

Career Tips Thursday: Session 41

Making your next career move

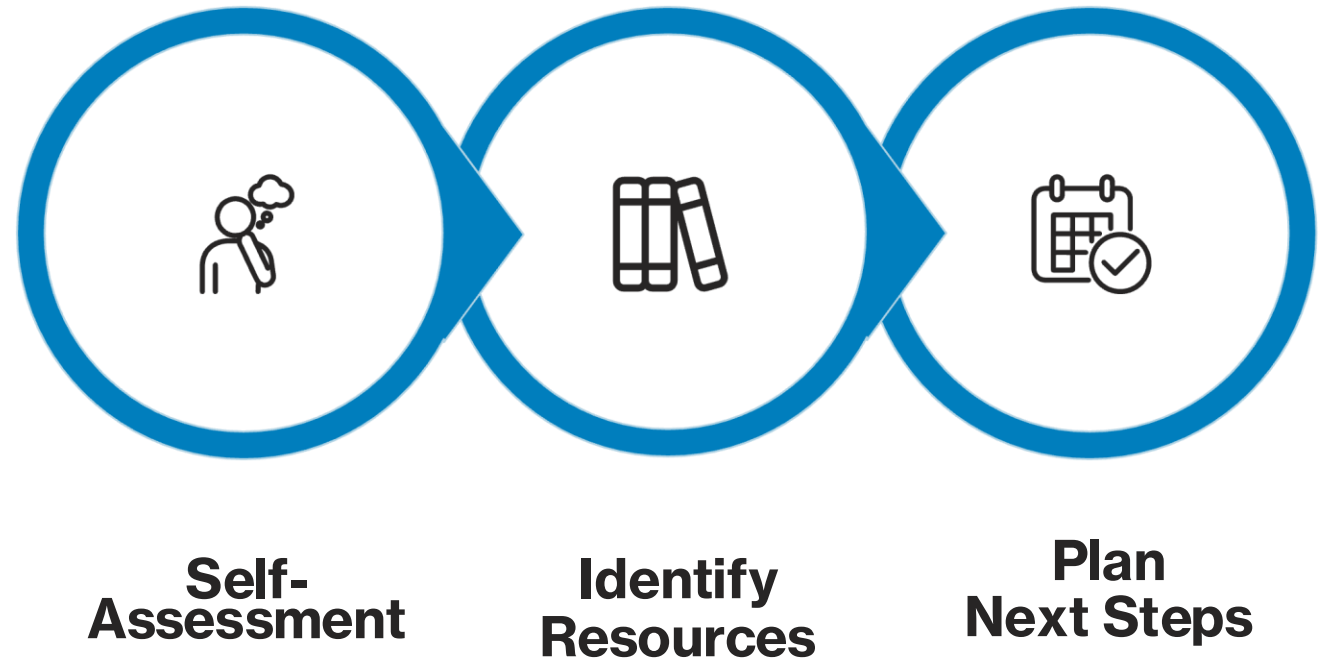
**A 60-minute action stock-take:
What do I have ready? What will help me?**

- UN Women
- UN Secretariat (Headquarters)
- UNOG



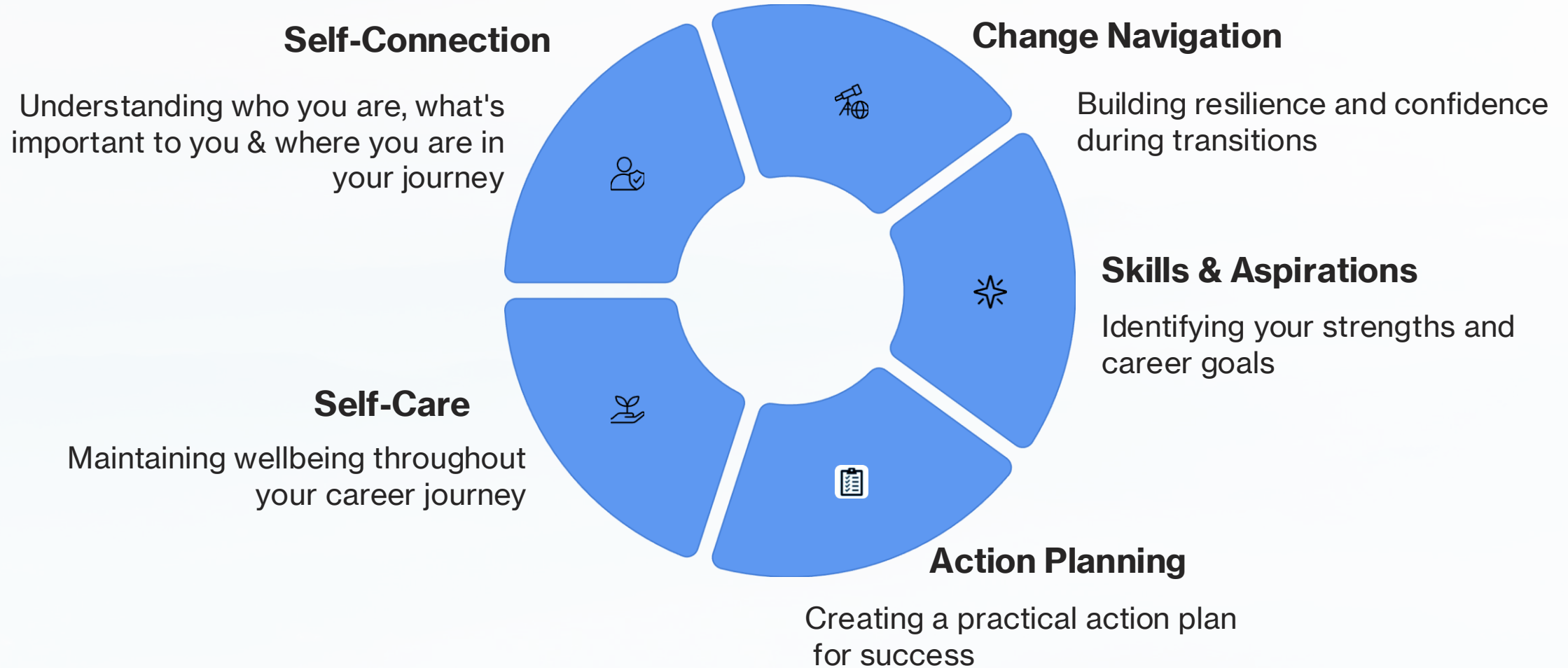
Agenda

- Use a **concise roadmap** to take stock of where you stand in your career transition journey;
- Identify **what resources** you have ready; and
- What **actionable steps** you will take in support of your next career move.



Your Career Transition Roadmap

5 Essential Areas:



1. Connect with yourself: Who and where are you?



1. Self-Awareness

Am I self-aware, present and intentional about what I am doing?



2. Journey Reflection

Where am I in my personal and career journey?
What has brought me here?



3. Purpose Identification

What is my Ikigai? (my reason for being)
The intersection of my purpose, passion, strengths, what is needed in the world & my unique value or competitive advantage

Ikigai

This forms the basis of your personal brand & "elevator pitch" that tells your authentic story.



4. Values Clarification

What are my values (personal, work, family, income, location, cultural, other) **that help guide my career and life decisions?**



5. Job Satisfiers

What gives me satisfaction in my work?

Factors:

- The Work itself
- Management
- Team environment
- Job contract
- Work-Life balance
- Organisational purpose & culture
- Future growth opportunities

REFLECTION – WHAT MAKES YOU UNIQUE?

3-minute mindfulness pause for awareness & intention

Reflect on what makes you unique – what is your unique value and contribution you bring to the world.

Write / draw / find an image, metaphor, story, artefact

Share in menti-meter – one unique quality, skill, value or strength you would bring to your next career move

Leading with Awareness, Presence & Intention

Mindfulness

To be fully present and engaged in the moment, aware of your thoughts, feelings, body and environment without distraction or judgment.



TAKE A 3 MINUTE MINDFUL PAUSE - MY UNIQUE VALUE

To help us be fully present, self-aware and bring intention to our situation / challenge. We respond not react.

1. PAUSE, MOVE and STRETCH

2. TAKE 3 DEEP BREATHS

3. OBSERVE body, thoughts, feelings without judgement

4. CHECK & SUSPEND any judgements, assumptions, beliefs or biases you may have

5. CREATE A POSITIVE INTENTION of what you wish to learn & create

6. REFLECT ON WHAT YOU APPRECIATE about the people involved in the situation; being part of this planet; your family, friends and colleagues

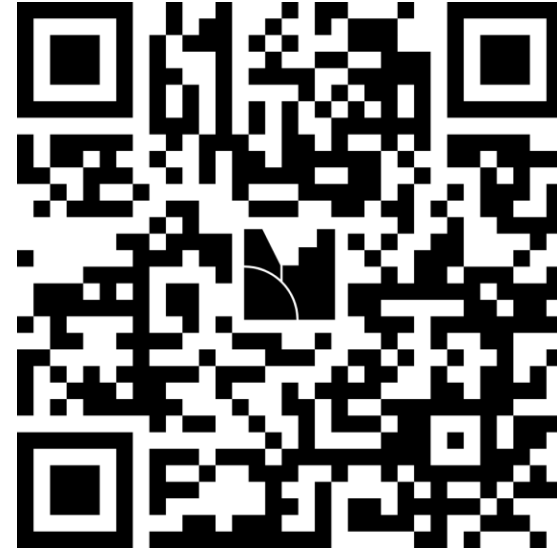
7. REFLECT ON WHAT MAKES YOU A UNIQUE INDIVIDUAL? Reflect on your career and life journey: jobs and roles: purpose, what inspires you, strengths, what people appreciate and value about you, what contributions you bring to others in the jobs and roles (non-work) you have had; what you have brought for others in adversity?

8. WRITE / DRAW / FIND IMAGES, ARTEFACTS, SONGS, STORIES AND EXAMPLES

Mentimeter

What is one unique quality, skill, value or strength you would bring to your next career move?

<https://www.menti.com/alp66sva4sz6>



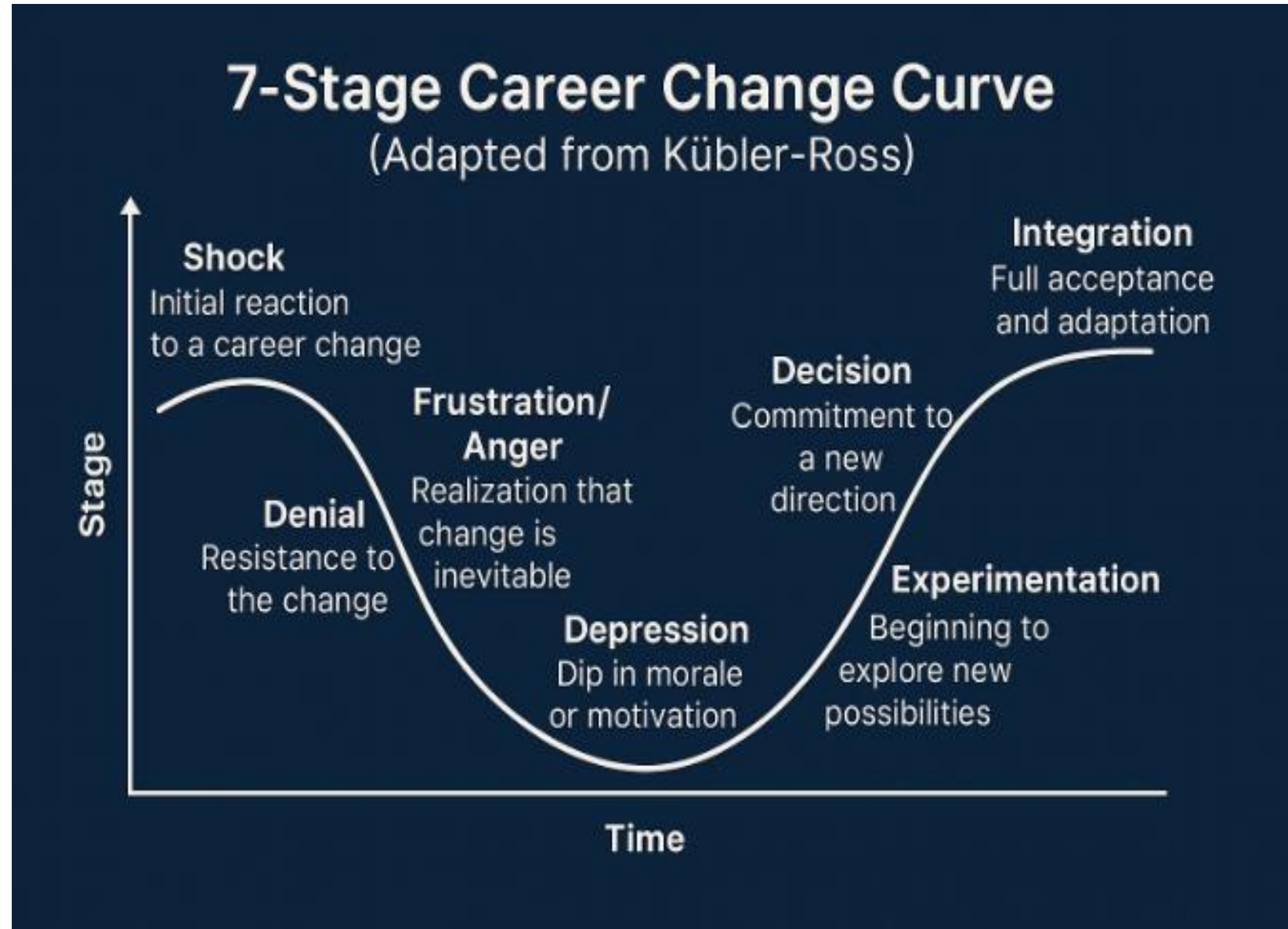
Scan the QR code and share your thoughts!

2. What helps you navigate change & transition with resilience & confidence?

Emotional Awareness



Am I aware of my emotions during change and transition and how they influence the decisions I make?



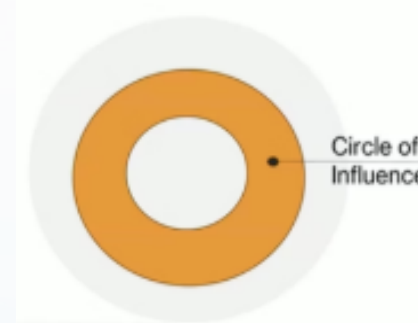
What are the strategies that have helped me in the past?

Resilience Strategies

Who and what can help me navigate the changes I am experiencing now?

1. Adopt a "growth mindset" - be open and curious

- How can I see & reframe these challenges as opportunities?
- What beliefs hold me back and what might be more empowering?

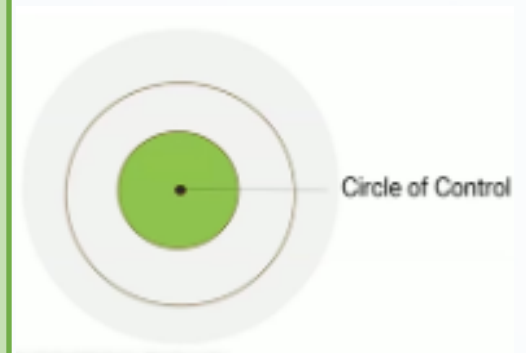


3. Access support networks, mentors and counselling

What actions can I take in my **circle of influence**?

2. Apply self-care practices

- What can I focus on that is within my **circle of control**?
- What (work/non work factors) boosts my **energy** and what depletes it?
- What choices will help redirect my **energy** positively?
- What physical, spiritual, emotional & mental self-care activities help give me energy?



3. What are your career aspirations, skills and strengths?



Vision Setting

What is my short (1 year) and medium-term (3 year) vision for my career?



Industry Analysis

What is the emerging outlook for jobs and in-demand skills for the industry and sectors (UN / non-UN) in which I am interested?



Skills Assessment

What are the skills needed – now and for the future?



Strengths Inventory

What are my strengths and transferable skills?

4. What is your Career Action Plan to achieve these aspirations?

- What is your plan and what does success look like?
- How do you monitor, evaluate and celebrate?



Personal Brand Development



Learning and Skills Development



Relationship and Network Building



Job & Opportunity Search



Applications with Impact



Successful Interviewing

Career Action Planning – Core Questions

Personal Brand Development ★★★★★

- ❑ What is my **Authentic Personal Brand** that communicates my **Unique Value Proposition** and how do I articulate this through my "**Elevator Statement**" and other personal profiles and letters?
- ❑ Is this reflected in a concise **up-to-date Linked-in Profile**?

Learning and Skills Development

- ❑ What is my **Personal Learning Strategy** for growing skills now and for the future?
- ❑ Do I utilize formal and informal learning, experiential learning (mentoring, assignments, projects), communities, networks and freely available on-line learning opportunities?

Relationship and Network Building

- ❑ Am I nurturing **Relationships and Networking strategically** and engaging in platforms like Linked-In?
- ❑ Do I **mentor and support others** through reciprocal relationships?

Career Action Planning – Core Questions (continued)

Job & Opportunity Search



- ❑ Do I have a **systematic and strategic approach** for Job Searching and Opportunity Scanning (eg. targeted jobs, job alerts, colleagues, notice boards like Linked-In) ?
- ❑ Who and what can help me in exploring outside the UN?

Applications with Impact



- ❑ Do I have an **up-to-date, compelling** P11/PHP, CV and personal statement /profile that reflects my personal brand and highlights relevant strengths and achievements?
- ❑ Do I **adapt and customize** these along with any cover letter / supporting statement specifically for each job I apply for and in a format acceptable to the recruiting system platform?

Successful Interviewing



- ❑ Have I **done my research** on the organisation and positions I am applying to?
- ❑ Have I **prepared and rehearsed** (with review / feedback from others) for a wide variety of application, assessment and interview formats and questions including but not limited to competency-based questions?
- ❑ Can I give a compelling answer to **"Tell me about yourself"** and **"Why do you want this job"**?

5. How do you look after yourself: sustain your resilience & well-being?

Stress Management and Well-being

- ❑ What self-care practices do I use to manage pressure and stress?

Eg. sport, exercise, being in nature, time with family & friends, cooking, yoga, music, journalling, reading, meditation, mindfulness, use of mental health resources, learn and take up something new.

- ❑ How will I recognize signs of possible burnout before it becomes serious?



Work-Life Harmony

- ❑ What priorities and boundaries have I established for work-life harmony?



Continuous Reflection

- ❑ Am I reflecting (daily, weekly) on my career journey and action plan?
- ❑ Do I have a colleague, mentor or coach I can reflect or seek feedback with?





Questions

Evaluation form



CAREER TIPS THURSDAY



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NATIONS



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