see if they are willing to talk to you about it.
 - Maintain an up to date LinkedIn profile with a professional photo, skills and qualifications
 - Keep your CV up to date. You never know when you might be asked to apply for an opportunity
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MAKE A PLAN

- Even if you don't know your ultimate career plan, having an idea of what experience and skills you need (or would like to gain) from a development perspective is important to consider
 - Review your plan at least twice a year. Things change and you never know what opportunities could come your way which could take you in a different direction
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CAREER TIMELINE – SETTING YOUR GOAL IN REVERSE

Use the questions in the table below as a guide to help you to define your career goals. By starting with your future career goal and working backwards you can more easily identify the steps you need to get you there. This exercise works particularly well in pairs. Choose someone from the IBC to work with and coach you through your timeline and then you can hold each other to account.

This questioning framework is developed from the GROW Technique*.



	Example Questions	Skills needed
<p>Step 1: Write down your ultimate goal.</p> <p>What specifically do you want to achieve, and by what date?</p>	<ul style="list-style-type: none"> What kind of role would you like to be doing in 10 years? (If you don't know the specific job) What will you be doing in that role / what will that role give you that will indicate you have achieved it? What is important for you to consider for this role? How challenging or exciting is it being in this role? 	<p>Step 10. What skills / expertise or knowledge will you be using day to day?</p>
<p>Step 2: What milestone do you need to accomplish just before this, in order to achieve your goal?</p> <p>What do you have to do and by when?</p>	<ul style="list-style-type: none"> What role will you most likely be in just before this (Step 1 role).....? How did this role help you to get to where you are now? What kind of experiences have helped shape your career? 	<p>Step 9. What skills / experiences do you need to progress to the role you identified in Step 1? Where are there gaps / development opportunities?</p>
<p>Step 3: Then work backwards. What do you need to complete before that second-to-last goal in step 2?</p> <p>To give you an idea You are now 3 years out from your current position.</p>	<ul style="list-style-type: none"> What role were you in before your xxxxxx? (state whatever the previous role is in Step 2) Note: if you are in the same role what are you doing? Where are you growing/stretching yourself? How did that role help you to get to where you are now? What skills did you gain? 	<p>Step 8. What skills / experiences do you need to progress to the role you identified in Step 2? Where are there gaps / development opportunities?</p>
<p>Step 4: Work back again. What do you need to do to make sure the previous goal is reached?</p> <p>You are now 1 plus year out from your current position</p>	<ul style="list-style-type: none"> What role were you in before your xxxxxx? (state whatever the previous role is) Note: if you are in the same role what are you doing? Where are you growing/stretching yourself? How did that role help you to get to where you are now? What skills did you gain? 	<p>Step 7. What skills / experiences do you need to progress to the role you identified in Step 3? Where are there gaps / development opportunities?</p>
<p>Step 5: Where are you now? What do you need to do first?</p> <p>(This will be your current role)</p>	<ul style="list-style-type: none"> What is the current situation? What is happening now that is good? That you want to keep happening to contribute to achieving your long-term career goal? What is missing that you would like to have? What obstacles do you need to overcome? What strengths do you have that you can leverage? What skills do you need to develop? What are the kind of experiences you need to gain to help with your long-term career plan? 	<p>Step 6. What skills / experiences do you need to progress to the role you identified in Step 4? Where are there gaps / development opportunities?</p>

Creating your strategy		
Draw out the options for consideration	<ul style="list-style-type: none"> • What are your options to move forward? • If you went to someone who had already achieved this, what might they suggest? • What else could you consider? • What are the advantages and disadvantages of each option? 	
Establish the will to reach the goal	<ul style="list-style-type: none"> • Which options will you choose to pursue? • How committed are you to doing this? • Are there any obstacles to stop you? • How will you overcome these? 	
Establish what support is needed	<ul style="list-style-type: none"> • Who needs to know what your plans are? • What can I do to support you? 	
Get commitment to act	<ul style="list-style-type: none"> • When will you do this? 	

*Whitmore, 1992, 2004; Alexander 2006; Alexander and Passmore 2006

TAKE ACTION

REFLECT & TAKE ACTION

How well am I managing my career?

What growth opportunities do I have in my current role?

What are my skills gaps? How can I fill them?

Who in my network does an interesting role that I can learn from? (What strategies from session 1 should I be using to build my professional network?)

When do I feel most energised?

Who needs to know me and the skills I have to offer? (What raising my profile strategies from session 2 should I be using and with whom?)

Who can help me get to where I want to in my career?

What are my barriers to career success?

Now I am aware of them, what will I do to overcome them?

What is a good first step for me?