



## Career Planning Tips & Techniques

Knowing where you want to go on your career ladder and how to get there are important steps as you rise up the career rungs.

- 1. Work out where you are now** – what are your skills, motivations, hopes, aspirations, personality type and development areas? You need to have the ability to match your skills, knowledge, behaviours and personality with the career opportunities that are out there and discover the areas (skills, knowledge, competence) that will develop the areas where you are lacking.
- 2. Know your limits and limitations** – if you have financial difficulties or a dependant family, it may not be possible to, for example, relocate or retrain in full-time education.
- 3. Be as flexible as possible and keep your options open** – this is the 21<sup>st</sup> century and no longer are you committing yourself for life when you take a career move. Always keep an open mind and look at your transferable skills when looking for a diverse range of career development opportunities.
- 4. Research, research, research** – before you start your job searches in earnest think about jobs you can and may consider and want in the future and then look very closely at job descriptions and the adverts. Also consider the credibility of the job site or source when applying. Make a note of the key roles, responsibilities and attributes the organisation that is recruiting is looking for and develop a plan that matches your skills in those areas.
- 5. Seek the opinion of others** – always link in to your network and take the time and don't miss the opportunity to speak to colleagues, mentors, peers and family. This will enable you to learn more from them about the different job opportunities that are on the job market.
- 6. Set your check-points** – outline your career timeline as it is very important to have goals and timelines to work for and to. If you want to be in a leadership or senior position by your 30<sup>th</sup> birthday, plan what you need and how you will take those steps in order to achieve this.
- 7. Target the companies you would like to work for** – if your hopes, aspirations and dreams are to work for a particular organisation, get in touch with them and find out their head of Human Resources or head of the department that your area of specialism lies. Be proactive and get your foot in the door by even taking a lower level position than you've planned for and work your way up to reach your careers goals.

For more information and development in this area, have a look at the [Career & Development Planning Workshop](#) in the Personal Development section of the website and brochure.