



Career Tips Thursdays session 29

Career Visioning and Goal-Setting: Writing your next career chapter



GETTING THE MOST FROM THE SESSION

- Use the chat facility to ask questions and comment
- Ensure you are comfortable and not disturbed.
- Be present!
- Engage and take time to reflect on the exercises – time for you and your career!





ABOUT CCS

- CCS established 1978
- Organisations we have partnered with:
- Bank of England, BBC, BSI, EY, ONS, Schrodgers, UN agencies
- 5000+ individual clients
- 5 day Accredited training in Career Coaching
- Shortlisted for two UK Career Development Awards 2022/23

MEET YOUR FACILITATORS

Rob Nathan

Founder & Director of CCS

Career Coach, Occupational Psychologist & Trainer

Specialised in partnering with organisations to deliver career management programmes for over 30 years



Kate Mansfield

- Programme Director and Career Coach
- Background in HR & Recruitment
- MSc in Organisational Psychology
- Diploma in Career & Talent Management

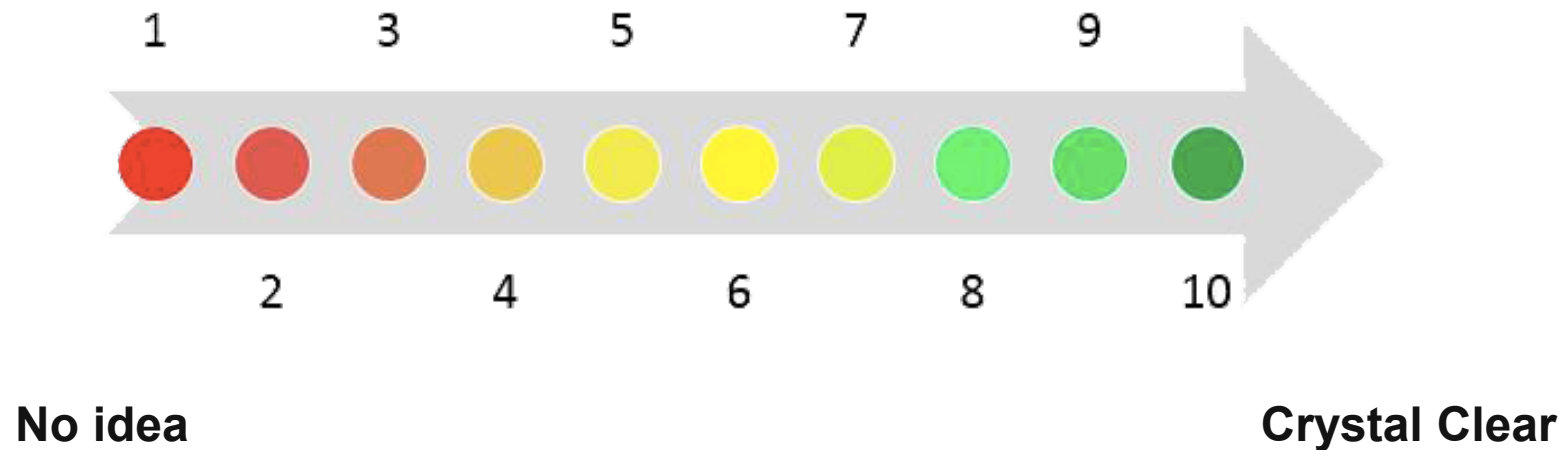
TOPICS TO BE COVERED

- Effective Career Management
- Why a Career Vision matters
- Using strengths and skills to construct a Career Vision
- Career Chapters: a practical career narrative tool
- Moving from Vision to Action steps
- Goal Grid: a practical tool to identify action steps
- Further resources and close



INTRODUCTORY POLL

How clear are you on where you want to be in your career in 5 years' time?



WHERE DO I FOCUS MOST OF MY CAREER ENERGY



KEY ELEMENTS OF EFFECTIVE CAREER MANAGEMENT





HAVING A CAREER VISION IS IMPORTANT

- **Progression:**
- The process of developing or moving gradually towards a more advanced state

LINK BETWEEN STRENGTHS AND GOALS

- Something you are good at...
- And you enjoy...
- It provides energy



- Seeking out more opportunities to use your strengths



KEEP YOUR STRENGTHS IN MIND

Attitude-based

Enthusiasm
Self-assurance
Flexibility
Self-starting
Positivity

People-based

Directing others
Collaborating with others
Developing others
Connecting others
Relationship building
Networking
Influencing
Communicating - presenting

Ideas-based

Idea generation
Idea implementation
Analysing
Problem-solving
Eye for detail
Future visioning
Strategic thinking

Action-based

Making decisions
Planning & arranging
Organising & structuring
Prioritising & scheduling
Driving for results
Managing complexity

WHAT IS A CAREER CHAPTER

- Create a coherent and meaningful narrative for your future
- To increase your motivation for moving towards a desired future

“Anyone trying to make a change, has to work out a story that needs connects the old and new selves. (Herminia Ibarra)”

- Ensure it is coherent and continuous (it links to your past)
- Create a context, not just a string of facts
- Draws on your strengths and desires



CAREER CHAPTERS: Instructions

- Write a career chapter heading for the past couple of years
- One year from now, what strengths and skills would you like to be using?
- Write a new chapter heading for 1 year from now

A hand in a light-colored sleeve points to a specific location on a complex, multi-colored transit map. The map features various colored lines (blue, orange, red, green, purple) representing different transit routes. The background is a blurred, light-colored surface.

ACTION: THE GOAL AND ACTION GRID

PURPOSE

- People often make their actions too general
- Provides a visual map for noting actions having increased levels of specificity
- Helps to break the gridlock of not knowing where or how to start

RESOURCING ACTION: THE GOAL AND ACTION GRID



**IDENTIFY THE STEPS TO MOVE
TOWARDS THE VISION**

**BREAK IT DOWN INTO SMALLER
STEPS...**

GOAL
Develop my engagement and communication skills

Build relationships with internal comms team

Find out who the key stakeholders are and arrange 121's

Ensure ongoing twice monthly meetings and prepare agenda in advance of key topics

Expand my knowledge on the subject of sustainability

Investigate learning opportunities within this area

Find existing people working within sustainability and arrange informational interviews

Expand my relationships with other teams

Attend team meetings in South African office

Ask Manager which teams I could approach

GOAL AND ACTION GRID GUIDELINES

- Work on your own to identify a goal and some level 1 action steps
- Think about who you could buddy up with after today to help you identify and refine some level 2 and level 3 action steps





WHAT ARE YOU TAKING AWAY

- Key learning?
- Your first action step?

FURTHER RESOURCES

Identifying Strengths

- Strengthsfinder <https://www.gallup.com/cliftonstrengths/en/strengthsfinder.aspx>
- Strengthsprofile <https://www.strengthsprofile.com/en-gb/products/product/introductory>

Career Management resources

- Harmonics Future Career Readiness test <https://futurecareerreadiness.com/>

Habits

- James Clear Atomic Habits https://youtu.be/U_nzqnXWvSo





OUTSTANDING QUESTIONS



Thank you



Upcoming Career Tips Thursday sessions

30 May 2024

Should I stay or leave my job? How to make good decisions about your career

27 June 2024

How to use LinkedIn for career progression