



# CAREER PLANNING FOR YOU

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MANAGER UCC

**TODAY WE WILL  
COVER**



- Career Planning 50 mins

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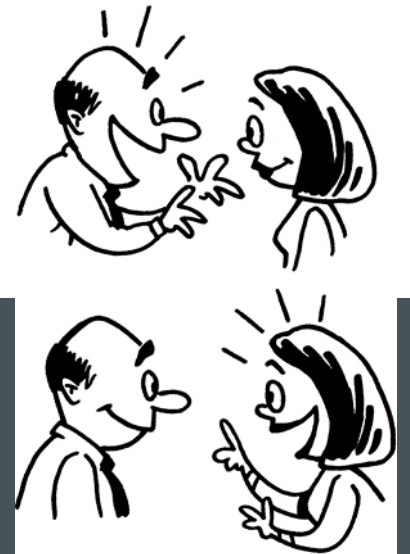
## **OVERVIEW OF CAREER PLANNING AND DEVELOPMENT**

- **Why it's important to plan your career**
- **Steps to consider**
- **Setting S\*M\*A\*R\*T objectives**
- **Stretching your plan without becoming unrealistic**
- **Measuring your plan during the year**

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**1. WHAT IS YOUR LEARNING OBJECTIVE FOR THIS SESSION?**

**2. WHAT IS ONE QUESTION THAT YOU HOPE WE ANSWER DURING THIS SESSION?**

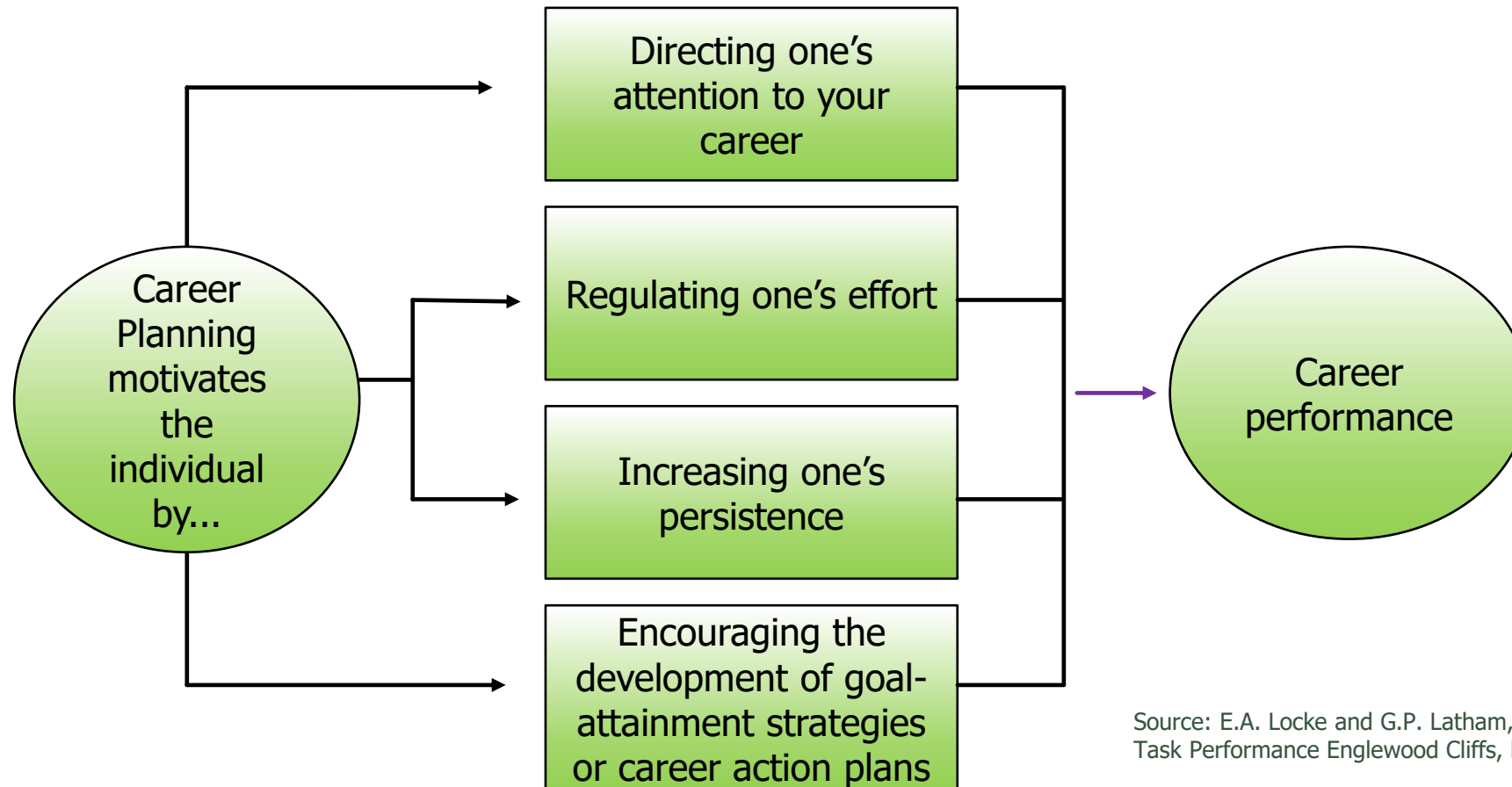


## DEFINITION OF CAREER PLANNING



- A career plan is a practical strategy that allows you to determine your skills and interests, set career goals, and put actions in place that will help you reach them. **It's a continuous process**, and it includes an overview of your current skills and experience and your career goals.
- According to Schermerborn, Hunt, and Osborn, 'Career planning is a process of systematically matching career goals and **individual capabilities** with opportunities for their fulfilment'.

# WHY CAREER PLANNING IS IMPORTANT



Source: E.A. Locke and G.P. Latham, A theory of Goal Setting and Task Performance Englewood Cliffs, NJ: Prentice Hall, 1990.

# CAREER AND MOTIVATION

When career objectives are	Motivation will tend to be
Specific and clear	Higher
Vague	Lower
Difficult and challenging	Higher
Easy and boring	Lower

**WHERE DO I  
START?**





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# 1. IDENTIFY YOUR PERSONAL DRIVERS

**Step one** is to understand your primary needs and drivers. Ask yourself: "what do I need from my career?" Think about the part your career plays in your life compared with other aspects, e.g. family. Does your job need to have a certain degree of flexibility, for instance?

Also consider what will make you feel truly fulfilled – what are your measures of success? And how many of your needs do you feel you're currently fulfilling?

Ask yourself: "what do I know about myself that will help me make good career decisions?"

What are your preferences regarding:

1. working environment/culture, industry or sector?
2. working with people and management?
3. location, hours of work, holidays etc.?
4. Reflect on your personality. How well does your current career play to your particular characteristics?
5. What are your personal values or beliefs? How important is it to you that the work you do fits with these?



## 2. AUDIT YOUR TALENTS

- It's important to maintain a record of the achievements, skills and other competencies you develop throughout your career. Journaling is a really good way to do this. Keep a note of all relevant development activities, events, responsibilities and achievements so you can keep your CV up to date:
  1. What skills, experience and knowledge have you acquired (and would like to acquire)?
  2. What responsibilities have you had?
  3. What have you achieved? Consider your outputs and the outcomes from your various endeavours.
  4. What are your key strengths?
  5. What has been the highlight(s) of your career/life to date?
- Remember to include your experiences and skills acquired from relevant leisure and social and volunteer activities, not just work.

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## 3. DISCUSS YOUR CAREER

- **with your line manager.** A career discussion with your line manager can help you work out the best ways of bringing the opportunities you are looking for **into your current role**. Be clear in your own mind what it is you want to achieve and present some suggestions or options. You should work in partnership with your manager to discover solutions that are **mutually beneficial**. Be realistic and open to feedback and advice. Remember, your manager will have objectives to meet and boundaries to work within.
- **with your colleagues/friends.** If you're struggling to find direction or answers to your career questions, ask your friends. If you feel frustrated and not sure how to take the initiative, ask the people whose opinion you value what they think you are good at or should be pursuing.
- **with your family/partner/etc.** Your career will impact on the people in your life outside of your job. Their opinions will be valid and they often have a good insight into your true needs.

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## 4. DEVELOP YOUR KNOWLEDGE

- The more you know about yourself, the easier it is to identify the right career opportunity. The more you know about what's available, the greater choice you'll have. It's important, therefore, to be knowledgeable about your field of interest and to research other areas to explore any potential opportunities.
- When considering your career options and choices, do you know what skills and experience you need? Do you know enough about the industry or sector to gauge whether opportunities are easy to find and the operating environment will suit you?

Investigate this by:

1. looking at the job market and noting the requirements for the type of job you would like to do.
2. tapping into your network for contacts in your field of interest.
3. attending events, meetings, exhibitions etc.
4. reading relevant journals, magazines and publications.



## 5. EXPLOIT OPPORTUNITIES

- If you feel that your talents are not being fully utilised or developed, look for opportunities where you can apply your skills or gain experience. For example, volunteer to organise an event or be part of a working party, join a project team, offer to help induct new team members or overhaul ineffective systems or processes.
- Keep your eye on internal emails for vacancies or other opportunities. Ask colleagues in other units about any future opportunities and ask them how best to make your interest known.



## 6. INCREASE YOUR VISIBILITY

- Not all career development opportunities are easy to spot or create. In order to make sure you're considered for any that arise, you need to increase your visibility within the organisation through self-promotion. Market yourself and demonstrate your talents wherever possible. Exploit the opportunities that come your way, and try to create your own. Think especially about promoting your ambition and potential in order to find opportunities to develop your skills and knowledge. For example, if you want to manage others, you'll need to demonstrate that you are responsible and have good interpersonal skills.

Some additional suggestions are to:

1. participate actively and positively in meetings.
2. get involved in events and team activities, e.g. exhibitions, social events, charity work, staff council meetings etc.
3. offer to buddy, coach or mentor other team members.
4. get to know people at all levels in other departments.
5. write articles for in-house newsletters and/or blogs.

## 7. NETWORK

- Networking can be done both internally and externally. It involves building a directory of contacts with whom you can build productive, long-term, mutually beneficial relationships, and call on each other for advice, information, help or support.

Some networking top tips:

1. Make the most of any networking opportunities in order to find new contacts to add to your network. For example:
2. join a professional association
3. keep in touch with former colleagues
4. participate in web forums or networking groups
5. attend events
6. Talk to your contacts about yourself, your career and your skills in a way that is clear and memorable.
7. Find out as much as you can about your contacts so that you can do your best to help them in return.
8. Work at maintaining relationships. Get to know your contacts on a personal basis and keep in touch regularly. Don't just contact them when you need their help.

## 8. CHECK YOUR PROGRESS

- In order to feel satisfied in your career, it's important to regularly reflect on where you are, compared with where you would ideally like to be. Of course, your organisation's performance/appraisal milestones present a good opportunity for self-reflection. But evaluating your progress is equally something that you can do yourself at any time, and can be particularly relevant at times of personal or organisational change. Some key questions to ask yourself include:
  - to what extent does my current situation meet my needs, desires and preferences?
  - how much of my talent is being used/developed?
  - how could I improve things, e.g.
    1. by making adjustments to my working style
    2. negotiating some changes to my current job
    3. identifying and exploiting opportunities to address any gaps
    4. changing my role
    5. or even deciding that I need to move on to continue to further satisfy my needs?





## **CAREER PLANNING GOALS**

- Requires an investment by you in thinking about your career goals - the big picture
- Responsibility for the process of objective-setting – success requires an understanding of what you really want
- Ongoing work and planning throughout the year is the backbone of effective career objective-setting. You need to reflect on what's going well, what's behind schedule, and potential or upcoming problems.



## ASK YOURSELF

- What are the key events which have shaped your career to date? Are there any trends?
- Is there a relationship between these trends and your career success? What is it?
- What implications are there for planning your future career?



## **VITAL GOALS**

- Identify the few ‘vital goals’ for your career

# SMART CAREER PLANNING

Specific	Measurable	Achievable	Realistic	Timely
The What, Why, and How of the S♦M♦A♦R♦T model	Establish concrete criteria for measuring career progress toward the attainment of each goal you set	Objectives must be stretching, but not so far that you will become frustrated and lose motivation	Realistic means "do-able". Too difficult and you set the stage for failure, but too low sends the message that you are not that committed	Putting an end point on the objective gives a clear target to work towards.
<p>What exactly are we going to do, with or for whom?</p> <p>What strategies will be used?</p> <p>Is the objective well understood?</p> <p>Is the objective described with action verbs?</p> <p>Is the outcome clear?</p> <p>Will this objective lead to the desired results?</p>	<p>How will I know the change has occurred?</p> <p>What evidence is needed to confirm it?</p>	<p>Can it be done in the proposed timeframe?</p> <p>Is it within my capabilities?</p> <p>Do I understand my own or the organisations limitations and constraints?</p> <p>Can I do this with the resources available?</p> <p>Has anyone else done this successfully?</p> <p>Is this possible?</p>	<p>Do you have the resources available to achieve this objective?</p> <p>Is it possible to achieve this objective?</p> <p>How sensible is the objective in the current business/project/department context?</p>	<p>When will this objective be accomplished?</p> <p>Is there a deadline?</p> <p>Are there review dates?</p>



# SMART EXAMPLE

## Objective

- Apply for three separate jobs by 31 December

## Breakdown of Objective

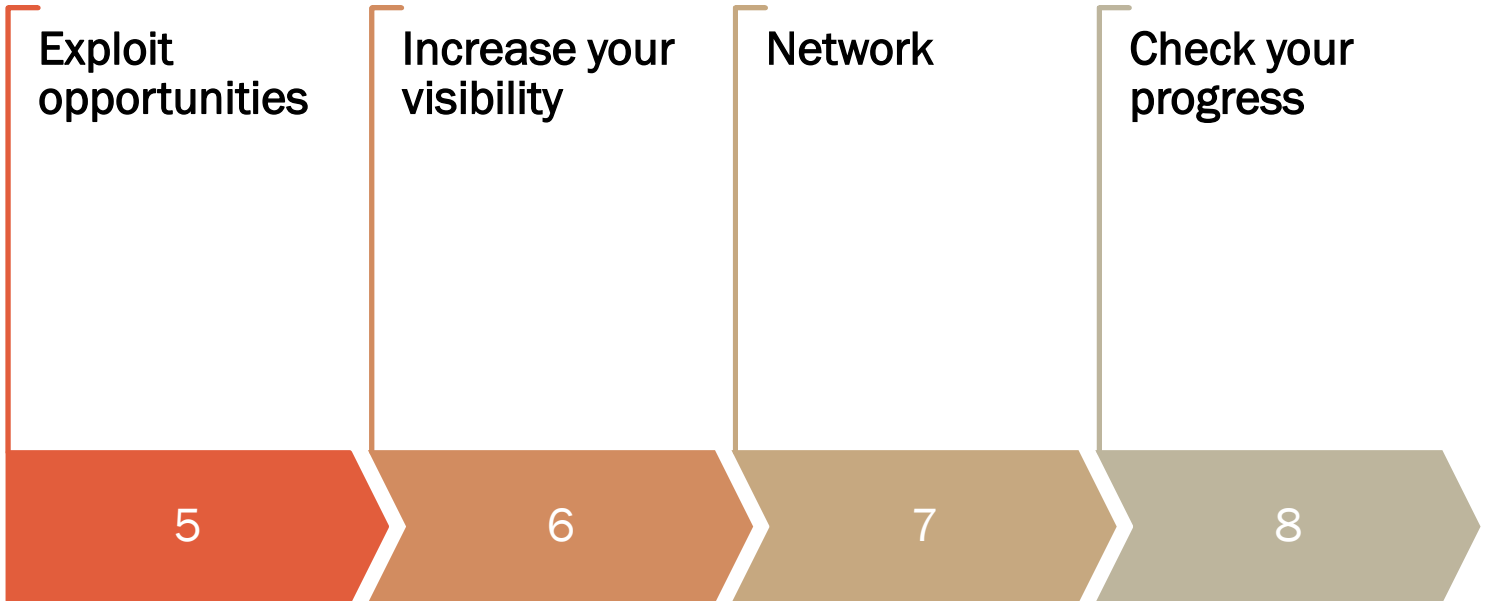
- Specific - says what you will do (apply for 3 jobs)
- Measurable - states the number
- Achievable - you have the necessary resources and support to apply
- Relevant - links in with your goal to improve your career
- Timely - to be achieved by end of December

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# CAREER PLANNING



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# HOW TO WRITE A PROFESSIONAL DEVELOPMENT PLAN (WITH EXAMPLES)

- <https://www.indeed.com/career-advice/career-development/professional-development-plan>





# REPUTABLE RECRUITMENT AGENCIES

<https://careersformums.ie/> Part time work

<https://www.morganmckinley.ie/> Morgan McKinley

<https://www.frsrecruitment.com/office-locations/cork/> FRS recruitment –  
Specialised recruitment

[Adecco](#) places professional full time and temporary staff across engineering, IT,  
commercial, pharma and multilingual sectors.

Harry Walsh <https://www.hwa.ie/jobs>

Brightwater <https://www.brightwater.ie/>

Osborne <https://www.osborne.ie/>

Barden Financial Services <https://barden.ie/>

**CALL UP THE RECRUITMENT AGENCY AND MAKE AN APPOINTMENT**

***Don't just send in your CV!***



## **CONCLUSION**

- Thank You & Questions